Members present: Dee Andrews (chair), Julie Glass, Kathy Hahn, Jane Lopus, Gary McBride, Anne Pym, Scott Stine
Members absent: Judy Clarence, Mike Hedrick, Steve Williams

The meeting was called to order at 2:50 p.m. The committee welcomed new member Anne Pym, who is replacing Eileen Barrett from ALSS.

1. Approval of the agenda: M/S/P 7/0

2. Approval of the minutes of the meeting of February 6, 2002: M/S/P 7/0

3. Report of the Chair
   - Andrews reported that ExComm voted to amend the document Policy on Observance on Religious Holidays, submitted to them by FAC. The changes include inserting the word "other" before "scheduling conflicts" and the proposal that "might be accommodated" be changed to "will be accommodated." It was decided however to leave the second change up to the Senate. The Academic Senate will vote on the amended version, and FAC members plan to express their concerns when the document is discussed on the Senate floor.

   - The initial meeting of the Outstanding Professor Subcommittee lacked a quorum so it will be rescheduled. Those in attendance were student Justin Pettit, Julie Glass, and Scott Stine.

4. Report of the Director of Faculty Development
   - Julie Glass reported that the mentoring reception held February 15 went very well.

   - Per the minutes of the meeting of February 6, Glass is continuing to work toward developing guidelines for sabbatical and difference-in-pay applications.

5. Old Business
   a. Evaluation of Temporary Faculty
      The make-up of the Subcommittee for the Evaluation of Temporary Faculty was discussed. The people recommended are Dee Andrews (History), Julie Glass (Science, Faculty Development), Alison Warriner (English), Gary McBride (Accounting), Valerie Helgren-Lemesis (Teacher Education), Mark Karplus (lecturer, Chemistry), and Suzanne Busch (lecturer, Accounting). Andrews will confirm that all are willing to serve.

   b. Additional decisions concerning the Sue Schaefer Award
      Dee Andrews has talked to Connie Sexauer and Russ Merris about ideas for a perpetual plaque with pictures and names of recipients, and a possible dinner. It was agreed that an award of $250 be made each year, with fundraising to take place every five years to keep the process going. Andrews will adjust the scheduled dates to send out an announcement for this year's award.
6. **Adjournment**

The meeting was adjourned at 3:30 p.m. for an FAC field trip to the lobby of Warren Hall to investigate appropriate places to display the perpetual plaque for the Sue Schaefer Award. It was agreed that the plaque could be hung near the elevators (like the plaque honoring CSUH staff) and that the award for the CSUH Outstanding Professor could be moved there as well.

Respectfully submitted,

Jane Lopus, Acting Secretary