CALIFORNIA STATE UNIVERSITY, EAST BAY  
FACULTY AFFAIRS COMMITTEE  

Minutes of April 16, 2008

Members present: Mayling Chu, Toni Fogarty, Michael Hedrick, Doug Highsmith, Xeno Rasmusson (Chair), Arthurlene Towner (Presidential Appointee), Erica Wildy, and Craig Wilson

Member absent: Jagdish Agrawal and Steve Peng

Guest: Susan Correia

Meeting called to order: 3:13 PM

1. Approval of the agenda  
M/S/P

2. Approval of the minutes of last meeting (04-02-08)  
M/S/P, with minor corrections

3. Report of the Chair (Xeno Rasmusson)  
Welcome to Michael Hedrick, new FAC member

4. Reports from the Subcommittees  
a. PTR Subcommittee  
The Subcommittee reported its responses to the questions from the University P & T Committee. The questions were:
   1. May a letter of recommendation be removed from a candidate’s dossier once the dossier has been officially submitted? The reason for the removal is a conflict of interest; the author of the letter is a member of a review committee.
   2. If the answer is yes, what would the proper procedure be? If the initial review committee has not yet met to review the dossier, would that make a difference?

b. Lecturer Subcommittee  
The Subcommittee reported its work on the Policy on Evaluation of Temporary Faculty and compliance with the new CBA. The Subcommittee expects that it will have a draft of the revised policy that matches the current contract soon.

5. Report of Presidential Appointee (Arthurlene Towner)  
No report

6. Old Business  
a. Return of 06-07 FAC 5, College/Library Outstanding Faculty Award Policy, with 06-07 BEC 14 as additional feedback  
i. M/S/P: The award will be made at the Faculty Honors Convocation in the Winter quarter  
ii. M/S/P: Erica Wildy and Craig Wilson will incorporate the suggested changes discussed in the meeting into the current draft of the College/Library Outstanding Faculty Award Policy; FAC will review the revised draft via e-mail and at the next meeting. As part of the changes, the timeline will be compressed in order to have the award for next year.
b. Online/Hybrid Policy implementation
   M/S/P
   In regards to electronic student evaluations, the FAC has no recommendation at this time as it is in the information-gathering stage. As part of its information gathering, some of the FAC members will attend the April 30th demonstration of electronic student evaluations.

c. Referral regarding the Policy on Evaluation of Temporary Faculty
   See Lecturer Subcommittee report under 4.b.
   FAC expects to have a draft revised policy from the Lecturer Subcommittee for consideration at the May 7th meeting

d. Referral regarding interpretation of a P & T policy question from the University P & T Committee
   M/S/P
   Approval of the Subcommittee’s responses, with minor changes. The approved responses are:
   1. The Subcommittee interprets the Promotion, Tenure and Retention Policy & Procedures, as amended by 05-06 FAC 4, to indicate that candidates have sole control of the contents of their dossiers. This interpretation precludes removal of documents from dossiers by anyone other than candidates. The Subcommittee therefore also affirms that candidates do have the right to remove materials from their dossiers.
   2. The Subcommittee does not believe that the problem described in the memo is an instance of conflict of interest, as conflict of interest is represented in section 3.2.

7. New Business
   a. Modification of the Academic Dishonesty Incident Report
      In regards to the four issues raised in the Academic Dishonesty Questions memo to the Academic Senate from the AVP of Academic Programs & Graduate Studies, FAC discussed all four issues, but has not yet voted on the approved answers. Under consideration are:
      1. Change in the Academic Dishonesty Incident Report: Yes, use the check list of actions
      2. Notation on transcript: Use “No Credit Repeat”
      3. When Should the Code Be Placed on the Student’s Record?: When the course grade was adjusted
      4. Removal of Code from Transcript: Still under discussion

8. Adjournment
   M/S/P: Meeting was adjourned at 4:59 PM

Respectfully submitted,

Toni Fogarty