CALIFORNIA STATE UNIVERSITY, EAST BAY
FACULTY AFFAIRS COMMITTEE

Minutes of February 4, 2009

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

Members absent: Jagdish Agrawal and Luther Strayer

Guests: None

Meeting called to order: 2:10 PM

1. Approval of the agenda
M/S/P, Agenda approved as amended
   a. “7b. Formal approval of Melany Spielman serving on the Communications Committee for Online Evaluation” added to the agenda.
   b. “7c. Distribution among colleges of faculty for University Promotion and Tenure Committee” added to the agenda.

2. Approval of the minutes of last meeting (January 21, 2009)
M/S/P, Minutes approved as amended
   a. In the 2009-09 Temporary Processes for Evaluation of Coaches and Assistant Coaches document, replace “coach” with “coaches” and eliminate the two Roman numerals.
   b. Add the following to 4.a. “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.”
   c. Remove the following from 3.c. “If Jessica Weiss is unable to participate,”
   d. Correct dates for 5.c. Scantron use; should be “through academic year 2013”.

3. Report of the Chair (Craig Wilson)
   a. Jessica Weiss has joined the Academic Dishonesty Special Sub委员会. The Subcommittee has been approved, has met, and has elected a Chair.
   b. The revised wording of the student evaluation instrument and FAC’s acceptance of Scantron through Spring 2013 have been sent to the Academic Senate (06-07 cFAC 4).
   c. The Processes for Evaluation of Coaches and Assistant Coaches for 2008-09 has been sent to the Academic Senate (08-09 cFAC 3)
   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. The Post-Promotion Increase (PPI) program is progressing according to the guidelines. Everyone who applied for PPI has been sent a letter regarding the decision, along with a description of the appeal process. The letters went out prior to the deadline of January 30, 2008.
b. Periodic Evaluation of Temporary Faculty policy is out of compliance with the CBA in regards to Article 15.3.

5. Brief updates from the Subcommittees

a. The Outstanding Professor Subcommittee met on January 21.
b. The PT&R Subcommittee met again on January 25. The Subcommittee has received some input from the Deans and Chairs.
c. The Lecturer Subcommittee will meet again on February 10. The Subcommittee is reviewing temporary faculty evaluation materials from Long Beach.
d. The Online-Hybrid Special Subcommittee will meet online in the next week to discuss the documents that refer to student evaluation. All references to student evaluations in documents have been highlighted.
e. Jessica Weiss has joined the Academic Dishonesty Special Subcommittee. The Subcommittee has been approved, has met, and has elected a Chair.

6. Old Business

a. Student Evaluation of Courses referral
M/S/p
Craig Wilson will craft two e-mails regarding student evaluation. First, he will send FAC members an e-mail outlining the issues he believes are the critical student evaluation issues. FAC is considering the five broad areas to be: online vs. face-to-face evaluations, content of evaluation, uses of evaluation, and individual faculty responses to evaluation. The use of additional information supporting the quality of teaching in the PTR process and alternative types of evaluation to accompany the student evaluations are also of interest. Once FAC has agreed to the broad issue areas, Craig will e-mail Sue Opp, requesting the Academic Senate to ask for input from all faculty, including lecturers, regarding student evaluation issues.

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

c. Evaluation of Temporary Faculty (to be in compliance with the CBA)
No action taken; has been referred to the Lecturer Subcommittee – see items 4.b. and 5.c.

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

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

f. 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. Administrative Review Document changes:
      ● Earlier referral: Possible additions of Administrators to the Appendix
         A motion has been made and seconded, but discussion has not yet concluded.
      ● New referral: Clarification/revision of Article V, Sections B. & C. Acting Chairs
         No action taken

   b. Formal approval of Melany Spielman serving on the Communications Committee for
      Online Evaluation
      M/S/P for formal approval

   c. Distribution among colleges of faculty for University Promotion and Tenure Committee
      M/S/P
      FAC recommends that the current distribution among the colleges of the faculty to be
      elected to the University Promotion and Tenure Committee be continued for 2009-10.

8. Adjournment
   Meeting was adjourned at 3:50 PM

Respectfully submitted,

Toni E. Fogarty