

APPROVED 10/17/18 FAC minutes

In Attendance:

Jiannan Wang, Chandra Ganesh, Kate Bell, Kim Geron, Linda Dobb, Sarah Taylor, James Murray (Chair), Kathy Hann. Guest: Mark Karplus

1. **Agenda** was approved; Murray (M), Wang (S)

2. **Minutes** from the October 3 meeting were approved; Murray (M), Wang (S)

3. **FAC policies and procedures**

Murray (M) that the committee accept changes to FAC policies and procedures, including a new document, Appendix B, which contains timelines for all of the various awards. Policies and procedures were brought up to date with gender neutral pronouns. Murray indicated he needed to write a cover letter to ExComm to detail the changes before it could be sent forward.

4. **Exceptional Levels of Service to Students**

-New dates were added to the policy document from last year. On Dec. 3 the request for proposals will go out; submittals are due on March 1, 2019 (a Friday); those receiving assigned time will be notified by April 1, 2019 (a Monday).

-Additionally, the document will be sent to ExComm and on to Senate for Presidential approval; this will be noted on the cover page

-On the form the dates still need to be changed to reflect the above timelines and a new cover page is needed.

-Committee approved moving this forward.

5. **Calendar Discussion**

-Question was asked can we begin on Monday the 19th and have President's Convocation during University Hour on Tuesday; possibly no Back to the Bay. Reasoning? Monday only classes will meet 12 times and others will meet 16. Impacts Monday only lecture and lab sections and even some hybrid classes

-Under quarters when this happened, we used to ask Monday instructors to move 1-2 sessions to a Wednesday, this methodology was not popular.

-Suggested that Science try to take a look at the problem as it impacts labs and see if some internal solution can occur?

-Suggested that, perhaps, we change the new calendar and have classes Thanksgiving week. (most did not like this idea)

-Suggested that Murray write down some alternatives on the cover memo and discuss with ExComm, where Provost is present, and see if any of them seems like a good alternative

-Chair Murray said he would write a cover memo and bring it and calendar back to next FAC meeting

6. Administrative Search and Review Document

-Murray moved Section IV regarding the appointment of Assoc. Deans to Roman Number III.

-Dobb gave out updated org chart, which will be updated online as well

-Suggested: note the following: "Review of Associate Deans is performed by the Dean of the College." to the small section (now in Roman Number III) on Associate Deans

-Acting and Interim. Seems like the document refers to acting (which is usually pretty short term) when it means interim (which is for a longer period of time--usually up to one year). Should probably say Interim in most cases

-Discussed what should happen to folks who serve in 2 different rolls, under that circumstance they could now serve for 5 years with out a review in either roll.

-Several changes had to be made: correct the last sentence under Deans review: the election of the committee for their review is done by the Senate office; correct the title Dean of Academic Programs and Services; remove any reference to quarters and make sure it says semesters

-Deadline should be changed to April 15 for reviews; new Section 12 added: the report can be finished in the next year

-Question? What about adding the Executive Director of the Concord Campus; that person reports to AVP for Continuing Ed, so probably will receive review by that AVP only (ok)

-Appointment of Student Affairs VP; change it to 2 staff from that area; make same change for AVP Campus Life and the other AVP in Student Affairs.

-No AVPs in Development at this time; only the VP is subject to review

-Add the Diversity Officer to the Appendix for faculty involvement in the Search Process; Committee voted 7-1 in favor of this.

-Lots of updating to policy. Chair Murray must also update the cover page and make justifications for adding people to various committees. Murray indicated he would send it back out to everyone on FAC for a final review before it went forward

7. Evaluation of Tenured Faculty

-non-substantive changes were made to this document in 15-16 FAC6.

-more work is needed on the document

-one quick change is the correct CBA reference, it should reference 15.35 not 15.34

-Committee will look at this again next time

Adjournment: Bell (M), Taylor (S)

Respectfully submitted: L.Dobb