

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

Minutes of May 19, 2010

APPROVED

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

Members Absent: Lynn Paringer

Guest: Aline Soules

Meeting called to order at 2:05

1. Approval of the agenda.
2. Approval of the minutes of 05/05/10 as amended [typographical error corrected] (M/S/P)
3. Report of the Chair (Dee Andrews):
 - a. The Chair wished to thank all the hard-working members of FAC and FAC's subcommittees this year: especially Craig Wilson, Chair of the highly assiduous RTP Subcommittee; David Larson, Chair of the outstandingly fair Outstanding Professor Subcommittee; Mark Karplus, Chair of the collaborative and efficient Lecturers Subcommittee; and Sandip Basu, Chair of the thoroughly thoughtful and innovative Special Subcommittee on Student Evaluations; as well as FAC members Xinjian Lu and Doug Highsmith for their service on the RTP Subcommittee, Craig Wilson for his representation on the Outstanding Professor Subcommittee; Dennis Chester for his service on the Lecturer Subcommittee; Julie Norton and John Lovell for their work on the Student Evaluations Subcommittee; Mitchell Craig for his precision regarding issues of confidentiality and redaction, among many other points; and Lynn Paringer for her many insights into faculty rights. We've had the very good fortune to have Linda Dobb as our Administrative liaison: keeping us informed and walking a straight line. And this year's MVP on FAC = Doug Highsmith, for his top-notch – and amazingly rapidly produced – Minutes for both FAC and the RTP Subcommittee.

It's been a pleasure to work with everyone, as we marched our way through a total of 6 major policy revisions, along with other smaller items, and approximately 8 hours of committee overtime.
 - b. FAC agreed by email vote to make the additional changes to the Coaches Policy to bring it into conformity with the CBA. The policy is on the May 25 agenda for ExComm, along with the Emeritus Policy, and, if these are passed by FAC today, will be joined by the RTP revisions and the Professional Leave Committee updates.
 - c. The Student Evaluations Subcommittee held its 6th and last meeting for this year on May 17, with Julie Glass in attendance for the first part of the meeting. The Subcommittee's recommendations are on FAC's agenda today.
 - d. The Academic Senate approved the Post-Tenure Review and Administrative Appointment and Review documents at its May 18 meeting.
 - e. The election of the new FAC Chair and Secretary will take place at the first meeting in the fall.

4. Report of the Presidential Appointee (Linda Dobb): No report

5. Old Business

- a. Policy on Student Evaluation of Courses, incorporating updated referral regarding evaluation of online teaching:

The draft revision of the Policy written by the Subcommittee on Student Evaluation of Courses was received with thanks by FAC. The draft Policy will be forwarded as an on-going charge to the 2010-11 FAC, and the outgoing Chair of FAC will write a detailed memorandum to accompany the draft, expressing some of the concerns discussed at the FAC about electronic-only course evaluations. In addition, FAC recommended addition of the following sentence to the proposed revisions, section 2.2: "Department faculty shall have the annual opportunity to review the effectiveness of the department policy on numbers of official teaching evaluations required each year."

(M/S/P: unanimously)

- b. New Policy for RTP Professional Achievement Guidelines:

In completing its RTP clarifications (see item 5.c. below), FAC incorporated all necessary provisions for establishing and approving department guidelines for professional achievement into the RTP Policy and Procedures document (introduction to section 4.0). FAC agreed that the drafting of a separate Senate policy on this subject, originally proposed as a part of RTP revisions last year, is therefore no longer necessary.

- c. Clarifications regarding revised RTP document:

FAC considered the final revisions for the RTP Policy and Procedures document. A motion to approve passed with two amendments.

(M/S/P: unanimously).

The first amendment was to change the word "will" to "may" in the first sentence of the second paragraph in Section 4.0, so that the affected line now reads: "*Departments ~~will~~ may establish and maintain guidelines for professional achievement that are consistent with...*".

(M/S/P: 4 Yea; 2 Nay; 1 abstention)

The second amendment was to remove two changes recommended by the RTP Subcommittee -- one on joint appointments, and the other on introduction of a rebuttal period at the University level for RTP -- pending further investigations of the impact and implementation of these two significant revisions. FAC agreed, provided that the transmittal memorandum for the Senate describe the omissions, and that the FAC Chair include the text of the proposed additional section 12.2.10 regarding rebuttal at the University level in the FAC End-of-Year Report for referral to next year's FAC.

(M/S/P: unanimously)

- d. Library RTP document:

FAC was joined by Aline Soules, Chair of the Library Faculty Affairs Committee, for a discussion of the draft Library RTP document. Ms. Soules agreed to update the draft Library document to incorporate changes which parallel those agreed to by FAC in the campus RTP document. Once the Library document has been updated and approved by

the Library faculty, it will be posted on FAC's Sharepoint for an electronic vote to be concluded no later than June 1. The RTP document will then be forwarded to the Academic Senate for action first thing in the fall.

(M/S/P: unanimously)

6. New Business

a. Sue Schaefer Award:

In closed session, FAC reviewed the letters of support for those faculty members nominated for this year's Sue Schaefer Award. Following the review, a vote was then taken to determine the recipient of this year's award.

b. Professional Leave Committee Procedures:

An updated version of the Professional Leave Committee document was briefly reviewed by FAC. It was noted that the proposed revisions still retained the word "School" in two places.

The Chair also relayed suggestions by the Professional Leave Committee regarding the process for reporting on sabbaticals. These included concerns that the application and reporting procedures lie within the purview of the Provost's Office rather than the Senate document. FAC made updates in the Senate policy and referred the suggested improvements in sabbatical reports to the Provost's Office.

(M/S/P: unanimously).

c. Policy on Visiting Professors:

Referred to 2010-11 FAC.

8. Adjournment: The committee adjourned at 4:45

Minutes respectfully submitted by Doug Highsmith.