

**CALIFORNIA STATE UNIVERSITY, EAST BAY  
FACULTY AFFAIRS COMMITTEE**

**Minutes of February 3, 2010**

Members Present: Dee Andrews (Chair), Dennis Chester, Mitchell Craig, Linda Dobb (Presidential Appointee), Doug Highsmith, David Larson, Xinjian Lu, Julia Norton, Lynn Paringer, Craig Wilson

Members Absent: None

Meeting called to order at 2:15.

1. Approval of the agenda, as amended (addition of item 5.d., Single Updated Policy Pertaining to Emeritus, FERP, and Retired Faculty; 6.e., Approval of Proportion of College Representation for University Tenure and Promotion Committee; 6.f., Campus feedback for Administrative Finalists) (M/S/P)

2. Approval of the minutes of 01/06/10, as amended (M/S/P)  
Approval of the minutes of 01/20/10 (M/S/P)

3. Report of the Chair (Dee Andrews):

The Chair

- a. Thanked Craig Wilson for serving as Acting Chair for the FAC meeting of 01/20/10, and David Larson for serving as Acting Secretary at that same meeting;
- b. Noted that she had reviewed Craig Wilson's work on the review of the Post-Tenure Timeline, that they will continue discussions, and that a draft Post-Tenure review document will be forthcoming;
- c. Reported that she and Lynn Paringer had worked on the retired faculty document, which will be discussed under item 5.d. of today's agenda;
- d. Reported that the RTP subcommittee of FAC will hold its first meeting on 02/10, and the first meeting of the special subcommittee on student evaluations will soon be scheduled, possibly on 02/22.

4. Report of the Presidential Appointee: No report.

5. Old Business

- a. Administrative Review Document: Clarification/revision of Article V, Sections B & C:  
Acting Chairs:  
The Chair reported that work on drafting this revision had largely been completed, and would be brought to FAC once some logistical issues with the Senate office had been worked out.
- b. Policy on Student Evaluation of Courses, incorporating updated referral regarding evaluation of online teaching:

This issue was discussed at the FAC meeting of 01/20, at which time six areas of concern were identified. Continuing these discussions at this meeting, issues concerning general security for the process of online evaluations (e.g., assuring that there would only be one evaluation form available per student enrolled in the class), and the process by which specific classes should be selected for formal evaluation were also discussed. Concerns and issues raised in these discussions will be referred by the Chair to the special subcommittee on student evaluations.

c. Policy on Emeritus Faculty, revisited:

The Committee discussed the feasibility and appropriateness of having one policy covering Emeriti, FERP faculty and PRTB Faculty. It was agreed that issue of voting rights of PRTB and FERP faculty—which is addressed in general terms in the CBA, and encompasses non-retired faculty—would be better addressed in a document separate from one that deals with the process for becoming eligible and being granted emeritus status, which was a campus-specific policy and applies only to retired faculty. FAC will return to the *Policy on Emeritus Faculty* once it has agreed to the final form of item 5d.

d. Single Updated Policy Pertaining to Emeritus, FERP and Retired Faculty:

The draft of the “Academic Senate Policy on Voting Rights and Committee Eligibility of PRTB and FERP Faculty” prepared by Lynn Paringer and Dee Andrews was reviewed.

e. Review of Post-Tenure timeline:

A draft document was distributed at the meeting for discussion at the 02/17 FAC meeting.

## 6. New Business

a. New Policy for RTP Professional Achievement Guidelines: No action taken.

b. Clarification regarding revised RTP document: This will be referred to the RTP Subcommittee

c. Review of Administrative Review Document for currency: No action taken.

d. Policy on Evaluation of Coaches and Assistant Coaches:

David Larson will review this document and report back to the Committee with recommendations; no additional action taken.

e. Approval of Proportion of College Representation for University Tenure and Promotion Committee:

(M/S/P) FAC unanimously agreed that the existing distribution among the colleges of members of the University Retention Tenure and Promotion Committee (i.e., two members from CLASS; one member each from the other three colleges) should be continued during AY 20010/11.

f. Campus feedback for administrative finalists:

The procedure by which formal feedback from the campus community regarding candidates for administrative positions should be solicited and accepted was discussed. Committee members were in general agreement that official feedback should be submitted in writing on the campus form, and that feedback submitted via e-mail was not desirable. Based on these discussions, Chair Andrews will draft policy and forward it to FAC members for approval via “e-vote.”

## 7. Adjournment: The committee adjourned at 3:50.

Minutes respectfully submitted by Doug Highsmith.