

CALIFORNIA STATE UNIVERSITY, EAST BAY  
FACULTY AFFAIRS COMMITTEE

Minutes of February 16, 2011

Members present: Eileen Barrett(Chair), Dennis Chester, Linda Dobb (Presidential Appointee), Toni Fogarty, Ching-Lih Jan, Xinjian Lu, Julia Norton, Luther Strayer

Members absent: Doug Highsmith, Craig Wilson

Guests: Dianne Rush-Woods

Meeting called to order: 2:05 PM

1. Approval of the agenda. M/S/P, Agenda approved as rearranged.
2. Approval of the Minutes 2-2-2011. M/S/P, Minutes approved as reported
3. Report of the Chair.
  - a. We will hold one extra meeting winter term on February 23<sup>rd</sup>. Agreed to by the committee
  - b. Outstanding Professor call went out today
  - c. Learning Communities call went out
4. Report of the Presidential Appointee (Linda Dobb): No report.
6. New Business. The Senate Chair discussed the issues and needs behind the new items in preparation for our work.
  - a. Policy on Course Requirement Information (Course Syllabus): Our policy is old and doesn't give much guidance as to what should be there. Ching-Lih will serve as expert.
  - b. Review of the Administrative Review policy: Check to see if we really need these review committees or other ways to reduce faculty committee commitments. Julie will serve as expert.
  - c. Policy on fulfillment of faculty ancillary responsibilities: Review in the case of FERP, fully online programs coming forward and article 20 of the BA. Xinjian will serve as expert.
  - d. Update the Layoff Policy: Think about what to do in the case of a summer emergency. Focus of the current document is on how to avoid layoff. Chester will serve as expert.
  - e. RTP document. Eileen and Linda to consider necessary changes and bring to the committee.
  - f. Time-Manner Policy: Policy written by a committee of administrators and faculty. Document needs faculty approval. Luther to serve as expert.
  - g. Chair appointments: Who can vote and when. Toni will serve as expert.
5. Old Business
  - a. Report of the Student Evaluations Subcommittee.

The committee report was modified by Eileen with some input from Toni and Julie. Linda reported that other campuses have successfully transitioned to fully electronic versions, some with a slow opt in allowance that we might follow. After more discussion on where the electronic materials would reside and other changes, M/S/P to send to Executive Committee.

- b. Policy on Distinguished Visiting Scholars. Eileen to bring a written version of our discussions about what this policy might look like.
- c. Emeritus Faculty Policy. We continued our discussion around Eileen's draft. After modifying the document to encourage a consistent continuation of current policies and notifying the Chair of a negative decision if there is one, M/S/P to send it to ExCom.

7. Meeting Adjourned: 4:10 PM

Respectfully submitted,

Julia Norton