

Approved Minutes –Faculty Affairs Committee meeting
October 3, 2018, SF 329

In attendance:

Kate Bell, Communication
Linda Dobb, Presidential Appointee
Eric Engdahl, Teacher Education
Chandrakala Ganesh, Health Sciences
Kathy Hann, Mathematics
James Murray, Chair
Sarah Taylor, Social Work
Jiannan Wang, Library
Mark Karplus, Guest, Senate Chair
Angela Schneider, Guest, Student Affairs

Called to order at 2:05 pm

1. Appoint Secretary (Chandrakala Ganesh)
2. Approval of the agenda (Murray/Bell/approved)
3. Approval of 9/19/18 minutes (Murray/Ganesh/approved; 1 abstention)
4. Reports:
 - a. FAC Chair: Chair report emailed to FAC. Posted below.

Last week I attended COBRA as Excom has asked that a member of FAC help provide input on the provost's strategic planning. I left for my class at 350p, while the provost was still discussing those plans.

It was noted by Assoc Provosts Dobb and Hernandez that the academic schedule we passed last year did not include specific dates for the beginning of intersession in January, so it was decided that it should start Jan 2 as the registrar needs to know that data ASAP.

I have also made some inquiries about the reason we are not paid Sept 1, leading to the 45 day pay period that we can not extend to 46 days. I emailed a proposed draft of the "POLICIES AND PROCEDURES GOVERNING FACULTY PARTICIPATION IN APPOINTMENT AND REVIEW OF ADMINISTRATIVE OFFICERS" with changes that address the issues we discussed at last FAC and issues brought up by Excom. I hope to also seek input from the University Administrative Review Subcommittee.

The Time Modules Task Force should be formed now, so we can seek input about scheduling senate committee meetings.

Mark R has found examples of how jury duty is handled at other universities for us to consider.

Our subcommittees have been approved by ExCom

b. Presidential Appointee

No formal report. But want to bring up an issue about RTP policy. Dobb: Though there is a new approved RTP document, people are citing from the old RTP document.

Murray: Add to old document--that it is superseded by the new document?

Karplus: That is not usually done (Karplus)

Wang: Perhaps IT could do push most updated document on top. IT was asked to optimize website. This could be one of the many items IT works on

5. Appointments/Approvals

a. FAC subcommittee membership

- Taylor: had an issue related to Disruptive Behaviors subcommittee

- Student rep came in for the meeting--does student rep have to be approved formally? After reviewing the document Taylor confirmed that the student who came to the meeting is the person mentioned in the committee membership
- Should we post minutes, agendas etc in sub-committees.
 - Can send to Mark Robinson who would create a space on website
 - Update names of subcommittee members

b. Awards committee approved by Excom via email

6. Business

a. FAC Policies and Procedures

- i. Updates to convert to semester language, update name of committees

Dobb: CSU as a whole is going to adopt gender-neutral and gender-sensitive language. Will be coming to Senate shortly.

[Pg. 5 of the document](#): 9th week of Spring semester will be too late: must be around March 1. Change to “no later than March 1”

- ii. Murray: Appendix B was added to summarize the deadlines

1. Dobb: Change language from 3rd Monday to specific dates to allow for sufficient time to review in case we have Monday holidays. Have all calls by Feb 1. Murray will fix the document and then send it via email and vote at the next meeting.

b. Professional Leave Committee

- i. 18-19 FAC 2: Updates to the Professional Leave Committee policies and procedures

- Murray: Reviewed changes--added items that were in the [CBA](#) but missing in the document.

- Dobb: One stringent requirement--faculty must file sabbatical report-if they don't won't get future sabbatical
- Hann: should we move to online submission? 6 hard copies of the document seems excessive.?
- Engdahl: Each committee member gets a binder to review and after review committee returns the binders.
- Taylor: ORSP has DocuSign for signatures. We could review InfoReady for this too.
- All: possibly in future years will look into online or alternate submissions.

(Murray/Engdahl/Approved)

c. Revisions to the 15-16 FAC 10: 2015-2025 Ten-year, Quarter to Semester Transitional Calendar

Murray: Can we do anything about having a Sept 1 pay date?

Dobb: Systemwide payroll is set up to pay most employees over a 12 month period (even though faculty work 10 months). When new persons start their 1st paycheck is Oct 1. Example, CSU-LA advises faculty that health benefits don't start until Oct 1.

Unless you are already on the payroll; new faculty won't get paid till Oct 1. Sometimes classes get canceled during 1st 2 weeks of semester--perhaps this was to avoid payments if classes were canceled.

Hann: Under quarters--lecturers did get October paycheck--so couldn't be because of the class cancelation issue. Hard for lecturers to work for a 1.5 months and get paid on October.

Dobb: This is not an academic issue we might be able to solve. Payroll centralized through CSU. We can start on Aug 17/18--that would mean no opening day.

Engdahl: If we can start on Aug 15 and remove duty dates after grades are due.

Dobb: we cannot move the start of the semester any early. Once all CSUs moves to semesters then we can consider alternate Payroll date.

Murray: Intersession start date: We wanted to have the opportunity to have intercession, but did not specify in 2018-19 when it will start.

Dobb: proposed Jan 2 (first day we could schedule which is not a holiday). Angela Schneider is currently putting in those dates

Murray: CIC indicated that last date to drop is 2 days after class starts. You can start a week long intercession class after the last date to drop.

Engdahl: I thought we were not going to do intercession. Dobb: Incorrect. We now have a period available for intercession. Deans want to pilot intercession (5 pilot classes will taught)--to see if it works out for students, faculty, registrar, financial aid. Engdahl: funding for this? Dobb: Exclusively extension. Schneider: won't know all implications until we do it once. Did you update 10 yr calendar to reflect these changes/dates

Murray: we decided against using 10 yr. Will be proposing 7 yr calendar as that works for departments which have accreditation as well. Murray: currently fixing the next 2 years calendar; do we need to review if we need 10 yrs or is 7 year calendar fine? After discussion, Engdahl/Schneider concluded 7 years will be fine.

Schneider: Clarification on what calendar to review to do intercession. The documents passed through Senate? But they don't have intercession date. Dobb: We need to add intercession date. Schneider: generally refer all to 10 yr calendar; what to refer people to?

Taylor: There needs to be widespread distribution of calendar that we are all seeing in FAC. Confusion about Thanksgiving break, Spring break. Too many calendars visible when we “google” csueb calendar.

Next steps: Dobb: I will take the template of the 10 yr calendar and make it for 2018-19; 2019-20 and 2020-21 (will work with Mark Robinson). Murray: continue to Review 45 days and Sept rules and find a way around it (for payroll and start of classes)

- d. 16-17 FAC 9: Revisions to POLICIES AND PROCEDURES GOVERNING FACULTY PARTICIPATION IN APPOINTMENT AND REVIEW OF ADMINISTRATIVE OFFICERS document
 - i. Referral from Excom
 - ii. Cover page with highlights
 - iii. Appendix A with new position names
 - iv. Organizational chart Jan 2018. Newer one available?
 - v. Include 13-14 FAC 7 amended
 - vi. Invite feedback from members of UARC

Reviewed document; ALL: Discussion on “Appointment” vs “Search” as a better terminology

Engdahl: Need to differentiate this from other search committees on campus. Ganesh: Other could be TT search. Discussion: Decided to change to “search committee”

Appendix A: this resulted from discussion from previous FACs

Karplus: 2018-19 BEC3 that President signed--there are several AVPs listed. Note: Search committee membership is Appendix A

Perhaps add to the above document “Officers to be Reviewed” will be by UARC

When a Dean is reviewed--two tenured faculty member from each dept--no specific positions; same would apply to Dean of APS (not specific position--leave it broad)

Discussion: added a section for Associate Dean appointment
Appointment--clarify language--who consults? College & FAC

Discussion: "Retreat rights" for Deans hired from outside? Article 13
sec. 17

Meeting adjourned: 3:50pm

Minutes submitted by Chandra Ganesh