CALIFORNIA STATE UNIVERSITY, HAYWARD
FACULTY AFFAIRS COMMITTEE

Minutes of the Meeting of December 1, 2004

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

Members Absent: Carol Lauzon, Anne Pym

Meeting called to order at 2:50 p.m.

1. Approval of the Agenda

   M/S/P (8-0) to approve the agenda.

2. Approval of the minutes of the previous meeting

   M/S/P (8-0) to approve the minutes of the November 3, 2004 meeting.

3. Report of the Chair

   Chair Traversa’s report had several parts:

   a. FAC recommendations for review of administrators have been forwarded to the Senate.

   b. The November 29, 2004 memorandum from Prof. Sawyer and ExComm will be future new business for FAC.

   c. Harrison raised a point of information. As she noted at the November 3 meeting, the Faculty Diversity Equity Committee prepared a survey during the academic year 2003-2004. They were told FAC had some problems with the content of the questionnaire but they never received a response from FAC. Chair Traversa asked Prof. Barrett for a copy of the survey.

4. Report of the Presidential Appointee

   Prof. Glass reported that the final dossier workshop for faculty dealing with third, fourth or fifth year retention will be held December 6. She also invited FAC to meet in the Faculty Development offices for the next two quarters. The committee took this invitation under advisement.
5. **Report of the Subcommittees**

There were no reports.

6. **Old Business**

No old business.

7. **New Business**

   a. Review of Promotion, Tenure and Retention Policies and Procedures. There was a general consensus that this document should be revised to include as many detailed examples as possible. Harrison noted that Prof. Barrett’s report for WASC (see 7.b. below) covers the issue of documenting effective teaching. Prof. Bellone has some ideas for documenting university service. Glass noted that examples of professional accomplishments should also be included. Several committee members voiced the opinion that professional accomplishments and other areas for evaluation should consider work both within and outside the candidate’s major field of study. Stronck wondered if it would be possible to include rubrics such as examples of excellent, good, adequate and inadequate performance in each area. Barrett asked Prof. Laherty about the library. Laherty responded that the library has their own policies and procedures document. Changes in that document are transmitted directly to ExComm and the Senate.

   Chair Traversa requested documents associated with each of the suggested changes. Prof. Barrett agreed to supply documents associated with evaluating teaching. Prof. Harrison will send the Chair an article about evaluating service which was sent to her by Prof. Bellone. Prof. Glass agreed to supply PRT documents from other universities. Chair Traversa noted that his main concern with the PT&R documents was internal consistency.

   b. Barrett and Harrison presented the WASC Committee report as it relates to faculty issues. Barrett presented seven principles of effective teaching. The committee’s consensus was that these principles would provide an effective foundation for evaluating teaching at CSUH.

   c. Discussion of the possible review of the president was postponed until the next meeting so Chair Traversa could distribute some documents he received just before the meeting began.

8. **Adjournment**: The meeting adjourned at 4:56 pm.

Respectfully submitted,
Tony Lima, Secretary