

CALIFORNIA STATE UNIVERSITY, EAST BAY
FACULTY AFFAIRS COMMITTEE

Minutes of May 4, 2011

Members present: Eileen Barrett (Chair), Dennis Chester, Linda Dobb (Presidential Appointee), Doug Highsmith, Ching-Lih Jan, Xinjian Lu, Luther Strayer, Mitchell Watnik

Members absent: Scott Hopkins, Craig Wilson

Guests: Donna Wiley

Meeting called to order at 2:05 PM

1. Approval of the agenda. M Strayer/S Chester/P, Agenda approved.
2. Approval of the Minutes 4-20-11. M Strayer/S Chester/P, Minutes approved unanimously.
3. Report of the Chair
 - a. Outstanding professor subcommittee recommended Professor Steve Gutierrez of the English Department as the Outstanding Professor. FAC approved the recommendation. The Chair will inform the Academic Senate Chair who will notify the Provost.
 - b. Meeting next Wednesday to address issues returned from Senate / ExCom.
 - c. The form for student evaluations is still getting input. Barrett suggested that the form get a much more detailed and formal review of the questionnaire, particularly to incorporate the learning outcomes and effective teaching ideals. Dobb suggested a focus group of students to address their understanding of the questions on the next form. Accept the amended document. M Highsmith / S Strayer / unanimous approved.
4. Report of the Presidential Appointee (Linda Dobb): No report.
5. Old Business
 - a. Administrative review document is unlikely to be approved by the President. So, FAC tabled it for now.
 - b. FAC 4. Department Chair document received comments from administration suggesting a clarification of the Provost's role. There was discussion about the Provost's suggested addition of "The Provost shall approve the

recommendation(s) from the Dean and forward to the President, or return the recommendation(s) to the Dean's Office for reconsideration." A suggested addition to the end of that sentence "by the Dean and the Advisory Committee" was approved. Discussion about whether the Provost meant literally the Dean's recommendation or the recommendation sent by the Dean's Office (which includes the Advisory Committee's recommendation). Strayer suggested changing the sentence to say "Dean and the Advisory Committee" before "and forward...".

- d. FAC 5. Syllabus document was forwarded to deans and administration. Dobb commented that a dean noted that his/her college has a policy regarding syllabi. The Committee added this notation to the end of the document. Watnik suggested change to the sample statement on emergency information. Wiley asked the committee to add "grading criteria". M Chester / S Strayer / unanimously approved as amended.
6.
 - a. Outstanding faculty member covered in Chair's report.
 - b. Sue Schaefer Award. Nominees mentioned to the Committee, which voted on a recommendation for the award.
 7. Meeting Adjourned at 3:55 PM

Respectfully submitted,
Mitchell Watnik