Members Present: Eileen Barrett, Julie Glass (Presidential Appointee), Jennifer Laherty, Carol Lauzon, Tony Lima (Secretary), Cesar Maloles, David Stronck, Vincenzo Traversa (Chair)

Members Absent: Anne Pym, Juan Robles

1. Approval of the Agenda

   M/S/P (7-0) to approve the agenda.

2. Approval of the minutes of the previous meeting

   This being the first meeting of the year there were no minutes to approve.

3. Report of the Chair

   Chair Traversa’s report had several parts:

   a. He noted inconsistencies in the way some policies in the Promotion, Tenure and Retention document are stated. Specifically, p. 20 (11.1.1) refers to the “Promotion and Tenure Committee” and the “Promotion, Tenure and Retention Committee.” He suggested we read the document to find other inconsistencies.

   b. There are five administrators who must be reviewed this year. He noted that this would be discussed under New Business.

4. Report of the Presidential Appointee

   Prof. Glass reported the Office of Faculty Development had completed moving into LI 2300 and would be open from 10 a.m. until 4 p.m. Monday through Friday.

5. Report of the Subcommittees

   Subcommittees have not yet been formed. Hence there were no reports.

6. Old Business

   This being the first meeting of the year there was no old business.

7. New Business
Chair Traversa suggested each committee member read the policies and procedures.

b. Nominations for FAC Subcommittees

Promotion, Tenure and Retention Policies: Barrett, Laherty, Stronck, Lauzon.
There was a consensus that untenured faculty should have at least one representative on this committee.

Outstanding Professor Selection: Lima, Maloles. Prof. Bruce Trumbo, current Outstanding Professor, will be a member of the committee.

Subcommittee on Lecturers: Chair Traversa noted that the Academic Senate had formed its own ad-hoc committee on lecturers last year. He agreed to check with the chair of the Senate to determine whether a separate FAC committee would be needed.

There was a general discussion of faculty whose teaching schedule conflicts with FAC meeting times. The suggestion that members in such an untenable position should be allowed to appoint a substitute was greeted favorably by the committee.

c. Administrative Review Schedule
Chair Traversa referred to the September 29, 2004 memorandum from the Senate chair about this issue. There are two separate questions. First, should the three new administrative positions added in recent years be included in the review process? Second, addition of these three positions will bring the number being reviewed to 20. Is there any way to reduce the workload?

The consensus was that the three new positions should be reviewed.
Discussion turned to methods of reducing the workload.

Lima suggested the faculty simply stop reviewing all administrators. Stronck noted that the contract with CFA probably would prohibit this. Laherty pointed out that the real problem was the requirement that administrators be reviewed at specified intervals after their appointment date. That makes the workload uneven from year to year. She suggested the review be done by position instead of person. This would also allow additional rationalization of the schedule, viz., the CAPR review could be scheduled to coincide with accreditation. A second suggestion was to reduce the size of the review committees from five to three. It was pointed out that some offices are already being reviewed as a bundle. For example, Deans and Associate Deans are reviewed in a single committee. This is a precedent for reviewing the position rather than the person. Chair Traversa agreed to take the results of the discussion forward to ExComm.

8. Adjournment: The meeting adjourned at 4:25 pm.

Respectfully submitted,
Tony Lima, Secretary