CALIFORNIA STATE UNIVERSITY, EAST BAY
FACULTY AFFAIRS COMMITTEE

Minutes of January 21, 2009

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

Member absent: Luther Strayer

Guests: Nan Chico, Debby DeAngelis, Julie Glass, Rita Liberti, and Tom McCoy

Meeting called to order: 2:05 PM

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

2. Approval of the minutes of last meeting (January 7, 2009)
   M/S/P, Minutes approved with three typo corrections

3. Report of the Chair (Craig Wilson)
   a. Krystal Bates will serve as the student representative on the Outstanding Professor Subcommittee.
   b. Korey Brunetti (Library) will serve on the Academic Dishonesty Special Subcommittee.
   c. All of the FAC 2008-09 Subcommittees and Special Subcommittees have been approved by ExCom and convened, excluding the Academic Dishonesty Special Subcommittee. No one from the College of Science responded to Craig Wilson’s invitation to participate on the Subcommittee. Craig Wilson will invite Jessica Weiss (CLASS) to participate on the Subcommittee. Julie Glass, who was attending the meeting as a guest, stated that she would be interested in participating on the Subcommittee, if there is no conflict of interest with her role on the Fairness Committee.
   d. Several items on the agenda are several time-sensitive items, and those will be addressed first.

4. Report of Presidential Appointee (Arthurlene Towner)
   a. Copies of the Periodic Evaluation of Part-Time, Temporary Faculty Form and the Periodic Evaluation of Full-Time, Temporary Faculty Form were distributed. The forms now contain the words “Copy to Faculty Member (Upon completion)”, “By”, and “(After 10 days)” at both levels of evaluation. Once the Department Chair’s evaluation is completed, a copy will be given to the faculty member and the individual sending the evaluation form will be identified. The form will be forwarded to the Dean’s Office after 10 days. Once the Dean’s Office has completed its evaluation, a copy will be given to the faculty member and the individual sending the evaluation form will be identified. The form will be forwarded to the Provost’s Office after 10 days. The forms now also include information regarding which temporary faculty shall be evaluation, the requirement of student evaluation of teaching performance, the opportunity for peer input, and when faculty should be evaluated. The order of the quarters on the forms
was also changed in order to facilitate the completion of reviews in time for the Fall quarter schedule. The changes in the forms do not reflect any changes in policy.

5. Old Business

a. Brief updates from the Subcommittees
   i. The Outstanding Professor Subcommittee will meet later today - January 21.
   ii. The PT&R Subcommittee met on January 14. Dee Andrews has been elected Chair. The Subcommittee has determined that substantial changes will not be needed, but substantial improvement can be made with some changes. The Subcommittee will meet again and then break into small groups to work on the document. The Subcommittee will seek input from the College and University PTR Committees, as well as the CFA.
   iii. The Lecturer Subcommittee met on December 2, 2008 and again on January 13. The Subcommittee has accomplished four of the eight items referred to it.
   iv. The Online-Hybrid Special Subcommittee met on January 14 and 15. The Subcommittee discussed the student evaluation form and is recommending two suggestions for revision of question 6 on the form. The suggestions are: “If this was an on-ground course, were classes regularly met as scheduled; if this was an online course, did the instructor make class content available in a timely manner?” and “If this was an on-ground course, were classes regularly met as scheduled; if this was an online course, did the instructor make class content available as scheduled?”. The Subcommittee will review the PTR document and highlight any reference to student evaluation or course evaluation.

b. Revision of the Academic Dishonesty Policy
   No action; item has been referred to the Academic Dishonesty Special Subcommittee – see item 3.c.

c. Student Evaluation of Courses referral:
   - Discussion of Question 6 with Glass and Chico
     - Discussion regarding need for a different student evaluation form for on-line courses
     - Discussion regarding required 48-hour response for on-line instructors/faculty; this is not required for face-to-face courses
     - Some programs have already been using on-line student evaluation
   
   M/S/P
   The FAC will recommend the following revision to Question 6 to the Academic Senate: “Classes met as scheduled; or if this was an online course, the instructor made the course material available as scheduled.”

   - Continued discussion on the use of Scantron

   M/S/P
   The FAC approves the use of Scantron for student evaluation through academic year 2013. The FAC recommends to the Academic Senate that FAC evaluate Scantron in Spring, 2013.
d. Acknowledgement of prior approval of the special subcommittee regarding the Academic Dishonesty Policy
Acknowledgement made - see 3.c.

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

a. New referral: Evaluation of Coaches (DeAngelis, Liberti, and McCoy)
Now that CSUEB has been accepted as a member of NCAA Division II, the evaluation of coaches and assistant coaches needs to be revised to meet the requirements of the NCAA and CSUEB. In addition, the coaches and assistant coaches will no longer be a part of CEAS. Over the summer, a committee appointed by the Provost met to discuss the evaluation process. After discussing the issue with Debby DeAngelis, Rita Liberti, and Tom McCoy, FAC approved an evaluation process for coaches and assistant coaches for AY 2008-09.

M/S/P
FAC accepts the attached 2008-09 Temporary Process for Evaluation of Coaches and Assistant Coaches.

M/S/P
FAC refers the issue of coach and assistant coach evaluation to the Lecturer Subcommittee for AY 2009-10 and beyond.

b. Administrative Review document changes:
   ● Earlier referral: Possible additions of Administrators to the Appendix
   ● New referral: Clarification/revision of Article V, Sections B. and C. Acting Chairs
No action taken

7. Adjournment
Meeting was adjourned at 3:25 PM

Respectfully submitted,

Toni E. Fogarty
2008-09 Temporary Process for Evaluation of Coaches and Assistant Coaches

Coaching activities of coaches will be evaluated as follows:

1. Coaches will submit the materials they wish to have considered for their review. This may include, but is not limited to season review, recruiting summary, student-athlete evaluation summary, community involvement, and professional development.
2. The coaches will elect a peer-review evaluation group from among the active full-time coaches. This group will conduct a peer-evaluation according to the evaluation criteria indicated in the document Coaching Track Policy – Appointment, Placement and Evaluation – March 2005.
3. The coach-submitted materials and the peer review evaluation will be forwarded to the Faculty Athletic Representative. The Faculty Athletic Representative will provide a separate evaluation of the coaches.
4. All materials from #3 will be submitted to the Director of Athletics. The Director of Athletics will provide an evaluation of the coaches and a recommendation regarding renewal.
5. All materials from #4 will be submitted to the Vice President of Administration and Finance for review and action.

Coaching activities of assistant coaches will be evaluated as follows:

1. The head coach will provide an evaluation of the appropriate assistant coaches to the Faculty Athletic Representative. The Faculty Athletic Representative will provide a separate evaluation of the assistant coaches.
2. All materials from #1 will be submitted to the Director of Athletics. The Director of Athletics will provide an evaluation of the assistant coaches and a recommendation regarding renewal.
3. All materials from #2 will be submitted to the Vice President of Administration and Finance for review and action.

The KPE Chair will evaluate assistant coaches only for their teaching of KPE Advanced Activity classes based on the Senate Policy on Periodic Evaluation of Temporary Faculty.

The criteria for evaluation of assistant coaching activities will continue to be the same as is now found in Coaching Track Policy – Appointment, Placement and Evaluation – March 2005 for Instructional Achievement (Coaching), Professional Achievement, and Internal and External Contributions.