

CALIFORNIA STATE UNIVERSITY, EAST BAY
FACULTY AFFAIRS COMMITTEE

Approved Minutes of April 07, 2010

Members Present: Dee Andrews (Chair), Dennis Chester, Linda Dobb (Presidential Appointee), Doug Highsmith, David Larson, John Lovell [replacing Julia Norton for Spring quarter], Craig Wilson

Members Absent: Mitchell Craig, Xinjian Lu, Lynn Paringer

Guests: Debby De Angelis, Sarah Judd, Andy Cumbo

Meeting called to order at 2:05

1. Approval of the agenda as amended. (M/S/P)
2. Approval of the minutes of 03/03/10 (M/S/P)
3. Report of the Chair (Dee Andrews):
 - a. ExComm reviewed FAC's revisions for the following at its meeting on March 30: FAC Policies and Procedures (accepted); Revision of Policy on Emeritus Faculty (withdrawn by FAC Chair for inclusion of Emeritus Lecturer status); New Interpretation of Rights of Faculty with FERP and PRTB Assignments (sent to the Senate); and Revision of Procedures for Evaluation of Tenured Faculty (returned for inclusion of section on circulation of WPAF's).
 - b. On April 6, the Academic Senate accepted FAC's revision of the Office Hour Policy and the New Interpretation above.
 - c. The RTP Subcommittee held its fourth meeting on March 31, and will conclude deliberations by email on recommended changes, in time for FAC's meeting on April 21.
 - d. The Student Evaluations Subcommittee held its third meeting on April 5 and will reconvene on April 19 to conclude revisions of the Policy on the Student Evaluation of Teaching. It is planning to continue deliberations on revision of the Student Evaluations form thereafter, with recommendations to FAC by the end of the year.
 - e. The Chair proposes that we reserve the bulk of our meeting for April 21 for the recommendations of the RTP Subcommittee, along with the Professional Achievement Guidelines.
4. Report of the Presidential Appointee (Linda Dobb):

Linda reported briefly that she had heard only from one Associate Dean on FAC's most recent revision of the Chairs section of the Administrative Appointment and Review document since FAC's last meeting.
5. Old Business
 - a. Policy on Student Evaluation of Courses, incorporating updated referral regarding evaluation of online teaching: In subcommittee
 - b. New Policy for RTP Professional Achievement Guidelines: to be addressed at the next FAC meeting.

- c. Final Review of Administrative Review Document: The Committee agreed to the following modifications in the draft document [M/S/P unanimously]:

I.E. Campus Response

- Change the last sentence to be two separate sentences: “Committees shall provide appropriate opportunities for response. See Sections IIB and IIIC below.”

II.B. Procedures **[Final changes appearing in red]:**

First: **NEW**: delete footnote.

Then:

- II.B.4. Change the first sentence to read, “The University shall publish an announcement that the position is open, which includes the job description, ~~and~~ a statement of the latest day on which a nomination or application will be accepted, **and a reference to current nondiscrimination and equal opportunity policies.**”
- **NEW** II.B.7. “All public announcements shall emphasize the importance of feedback, and shall outline the procedures listed in B.6 above.”
- **NEW** II.B.8. “Before forwarding feedback to the President or his or her designee, the Committee will remove names from written comments, unless requested otherwise by the commentator.
- Renumber current Sections II.B.7-11 to **Sections II.B.9-13.**

III.C. Procedures

- **NEW** III.C.9.f. “If the comments go forward as part of the Committee’s report to the President or his or her designee, the Committee will remove names from written comments, unless requested otherwise by the commentator.”

V.A. Appointment

- V.A.3. **Capitalize “Advisory Committee”** in the final sentence of this Section.

Reorder V.A. 6 & V.A.7, so that they now read:

- V.A.6. “If the Dean does not accept the Advisory Committee’s recommendations, the Advisory Committee will be so informed in writing, along with the reason for such action. **The Advisory Committee may request a meeting with the Dean, and may meet again to make a further recommendation.**”
- V.A.7. “**The Dean will submit his or her recommendation, along with that of the Advisory Committee, to the Provost and Vice President of Academic Affairs.** The Dean’s Office shall also send a copy of **the Dean’s** recommendation to the Advisory Committee.”
- V.A.8. Change this Section to read: “The President shall appoint a Chair from the name or names submitted or return the recommendation to the ~~Advisory Committee~~ **Dean’s Office** for reconsideration. ~~If the Advisory Committee is~~”

~~asked to submit additional names, these will be made directly to the Provost's Office via the Dean's Office."~~

- V.A.9. Replace the words "off-campus" with "other."

VI. Department Associate Chairs

- VI.C. Change this Section to read: ""An Associate Chair serves at the discretion of the Dean, and ~~maybe~~ **may be** removed by the Dean at any time, provided only that the Dean explain to the department faculty either orally or in writing why such action was ~~necessary~~ **taken**."

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:
FAC was joined by guests Debby De Angelis, Sarah Judd, and Andy Cumbo from the Department of Intercollegiate Athletics for a discussion of a draft *Coaching Track Policy—Appointment, Placement and Evaluation*, developed by Intercollegiate Athletics. FAC members made suggestions for possible changes that would help clarify some language in the document. Director of Athletics De Angelis indicated she would be available to return to the next FAC meeting with a modified draft document for FAC to review.
- c. Removal of a Member of the Student Evaluation Subcommittee for Non-Attendance:
FAC agreed that a member of the subcommittee should be removed from the subcommittee for nonattendance.

7. Adjournment: The committee adjourned at 4:35.

Minutes respectfully submitted by Doug Highsmith.