CALIFORNIA STATE UNIVERSITY, EAST BAY
FACULTY AFFAIRS COMMITTEE

Minutes of January 7, 2009

Members present: Dee Andrews, Toni Fogarty, Doug Highsmith, Dave Larson, Arthurlene Towner (Presidential Appointee), and Craig Wilson (Chair)

Members absent: Jagdish Agrawal, Asha Rao, and Luther Strayer

Guest: Carl Bellone

Meeting called to order: 2:10 PM

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

2. Approval of the minutes of last meeting (November 19, 2008)
   M/S/P, Minutes approved as submitted

3. Report of the Chair (Craig Wilson)
   a. Asha Rao has replaced Cesar Maloles on the FAC
   b. All of the FAC 2008-09 Subcommittees have been filled, excluding the Academic Dishonesty Special Subcommittee
   c. The recommendations from the 11/19/08 FAC meeting regarding changes to the College/Library Outstanding Faculty Award policy have been forwarded to the Academic Senate

4. Report of Presidential Appointee (Arthurlene Towner)
   a. The 2008-09 Post-Promotion Increase (PPI) program implementation is in progress and adhering to the established guidelines. Each department (or equivalent unit) has established an elected review committee. The review committees have submitted their reviews and candidates should receive decision letters from the President by January 30, 2009. Candidates have 10 working days to appeal the decision (March 27) and additional salary adjustments as a result of the appeal process will be implemented in the April pay period, and affected individuals will see the adjustments reflected in the pay warrant issued May 1, 2009.
   b. In the Policies and Procedures Governing Faculty Participation in Appointment and Review of Administrative Officers and Department Chairs, there is a question regarding the clarity of the appointment process for Department Chairs. If a Department Chair resigns from the position during his/her term, does the current policy address that circumstance?

5. Old Business
   a. Brief updates from the Subcommittees
      i. The Outstanding Professor Subcommittee will meet on January 21. Asha Rao has replaced Cesar Maloles on the Subcommittee. There is currently no
student member on the Subcommittee; Craig Wilson (FAC Chair) has solicited the ASI for a student representative. No Chair has yet been elected.

ii. The PT&R Subcommittee met on December 3, 2008 and is scheduled to meet again on January 14. Jim Zarrillo, who had been elected the Chair, has been replaced by David Stronck. The Subcommittee currently does not have a Chair. The Subcommittee’s general impression of the PT&R document is that it is a sound document and there is no need for an extensive redesign.

iii. The Lecturer Subcommittee met on December 2, 2008 and is scheduled to meet again on January 13. Mark Karplus has been elected Chair.

iv. The Online-Hybrid Special Subcommittee has not yet met in-person, but has elected Toni Fogarty as the Chair. The Subcommittee will have its first meeting in the second week of January.

b. Revision of the Academic Dishonesty Policy
   No action; item has been referred to the Academic Dishonesty Special Subcommittee – see 5.d.

c. Student Evaluation of Courses referral
   M/S/P – The FAC will review question #6 on the student evaluation form and will develop recommendations for an alternative question #6 for online student evaluations.
   M/S/P – The FAC will recommend one or two faculty members to serve on the Communications Subgroup chaired by Jeff Smurthwaite.

Guest Carl Bellone presented an immediate student evaluation issue, several long-term student evaluation issues, and some background on the selection and use of the Scantron software for student evaluation. The Scantron online student evaluation system will be used for student evaluation in the Winter 09 quarter for all online courses that are selected for student evaluation. For the Spring 09 quarter, departments can choose whether or not to use Scranon for student evaluation of the hybrid and in-person courses. There was discussion regarding the need for FAC’s approval of the use of Scantron. However, FAC previously approved the use of the Scantron system in its 05/07/08 meeting. The issues Carl presented included:
   i. Question #6 of the student evaluation form is “Classes were regularly met as scheduled.” For online courses, this question is not relevant and Carl has requested FAC to develop recommendations for an alternative question #6 for the online student evaluation. This is an immediate concern as online student evaluations will begin in the current quarter.
   ii. Current policies regarding student evaluation should be reviewed and modified to accommodate online student evaluation. This is a longer-term concern.
   iii. Policies regarding online student evaluation of hybrid and in-person courses need to be developed. This is a longer-term concern.

d. Discussion on putting together a work group or special subcommittee regarding the Academic Dishonesty Policy referral
   The Academic Dishonesty Special Subcommittee has not yet been approved by ExCom and has not yet been fully populated. Leann Christianson will not be able to be a member of the Subcommittee. There was some discussion regarding forming a work group instead of a special committee, but FAC believes that it will be able to successfully populate the Subcommittee. The Subcommittee accepts Toni West (Women’s Basketball Head Coach) and Richard Makopondo (CEAS) as members.
Craig Wilson (FAC Chair) will write to the Dean at the College of Science requesting a representative to the Subcommittee and he will also invite Norman Bowen (CLASS) to join. Doug Highsmith will request a representative from the Library.

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

f. Online/Hybrid Policy Implementation
   No action; item has been referred to the Online-Hybrid Special Subcommittee – see 5.a.iv

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

6. Adjournment
   M/S/P
   Meeting was adjourned at 3:25 PM

Respectfully submitted,

Toni E. Fogarty