

Amended Minutes FACULTY AFFAIRS COMMITTEE MEETING

Wednesday, September 5th, 2018 SF 329

In attendance:

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

Called to order 2:00PM

1. Introductions
2. Election of Secretary – committee agreed to take turns creating minutes.
3. Approval of the Agenda
Taylor second, Murray moved agenda passed 100%
4. Reports
 - a. Chair
 - i. General comments from Chair:

Murray will continue serving on the RTP subcommittee as FAC representative. We need a FAC member (not from CLASS) to serve on the Awards subcommittee. We need a member of CBE to sit on the Evaluation of Teaching subcommittee. We need a regular faculty and a lecturer to serve on Lecturer subcommittee. FAC members were encouraged to help identify willing faculty.

FAC will need to revisit the academic calendar from 2019-2025 for the same reasons we needed to revise last year's calendar. Linked below is what FAC recommended last year to fix 2018-2019 calendar.

<http://www.csueastbay.edu/faculty/senate/files/docs/fac/17-18-fac/docs/17-18-fac-7-revised-18-19-cal-revisions-revised-5-9-18.pdf>

Excom made some changes in position titles, but also today officially charged us with revising the "POLICIES AND PROCEDURES GOVERNING FACULTY

PARTICIPATION IN APPOINTMENT AND REVIEW OF ADMINISTRATIVE OFFICERS document".

Excom also has asked FAC to review the Exceptional Service award document including its content, the new dates, and to consider seeking approval of the President.

Excom also has also asked FAC to review election procedures in the Senate Constitution & Bylaws to address some ambiguities we had last year.

- ii. 17-18 Final Chairs report will be submitted before Friday – send edits ASAP
- iii. 17-18 BEC 12

Discussion: Karplus described strategic enrollment plan. Subcommittee approved is described in this document. This is an administrative subcommittee but reports to excom.

Murray will represent FAC on this committee

b. Presidential Appointee

RTP doc, typos fixed but some substantive changes will come back to FAC

Calendar – will bring 2019 -2020 to us similar to this year's, rules are very prescribed by chancellor's office. Dobb asked if we still have a duty to do a ten year calendar? She will work on the next two years.

Phillips Award – raised to \$2000 from \$1000, do we object? No objections.

Please come to the fall faculty reception and welcome, on Oct 9th at 4pm.

Awards – perhaps consider outstanding lecturer award? Population 400 lecturer, faculty 325. Perhaps bring to awards committee.

Evaluation of tenured faculty is important business to complete.

5. Appointments

Murray - FAC needs CBE and Class reps

Subcommittee – need 1 for awards, CBE or CEAS, Murray will do student evaluation of teaching – now called evaluation of teaching. Need CBE and student member.

Lecturer subcommittee – will see if last year's members will continue.

New subcommittee – disruptive behavior – Taylor will represent FAC.

Taylor – this subcommittee will be looking at everything that’s going on in classrooms, ways faculty can prevent situations pre-emptively, perhaps a report or guide vs a policy. Needs assessment first. Looking at what other universities are doing. This is a Special Subcommittee not Ad hoc.

6. Information

- a. Professional Leave committee – documents need to be updated to semesters, check time lines. Murray will look at timelines with associate vice provost. Karplus – make sure to look at contract as well. Also, tenured faculty are needed to serve on PLC. Dobb – we have already announced PLC deadlines for applications. Deadline is Nov 20th. PLC with FAC guidance needs to decide when the winners will be announced. Taylor – earlier notice is better, especially if going out of country. Dobb convenes, Engdahl has served. Discussion of making deadline for announcements by the end of Fall semesters. Agreed not possible. PLC will have to decide. Murray – we should discuss schedule for next year. FAC agreed to make the due date for application Nov 1st, 2019 for sabbaticals taken in AY20-21.

7. Business

- a. FAC policies and procedures. Note quorum is 2/3 of seated committee (not including vacancies). Agreed to read over and revisit.
- b. OP Award letter updates – Dobb – Phillips changed to \$2000, awards committee needs to decide if they agree on the updated call letter and update the timeline for semesters. Eric – likes idea of deleting (d) in call letter. Murray will send to subcommittee with these suggestions
- c. Revisions to the 15-16 FAC 10: 2015-2025 Ten-year, Quarter to Semester Transitional Calendar – Discussion: 10 year calendar, need to go that far? Ganesh – who uses it? Schneider – registrar’s office uses it but only need 2 years out. Engdahl – 7 year accreditation cycle, proposed 7year calendar would be helpful. Karplus – make sure to check August 17 first day as required. Schneider – worried about finals schedule and grade posting. Murray – appreciate Schneider’s input on timeline for posting grades. Schneider – no reason to believe posting will go any faster in the future. Murray will send us Linda’s draft calendar and a summary of senate discussion.
- d. 16-17 FAC 9: Revisions to POLICIES AND PROCEDURES GOVERNING FACULTY PARTICIPATION IN APPOINTMENT AND REVIEW OF ADMINISTRATIVE OFFICERS document 16-17 FAC 9 – was not signed yet. Doc was not signed by president relating to who is on the list of administrators to be reviewed, in particular

Diversity Officer. Karplus – change to student affairs review. FAC needs to update, review and send back. Karplus – appointment and review schedule, BEC doc that gives notice to administrators for review schedule. Our doc should have guidance for the one BEC creates. This may be early, wait and see there may be a referral to review.

- e. Evaluation of Tenured Faculty to provide more detailed guidance about content of their portfolio and consider online submission – Murray, what do we think is reasonable? Highlighted 5-year CV. Dobb, we also need a process. Dobb – we should give guidance of what the committee should look for. Murray will bring draft for FAC to discuss next meeting.

8. Discussion

- a. Referral from Excom regarding standing committee meeting times -
All meet 2-4, is that appropriate given new time modules. There is overlap.
Karplus – perhaps this is the year to study this. Taylor – times have been an issue in her department. Dobb’s – perhaps survey faculty in March regarding the schedules and service. Engdahl – bring this up in meeting with chairs. Karplus – there is also a committee studying time modules and university hour and its effect on service.
- b. Exceptional level of service to students for 18-19– Letter to senate from President, we did not send our policy to the president for approval. Karplus – awards that were chosen will be awarded this year. This document does not state that presidential approval is required. President will require the new document be sent to him for approval for future awards. Murray will send FAC the presidential memo to be discussed in future meetings. He looked at other university’s policies and will share those also.
- c. Referral from Excom to review election procedures under the Constitution and Bylaws and consider making recommendations on amendments- Need to clean up ambiguities and create a nomination process
- d. Review what we will do next time –

Bylaws

Time modules – wait

Calendar

Draft exceptional level of service, presidential approval and suggested

Changes

Appointment review if time

Op – will go to awards committee

Professional leave draft of suggestions
5 year review process
Subcommittees - Ganesh will do awards committee,
Robinson will contact ASI for student members

9. Adjournment - Dobb moved to adjourn, Murray second.