

CALIFORNIA STATE UNIVERSITY, EAST BAY
FACULTY AFFAIRS COMMITTEE

Minutes of October 7, 2009

Members Present: Dee Andrews (Chair), Dennis Chester, Doug Highsmith, David Larson, Xinjian Lu, Craig Wilson

Members Absent: Linda Dobb (Presidential Appointee), Julia Norton, Luther Strayer

Guests: None

Meeting called to order at 2:05 pm.

1. Election of Committee Secretary. The Committee agreed to have secretaries rotate each quarter. Craig Wilson will take minutes for Fall Quarter, Doug Highsmith for Spring Quarter. Winter Quarter secretary not determined. M/S/P
2. Approval of the agenda: M/S/P
3. Approval of the minutes of June 3, 2009: Approved by email in Spring 2009.
4. Report of the Chair (Dee Andrews). Referring to the annual report from the previous Chair, Dee Andrews summarized FAC accomplishments and unfinished business from 2008-09. She clarified that cFAC 4, Student Evaluation of Courses, refers to the approval of changes in the content of the student evaluation instrument and of Scantron for use by both online and on-ground courses until review in Spring 2013. FAC will continue last year's thorough review of the policies, procedures and practices relating to Student Evaluation of Courses.
5. Report of the Presidential Appointee. No report. Linda Dobb had informed the FAC Chair that she would be out of town during the meeting.
6. Review of FAC Policies and Procedures. A brief review confirmed that a quorum for FAC meetings 6 of the 8 voting members present. The FAC Chair will review the FAC Policies and Procedures thoroughly and report on necessary updates and revisions, if any, to the FAC.
7. Vivian Reed, User Support Services Project Training Coordinator, provided a review of Sharepoint sites relevant to FAC. The Chair will review Sharepoint sites for updating.
8. Old Business (from AY 2008-09)
 - a. Faculty Office Hours. The committee debated possible policy statements that would include online instructors. These included providing specific times for phone conversations (in lieu of face-to-face meetings), specific times for being online for discussions, and reasonable turn-around times for responses to email messages. No decisions reached.

- b. Administrative Review Document Changes: Clarification/revision of Article V, Sections B. & C. Acting Chairs. Not discussed.
- c. Policy on Student Evaluation of Courses. Committee discussed appointment of Special Subcommittee on Student Evaluations.

9. New Business: Election of FAC Subcommittee members.

OUTSTANDING PROFESSOR SUBCOMMITTEE. David Larson and Craig Wilson volunteered. Sue Opp, as last year's honoree, will also be on the committee.

RETENTION, TENURE AND PROMOTION SUBCOMMITTEE. Doug Highsmith and Xinjian Lu volunteered. Craig Wilson will ask for a volunteer from CEAS to be on the RTP Subcommittee.

LECTURER SUBCOMMITTEE. Dennis Chester volunteered.

SUE SCHAEFER FACULTY SERVICE AWARD. (Committee of the Whole).

10. Adjournment. The committee adjourned at 3:55pm.

Respectfully Submitted,
Craig Wilson, Secretary