Minutes of the Meeting of February 6, 2002

Members present: Eileen Barrett (chair for first half of the meeting), Dee Andrews (chair for second half), Judy Clarence, Julie Glass, Kathy Hann, Michael Hedrick, Scott Stine

Members absent: Jane Lopus, Gary McBride, Steve Williams

The meeting was called to order at 2:55 p.m.

1. Approval of the agenda. M/S/P 7-0 with the addition of an item inserted under Old Business (Religious Holidays)


3. Report of the Chair:
   • The draft proposal concerning the Sue Schaefer Faculty Service Award, the document concerning emeritus status of FERPers, and the PTR Revision document have all been approved by Academic Senate.
   • The Provost has confirmed, based on the census of faculty, the number of faculty from each school serving on the PTR committee. The composition of the committee will remain the same: two from ALSS, and one each from Business and Economics, Education, and Science.

4. Report of the Director of Faculty Development:
   • Glass reminded the group of the Mentoring Social February 15.
   • Glass would like the group to begin thinking about the development of guidelines for Sabbatical and Difference-in-Pay applications. FAC will probably work on this project in conjunction with the Professional Leave Committee once we have received the charge from Ex Com.

5. Old Business
   Religious Holidays:
   Stine has recommended minor changes to the document voted on by most members via email. Glass moved to accept Stine's revised version. Barrett seconded it, and the motion passed. Barrett will check to see that the revised version meets with McBride's approval.
6. **New Business**
   a. **Replacement of Chair**
      Due to increased departmental responsibilities, Barrett will no longer be able to chair FAC. Stine nominated Dee Andrews as her replacement; Clarence seconded the nomination. Passed 7/0. (From this point onward in the meeting, Andrews served as Chair.)
   b. **Sue Schaefer Award**
      After extensive discussion regarding the exact nature and timing of this award, it was decided that a perpetual plaque (including a photograph of the most recent awardee) might be placed on the wall outside the President's office. The committee also discussed other possibilities for the award, which Andrews will investigate further.
   c. **Evaluation of Temporary Faculty**
      It was determined that a FAC subcommittee be formed, comprised of regular faculty, at least one from each school, and a lecturer representative. The subcommittee will look into how other CSU campuses and CSUH departments evaluate lecturers with the aim of producing a policies and procedures document on the evaluation of lecturers. The subcommittee will also request input from the FAC Lecturers Subcommittee to investigate this matter and create a recommendation. FAC will vote on the membership of this subcommittee via email.

7. **Adjournment**
   The meeting was adjourned at 4:00 p.m.

   Respectfully submitted,
   Judy Clarence, Acting Secretary