The meeting was called to order at 2:46 p.m.

1. Approval of the Agenda
   M/S/P (8-0) to approve the agenda.

2. Report of Chair
   No report.

3. Report of Presidential Appointee:
   No report.

4. Old Business:

   a) Ten-year Calendar and Veterans Day Holiday: Discussion opened about how the state mandated observance of Veterans Day on November 11th would affect the ten-year calendar. Since the addition of this holiday reduces CSUEB’s days of instruction below the required minimum of 147 days, it requires that we add an instructional day. Dr. Bellone fielded questions about the pros and cons of adding this day to Fall, Winter, or Spring quarter, including the possible pitfalls of replacing one day of final exam week with a day of instruction. The FAC noted that beginning the Fall quarter on a Wednesday would be a good solution when Veterans Day falls on a Monday, Wednesday, or Friday but not when it falls on a Tuesday or Thursday. But Dr. Bellone reminded the FAC that current Academic Senate policy stipulates that courses that meet only one night/week must meet at least nine times. Even with the Veterans Day falling on a Tuesday or Thursday, evening classes would meet the minimum required number of sessions. After careful consideration of all options, the FAC voted to include the missing day of instruction during Fall Quarter by starting on Wednesday rather than Thursday of convocation week. Chair Barrett will forward the recommendation of the FAC to the Academic Senate.

   b) Range Elevation Policy and Procedures: Discussion continued on improvements in language and clarity for criteria set forth in the Range Elevation Policy and Procedures document. Dr. Luibrand provided a handout with his suggestions for improvement. Discussion
followed with a focus on the “terminal degree” as a criterion for elevation from Range A to Range B. In some circumstances, the lack of a terminal degree may prevent an individual from getting a Range Elevation and this may be a questionable obstacle. In addition, the term “exemplary” may also prevent an individual from a range elevation because “exemplary” may imply performing tasks outside of a lecturer’s work assignment. This language follows that in the PT&R document which may not be appropriate in the Range Elevation document. The solution to the latter point may involve the inclusion of new language in a lecturer’s work assignment that fosters recognition of “exemplary” performance. Dr. Murphy explained to the FAC of the need, reliance, and contributions of lecturers teaching composition in the Department of English and the difficulties encountered by these individuals in gaining range elevations. Chair Barrett referred to “Discussion Points” that Dr. Traversa had compiled last academic year following a meeting with College Deans. Dr. Barrett will bring copies of this document next meeting. Further discussion was tabled until next meeting.

c) Endowed Faculty Honors: Discussion was tabled until next meeting.
d) Outstanding Professor: Discussion was tabled until next meeting.
e) Student Evaluation of Online Courses: Discussion was tabled until next meeting.

Adjournment:

The meeting adjourned at 4:52 p.m.

Respectfully submitted,
Carol Lauzon, Fall Quarter Secretary