Members present: Jagdish Agrawal, Dee Andrews, Toni Fogarty, Doug Highsmith, Dave Larson, Julia Norton, Asha Rao, Arthurlene Towner (Presidential Appointee), and Craig Wilson (Chair)

Members absent: Luther Strayer

Guests: None

Meeting called to order: 2:10 PM

1. Approval of the agenda
   M/S/P, Agenda approved as submitted

2. Approval of the minutes of last meeting (February 18, 2009)
   M/S/P, Minutes approved as amended

   a. In 5a. replace “March” to “February”
   b. In 5b. replace “conversations” with “meetings”
   c. In 6 b. position title is “Assistant Vice President for Enterprise Activities and Executive Director, CSUEB Foundation”

3. Report of the Chair (Craig Wilson) – No report


5. Brief updates from the Subcommittees

   a. The Outstanding Professor Subcommittee met on Monday, February 23, and determined its recommendation in that meeting.

   b. The PT&R Subcommittee met on Thursday, February 19 and will meet again on March 5. The Subcommittee has broken into small work groups and each work group has an assignment. The work groups are making excellent progress.

   c. The Lecturer Subcommittee continues to meet on alternative Tuesdays; the next meeting is scheduled for March 10. The Subcommittee is reviewing temporary faculty evaluation materials from Long Beach and is developing a timeline for moving forward.

   d. The Online-Hybrid Special Subcommittee previously submitted its recommendations for changes in the PT &R Policy and the Student Evaluation Policy, and has not met again. The Subcommittee will meet again once the results of the student evaluation survey are available.

   e. The Academic Dishonesty Special Subcommittee – No report
6. Old Business

a. Administrative Review Document changes:

- Earlier referral: Possible additions of Administrators to the Appendix (in addition to Associate VP for Enterprise Activities, approved February 18, 2009)
  - Discussion regarding additions, but no motion made. Discussion included the following:
    - Difference between multiyear and annual appointments
    - Possible need for a regularly scheduled review of the document
    - Need for review when new positions are brought to FAC’s attention

- New Referral: Clarification/revision of Article V, Sections B. & C. Acting Chair
  M/S/P
  Toni Fogarty and Julia Norton will draft changes in the document to reflect FAC’s discussion regarding this issue
  o Discussion and questions regarding the document included the following:
    - V.B.1 and V.B.2. explicitly address the appointment of an Acting Chair only in two instances:
      o Failure of procedures outlined in V.A. to lead to a selection of a Department Chair in a reasonable length of time
      o Incumbent Department Chair is on leave
    - While V.C. addresses the removal of an incumbent Department Chair, after full consultation with the College Dean and the department faculty, it does not explicitly address how the appointment of the new Department Chair should be conducted
    - V.A.1. addresses the definition of consultation of department faculty to be “...To affect such consultation, a Department Advisory Committee shall be formed in accordance with provisions of Section V.A.2”
    - Neither V.B.1 nor V.B.2 explicitly address the situation of a resignation of an incumbent Department Chair
    - What are the differences between an Interim Acting Chair, an Interim Chair, and an Interim Acting Chair? What is the proper term?
    - V.A.2. states “Early in the third year of service of the incumbent Chair, or whenever for any reason a vacancy appears or is anticipated, (italics added) the College Dean shall inform the department of the need to elect the advisory committee.”
    - V.A.2. covers all reasons for Department Chair vacancy, including Department Chair on leave, Department Chair resignation, and Department Chair removal by the President
    - Do we want to involve a Department Advisory Committee in the case of an incumbent Department Chair on leave?
    - How can the open Department Chair’s position be quickly filled, in the cases of a resigned or removed Department Chair, especially if the resignation or removal occurs during the summer break?
    - Should the Department Advisory Committee be formed at the beginning of each academic year, with the understanding that the Committee may be required to provide a recommendation over the Summer quarter or should the
President or his/her designee, after receiving the recommendation of the College Dean, appoint an Acting Chair for a term of one full quarter?

b. Student Evaluation of Courses referral: Overview of questionnaire results; update on five working groups. Continued discussion of the general policy, for an effective date of 09-10 – No action taken; moved to next FAC meeting

c. Revision of the Academic Dishonesty Policy
No action; item has been referred to the Academic Dishonesty Special Subcommittee

d. Evaluation of Temporary Faculty (to be in compliance with the CBA)
No action taken; has been referred to the Lecturer Subcommittee – see item 5.c.

e. Online/Hybrid Policy implementation
No action; item has been referred to the Online-Hybrid Special Subcommittee – see 5.d

f. Referral to FAC regarding revision of the PT&R Policy
No action; item has been referred to the PT&R Subcommittee – see 5.b.

g. Evaluation of Coaches referral (effective in 09-10)
No action; item has been referred to the Lecturer Subcommittee – see item 5.c.

7. New Business

a. Outstanding Professor Recommendation for 2009-10
The Outstanding Professor Subcommittee met on Monday, February 23, and determined its recommendation in that meeting. FAC will forward the recommendation to the Academic Senate.

b. New timeline for Outstanding Professor selection process
M/S/P
The proposed change of timeline for the Outstanding Professor Award is approved as submitted by the Outstanding Professor Subcommittee.

c. Post-tenure Review modification request (CEAS) – Other than discussion, no action taken

d. Faculty Office Hours (referral February 18, 2009) – No action taken

8. Adjournment

a. M/S/P: Meeting was adjourned at 3:53 PM

Respectfully submitted,

Toni E. Fogarty