Members present: Dee Andrews (History), Eileen Barrett (Chair), Carol Lauzon (Biol. Sci), Rita Liberti (KPE), Rich Luibrand (Chemistry and Biochemistry), Lynn Paringer (Economics)

Members absent: Pablo Arreola (Academic Affairs), Doug Highsmith, (Library) Tony Lima (Economics), Vincenzo Traversa (MLL),

Guests: Carl Bellone, Sue Opp, Roger Parker

Meeting was called to order at 3:10 p.m.

1. Approval of the agenda
   M/S/P to approve the agenda

2. Approval of the minutes of April 19, 2006
   M/S/P to approve the minutes as corrected.

3. Report of the Chair
   At the Academic Senate meeting, the issue of lecturer representation on the Academic Senate was raised by Mark Karplus. Today the Faculty Affairs Committee received a formal charge from Don Sawyer to address the issue. No one who spoke at the Academic Senate meeting on the issue opposed the idea of increasing lecturer representation on Academic Senate. The committee will be addressing the issue of representation on Academic Senate in the upcoming meetings.

   The Executive Committee discussed FAC’s proposed policy on office space for faculty and raised several issues. One concern raised was that the policy the committee drafted had no teeth in it. Another was that the number of lecturers listed on our space allocation page was less than the total number of lecturers on campus. Another issue was whether the priorities set out for office space were the ones the committee intended (e.g. highest priority to tenure and tenure track, then FERP, then lecturers, etc.). Another concern was that we stated that lecturers should be provided with “space” rather than “office space”.

   The committee revisited the policy drafted on range elevations. In particular, the section on requiring a terminal degree for a range elevation and the condition that faculty be involved in teaching graduate or advanced undergraduate courses for a range elevation. The committee determined to maintain the current wording with respect to these conditions.
M/S/P to approve the revised document on range elevations (the vote was 4-2).

4. Report of the Presidential Appointee
   No report

5. Old Business
   a. Student evaluation of on-line courses.
      Carl Bellone, Sue Opp and Roger were present to discuss the issue of evaluations of on-line courses. We have 53 on-line courses this quarter (this includes partially on-line courses). The campus does not know how much we currently spend on evaluating faculty. Three options to performing evaluations were considered: mailing out review forms to students; Scantron; and Blackboard.

      1. Mailing is the lowest tech option and might serve needs when there are only a few on-line courses but it is extremely burdensome when there are a lot of courses to review and costly in terms of personnel.

      2. Scantron has a product on the market that could meet the evaluation needs for all courses, both on-line and on-campus. You can do on-line and/or paper evaluations. The cost to set-up is about $30,000 for the entire campus and the cost per year after set-up is about $5,000. Scantron will do the reading and tabulation, thereby saving personnel at the University. Students can still write comments and they are scanned in. For on-line classes, the students just type in the comments.

      3. The third option was Blackboard. Currently, one can set up a parallel course using Blackboard to obtain evaluations. The parallel course is necessary so that students are not identified. It is a bit cumbersome but feasible for up to about 25 courses. It might also be possible to put the evaluation in the course management system and have it appear near the end of the quarter. We still need to address the personnel needs in terms of evaluation and data analysis.

      It was suggested that we try the on-line evaluations through Blackboard to see how well they work. The committee will recruit several faculty members who teach on-line courses to try out the Blackboard system.

   b. Professional Leave Committee
      Not discussed

   c. The use of “school” as an organizational unit
      Not discussed
6. New Business

   a. Lecturer Representation on the Academic Senate (Charge to given by Senate Chair Sawyer)
      Not discussed.

7. Adjournment

M/S/P to adjourn the meeting.

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Lynn Paringer