Minutes of the Meeting of November 6, 2002

Members present: B. Trumbo (chair), E. Barrett, J. Bhadury, J. Clarence (Secretary), M. Hedrick, E. Padilla, L. Ramirez, V. Traversa.

Members absent: R. Garcia, J. Lopus.

Guest: Doug Huffman, American Council on Education Fellow

The meeting was called to order at 2:45 p.m.

The agenda was approved.

Minutes of the October 16, 2002, meeting were approved.

Report of the Chair:
Work of the Lecturer Subcommittee will be affected by the lack of a final version of the CBA. Bhadury added that there are unresolved issues concerning the wording in the CBA of sections concerning lecturers.

Report of the Director of Faculty Development:
Several workshops have been held:
- **New Department Chairs.** A binder of the materials from this workshop is available in the Faculty Development Office. A future goal is to provide all Department Chairs with these materials either in paper or electronically.
- **Orientation for New Tenure-Track Faculty.** A binder of materials is available in the Faculty Development Office for this group also, and its contents will soon be placed on the web. Ramirez asked that access be assured for lecturers as well.
- **Plagiarism.** Prevention of plagiarism, as well as its detection and consequences, was stressed in this workshop.

On Friday, November 8, the Office of Faculty Development will hold a reception for lecturers; everyone is urged to attend and bring a lecturer. CFA has put together a lecturers' handbook which will be made available.

Old Business:
**Terminal degree—approval of language for FAC report**
Action taken: The wording as proposed by R. Garcia and reflected in the minutes of the FAC meeting of October 16, 2002, was approved: “Any proposal submitted by a Department to change its terminal degree requirement must be well and specifically documented. Documentation shall include, but not be limited to, information on comparable requirements throughout the CSU.”
PTR Subcommittee – discussion of membership
Action taken: Membership of this revived subcommittee was approved, and will consist of FAC members E. Barrett (ex officio), J. Bhadury, R. Garcia, M. Hedrick, L. Ramirez, V. Traversa, and B. Trumbo (ex officio). Jennifer Laherty will represent the Library.

New Business:
Terminal Degree for faculty in the Department of Chemistry and Biochemistry
Action taken: The Committee unanimously voted to accept the Department’s proposal to define the terminal degree for this department as “Doctorate”.

Lecturer Subcommittee – discussion of membership
Action taken: The Committee elected three lecturers to serve on this Subcommittee. In addition to ex-officio member B. Trumbo, three faculty members must be chosen, one of them from FAC. According to FAC’s Policies and Procedures for Committee Operation (2002), these members must be tenured. However, the majority of the Committee approved a change in this document to allow both tenured and tenure-track faculty to serve. (N.B: J. Bhadury wishes the minutes to show he prefers that membership be limited to tenured faculty.) The Committee will revisit this issue after the change has been considered by Ex Com, and will announce the final list of members at that time.

Process for selection of a Staff Representative to the Academic Senate
Action taken: After considerable discussion, the Committee approved the following plan: each school, the Library, and campus administration will collect nominations, and the Senate office will conduct a three-level preference ballot among eligible staff members (voters will prioritize their choices A, B or C). An attachment to these minutes shows the exact language sent to the Senate office for consideration by the Executive Committee.

Adjournment
The meeting was adjourned at 4:15 p.m.

Respectfully submitted,

Judy Clarence, Secretary