

CALIFORNIA STATE UNIVERSITY, EAST BAY
Faculty Affairs Committee

Approved

Meeting Minutes of March 17, 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 2:05

1. Approval of the agenda. (M/S/P)
2. Approval of the minutes of 03/03/10 (M/S/P)
3. Report of the Chair (Dee Andrews):
 - a. The Chair has resubmitted the revision of the FAC Policy and Procedures to ExCom: with the understanding that FAC will devise a separate Senate policy covering all Visiting Faculty.
 - b. The Student Evaluations Subcommittee held its second meeting on March 8 and will reconvene on April 5. It is aiming to conclude deliberations no later than April 19.
 - c. The RTP Subcommittee held its third meeting on March 10 and will meet again on March 30. It is aiming to conclude a vote on its recommendations at this meeting or by email.
 - d. If FAC concludes deliberations on the Administrative Appointment and Review Document today (see Items 5c&d), the Chair will request that our Presidential Appointee run these by the Provost and Deans, along with the revisions on the Department Chairs section of the document, by the time of our next meeting: on April 7. FAC will consider any further changes at that point if necessary. *As far as the FAC Chair is concerned, that is the DEADLINE for 2009-10 FAC to make any further changes in this document.*
 - e. Our priority items on April 7 will be: a) Guidelines for Professional Criteria in RTP; 2) the Policy on Evaluation of Coaches and Assistant Coaches; and 3) the proposals from the RTP Subcommittee.
4. Report of the Presidential Appointee (Linda Dobb):

Linda reported that on 3/10 she handed out FAC's most recent revision of the Chairs document to the Deans. As of today's FAC meeting she had received only one Dean's comment about the document, but will request additional input.
5. Old Business
 - a. Policy on Student Evaluation of Courses, incorporating updated referral regarding evaluation of online teaching: In subcommittee.

- b. Review of Post-Tenure Review Timeline: Following lively discussion, several changes were agreed to, reserving references to deadline dates for a timeline at the end of the document:
- i. Section 2.0—The subsections of are reordered so that the old subsection 2.2 is now 2.1, while the former subsection 2.1 is now 2.2. [approved by committee consensus]
 - ii. Section 3.0—The first sentence of Section 3.0 now reads: “In accordance with CBA article 15.32, the evaluation shall be conducted by a Peer Review Committee of the department or equivalent unit, comprised of no less than three tenured faculty members ~~of the same or higher rank~~ and by the Dean or Dean’s designee.” [M/S/P]
 - iii. Section 4.0—Subsection 4.2 now reads: “The faculty member shall submit supporting documentation to the Department Office ~~no later than March 15.~~” [M/S/P]
 - iv. Section 6.0—
 - (a) Subsection 6.1 now reads: “The memorandum shall include consideration of the faculty member’s achievements and service, **including an evaluation of currency in the field.**” [M/S/P (with one abstention)]
 - (b) Subsection 6.2’s first sentence now reads: “The Peer Review Committee shall submit its memorandum to the Dean’s office ~~no later than April 15.~~” [M/S/P]
 - (c) Subsection 6.3 now reads:” The faculty member shall be provided a copy of the signed memorandum or the Dean’s separate memorandum ~~no later than May 15.~~” [M/S/P]
 - v. Section 7.0—The second sentence of this section is deleted. (“~~The meeting shall occur no later than June 10.~~”) [M/S/P]
 - vi. Timeline—The following changes were agreed to in the Timeline [M/S/P]:
 - (a) Dean’s Memorandum to the Faculty Member ___ No later than ~~May 15~~ **May 24**
 - (b) Dean’s or Dean’s Designee’s Meeting with Faculty Member ___ No later than ~~June 10~~ **End of Spring Quarter**
- c. New Policy for RTP Professional Achievement Guidelines: to be addressed at the next FAC meeting.
- d. Review of Administrative Review Document for Currency: The Committee agreed for the need to make several updates/changes in Appendix A of the *Administrative Appointment and Review Document*:
- i. On pages 1&2
 - (a) Move position: Associate VP, Student Affairs to follow (1st) Associate VP PEMSA at bottom of same page: new title = **2nd Associate VP Planning, Enrollment Management, and Student Affairs**, with appointment remaining the same and reviewed with VP PEMSA
 - (b) Update position title of VP Planning and Enrollment Management to: **VP Planning, Enrollment Management, and Student Affairs**

(c) Update position title of Associate VP Planning, Enrollment Management to:
1st

VP Planning, Enrollment Management, and Student Affairs

ii. On page 3

- (d) Add position after “Assistant VP Planning & Institutional Research”:
Assistant VP Enrollment Management Systems, with appointment & review being the same as for the Assistant VP Planning & Institutional Research
- (e) Delete position: Director of Online and Hybrid Support Center
- (f) Delete position: Director of Media and Technology Services

The Committee also recommended that the following changes be made in the formatting of the document:

- (a) Reorganize the Appendix to cluster positions under appropriate VP’s.
- (b) Add as Appendix B of the document: an up-to-date version of CSUEB’s Organizational Chart.

Finally, the Committee agreed that a review/overview of principles of appointment and review processes, with further updates of the Document should be addressed by FAC during AY2010/11.

- e. Incorporation of Feedback on Administrative Searches into Administrative Review Document: The Committee discussed how to incorporate concerns about confidentiality of feedback into the document. The Committee will return to this issue on April 7 when a final (re)vote is taken on all FAC proposed changes to this document.

6. New Business

- a. Clarification regarding revised RTP document: To be addressed at the next FAC meeting.
- b. Policy on Evaluation of Coaches and Assistant Coaches: To be addressed at the next FAC meeting.

7. Adjournment & Next Meeting: The committee adjourned at 4:10.

Minutes respectfully submitted by Doug Highsmith.