CALIFORNIA STATE UNIVERSITY, HAYWARD

FACULTY AFFAIRS COMMITTEE

Approved as corrected

Minutes of the Meeting of April 3, 2002

Members present: Dee Andrews (chair), Judy Clarence, Julie Glass, Mike Hedrick, Fred Leavitt, Jane Lopus, Gary McBride, Scott Stine

Members absent: Eileen Barrett, Steve Williams

1. Approval of the agenda: M/S/P 8/0

2. Approval of the minutes of the meeting of March 6, 2002: M/S/P 8/0 as amended

3. Report of the Chair
   • Chair Andrews announced that Fred Leavitt will replace Kathy Hann from the School of Science on FAC, and Eileen Barrett will return as an ALSS representative.
   • The Policy on Religious Observance was temporarily taken off the Senate agenda to allow time for Andrews to discuss its legal implications with Stan Clark. An email message from Andrew Jones, University counsel forwarded by Sonjia Redmond, Vice President of Student Affairs, states that "the proposed policy looks fine." Therefore the policy will go forward to the Senate in the future.
   • More PT&R issues will be sent to FAC soon.
   • John Hammerback has been informed of his selection as the finalist for Outstanding Professor.

4. Report of the Director of Faculty Development
   • Julie Glass reported that the Spring Quarter Workshop Schedules have been sent out. She called attention to the announcement of the second annual End-Of-The-Year Bash to be held June 11.
   • Glass will be on sabbatical next year, and Eileen Barrett will serve as Interim Director of Faculty Development in her absence.
   • Glass and a group from CSUH will attend an upcoming Economic Technology Planning Conference.

5. Old Business
   Evaluation of Temporary Faculty
   The Subcommittee for the Evaluation of Temporary Faculty met. Committee members plan to ask departments what they are doing currently with respect to lecturer evaluation. They plan to meet with Stan Clark on April 24 about the contract implications of the evaluation of temporary faculty. A recommendation to FAC will follow.

6. Implementation of the Academic Standards Report - Charges from the Executive Committee
Chair Andrews provided background information on the 2001 Academic Standards Report, and distributed a memo from Don Wort to FAC relating to the report. FAC discussed the charges as
outlined in the memo.

Item 1 in the memo asks FAC to consider campus-wide policies for
a) Evaluation of lecturers: The Subcommittee for the Evaluation of Temporary Faculty are developing a policy.
   b) Peer reviews of teaching: Glass will bring examples of voluntary peer review questions/processes to discuss at the next meeting.
   c) Limitations on student-faculty e-mail correspondence: FAC members do not foresee a need to establish a campus-wide policy, and believes that email correspondence and delivery of papers should be left up to the discretion of individual faculty members.
   d) Develop a clarification of the university policy regarding the administration of final exams: a copy of the existing policy will be provided at the next meeting.

Item 2 in the memo asks FAC to "(w)ork with the University Fairness Committee and the Office of Student Affairs to design an improved campus-wide policy for faculty response to academic dishonesty." FAC will review the existing policy on academic dishonesty outlined in the university catalog and discuss this at the next meeting.

7. **Adjournment**: The meeting was adjourned at 4:15 pm.

   Respectfully submitted,

   Jane Lopus, Acting Secretary