CALIFORNIA STATE UNIVERSITY, HAYWARD
FACULTY AFFAIRS COMMITTEE

Approved as presented

Minutes of the Meeting of May 1, 2002

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

Members absent: Steve Williams

Guests: Mark Karplus, Norm Bowen, Bill Reuter

The meeting was called to order at 2:50 p.m.

1. Approval of the agenda.
   M/S/P, 8-0, with an agreement to discuss Old Business before New Business, and to add an initial item concerning the Lecturer Subcommittee under New Business. Agenda items 5a-e are hereafter numbered 6a-e; and agenda items 6a-c are hereafter numbered 5a-d.

2. Approval of the minutes of the meeting of April 17, 2002.
   The minutes of this meeting have not yet been submitted.

3. Report of the Chair:
   • The Policy on Religious Observance was passed by the Academic Senate on April 30, with a change in the wording of the last phrase to "... will be accommodated, if at all possible."
   • FAC will hold an additional meeting on May 29.

4. Report of the Director of Faculty Development:
   • Glass announced the Faculty in Residence for Scholarship position.
   • Proposals for BlackBoard model programs are being solicited for a summer project.
   • A poster session on Service Learning will be held Friday, May 3.

5. New Business
   a. Lecturer Subcommittee
      The subcommittee has asked to meet before the end of the academic year to discuss nine proposals, including an initial proposal that the subcommittee be made a regular subcommittee of FAC. Andrews suggested that it was too late for the subcommittee and FAC to take up the proposals this year, and that FAC decline the request to meet. Instead, Andrews urged that the initial proposal regarding the creation of regular subcommittee be added to the FAC agenda for May 15. M/S/P (8-0).

   b. Proposed Amendment for Definition of Office-holding for Emeriti Faculty
      Academic Senator Bill Reuter presented a proposed change to the policy of office-holding for FERPing faculty. M/S/P (8-0) to revise the policy to read: "Faculty participating in the Faculty Early Retirement Program should be considered to be emeriti for the purposes of participating in official emeriti elections and in the filling of designated emeriti positions on committees during all quarters, including those when they are considered members of the regular faculty."
c. Ten Year Academic Calendar
ExComm has voted to change the CSUH Calendar to incorporate Monday-Sunday as Instructional Days. FAC discussed whether these changes should include Final Examination week. Andrews was instructed to determine which University office has access to the Calendar spreadsheet, and to report back on the proper procedures for effecting the change.

d. Sue Schaefer Faculty Service Award.
Postponed to the end of this meeting.

6. Old Business
a. Evaluation of Temporary Faculty:
The subcommittee working on this issue met April 24 with Tom McCoy and Stan Clark, and again on May 1 to discuss a draft policy. They will likely meet again, and Andrews will also submit the draft to the Lecturer Subcommittee, which may convene for this purpose (M/S/P 8-0).

b. Implementation of Academic Standards Report:
The committee discussed a draft response to the Academic Senate's charge that we look at a number of issues pertaining to academic standards. Andrews will investigate a number of points that need further clarification. Norm Bowen, a member of the Academic Standards Report Committee and the ExComm Subcommittee on Implementation of the Report, expressed strong concern regarding discrepancies in individual faculty members’ punishments of academic dishonesty, and faculty’s lack of familiarity with the University’s Policy on Academic Dishonesty. Extensive discussion concluded with the suggestion that a statement concerning academic dishonesty be a required element in course syllabi. Andrews will investigate whether there are guidelines regulating syllabi content. She will also ask for input from Student Affairs and the Fairness Committee.

c. Language Clarification - PT&R Document
There was discussion of the terms "index" vs. "table of contents" and "dossier" vs. "personnel action file." The Dossier Subcommittee will make the necessary textual changes and report back at the next FAC meeting.

6d. Applications for Sabbatical and Difference-in-Pay Leaves
Postponed to next meeting.

6e. Student Evaluations
Postponed to next meeting.

5. New Business (concluded):

d. Sue Schaefer Faculty Service Award:
Three candidates were nominated for this award. The Committee selected Judith Stanley, Emeritus Professor of History, as the recipient for 2002.

7. Adjournment: The meeting was adjourned at 4:54 p.m.

Respectfully submitted,

Judy Clarence, Acting Secretary