Minutes of the meeting of January 21, 2004

Members Present: V. Traversa (Chair), R. Garcia (Secretary), J. Bhadury, J. Laherty, C. Lauzon, C. Maloles, A. Pym, D. Stronck, B. Trumbo

Members Absent: S. Clark (P. Arreola substituted for Clark)

Visitors: J. Norton, S. Ugbah, D. Wort

The meeting was called to order at 2:55 p.m.

1. The agenda was approved.
2. Minutes of the December 3, 2003 meeting were approved.
3. Report of the Chair
   Chair’s Report:
   a. On January 26, 2004, the Subcommittee on the Outstanding Professor Award will hold the organizational meeting.
   b. On February 4, 2004 FAC members will receive the ByLaws and Amendments for CIC for discussion and consideration.
   c. Pym was introduced and welcomed as the new member of FAC replacing M. Good.


5. Subcommittee Reports: No Report

6. Old Business:
   a. The Policy Statement on Student Evaluation of Teaching Effectiveness (SEF) was approved in the following form and adopted as the policy (on SEF) to supercede all previous policies as cited below:

   Statement Adopted:
   “All Departments’ Student Evaluation of Teaching Effectiveness (SEF) forms shall provide combination quantitative and qualitative formats which will be forwarded to all necessary parties for PTR purposes. For College or University Library records, SEF quantitative ScanTron formats are acceptable when summaries of qualitative material are available and reviewed.

   The above policy is, in lieu of, but, in keeping with the following policies: CSUH-Designation Code: 96-97; FAC 6, May 21, 1997; current CSUH PTR Policy and Procedures (3.3.3); CBA-2003 15.16a.

   b. The following statement was voted to be sent to the FAC-PTR Subcommittee for review with other PTR policy issues.

   Statement:
   For PTR evaulations the following items are to be considered: SEF forms, Peer Review Letters, Course Syllabi, Publishing Record, Student Work, and other appropriately deemed material shall be the basis for assessing PTR cases at the Department, College, and University level for all tenure and promotion cases.
c. FAC discussion to Review and Update the Appointment and Review Policies was postponed until next FAC meeting.

d. Motion was approved to move to Executive Session to discuss the Wang Family Excellence Award nomination.

e. Voting Electronically on FAC Issues: No action was deemed necessary and the issue was tabled.

f. FAC voted to remove Section 12.2.4d from the PTR document.

7. New Business:
   a. Committee members discussed the Wang Award Nominees.
   b. Tenure-Track Faculty Ratio Issue as a philosophical goal was referred to an ad hoc committee (Stronck, Garcia, Pym) for review, rewriting, and presentation at the next meeting.

Meeting was adjourned at 4:55

Respectfully submitted.

Richard A. Garcia, Secretary