CALIFORNIA STATE UNIVERSITY, EAST BAY
FACULTY AFFAIRS COMMITTEE

Approved Minutes of February 18, 2009

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

Members absent: Asha Rao and Luther Strayer

Guests: None

Meeting called to order: 2:05 PM

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

2. Approval of the minutes of last meeting (February 4, 2009)
   M/S/P, Minutes approved as amended

   a. In 5a. replace “met again on January 23” with “met on January 21”

3. Report of the Chair (Craig Wilson)

   a. The revised wording of the student evaluation instrument and FAC’s acceptance of Scantron through Spring 2013 (06-07 cFAC 4) have been approved by the Academic Senate.
   b. The Processes for Evaluation of Coaches and Assistant Coaches for 2008-09 (08-09 cFAC 3) have been approved by the Academic Senate with the addition of “ten days to submit a rebuttal of the evaluation or to request a meeting”.


5. Brief updates from the Subcommittees

   a. The Outstanding Professor Subcommittee will meet again on Monday, February 23, and will determine its recommendation in that meeting.
   b. The PT&R Subcommittee met again on Thursday, February 12. The Subcommittee has had several productive meetings and plans to have its recommendations by the end of the quarter. The survey regarding PTR and Student Evaluations has been sent out and responses are due soon. The Subcommittee has also consulted with Associate Provost Towner and Provost Mahoney. In order to submit FAC’s recommendations to the Academic Senate in time for decisions to be made this quarter, the Subcommittee recommends that FAC have a single-subject meeting on March 18.
   c. The Lecturer Subcommittee continues to meet on alternative Tuesdays. The Subcommittee is reviewing temporary faculty evaluation materials from Long Beach.
   d. The Online-Hybrid Special Subcommittee met online to review all of the Academic Senate documents that refer to student evaluation. The only three documents reviewed were the PT & R Policy, the Online-Hybrid Instruction Policy, and the Student Evaluation Policy. The Subcommittee believes that only minor changes are needed in the PT & R
Policy and the Student Evaluation Policy. The following statements should be added to 2.1 in the Student Evaluation Policy and to 3.3.3 in the PT & R Policy: “With on-line classes, by necessity, the process of administering instructor evaluations will be modified to accommodate the online format. The entire process of evaluating instructors in online classes will be as similar as possible to evaluation in a regular classroom.”

e. The Academic Dishonesty Special Subcommittee has met and Julie Glass is now a member of that Subcommittee. The Subcommittee has found a number of discrepancies between the catalog, policy, and actual practice in cases of academic dishonesty. The Subcommittee is discussing how to resolve these discrepancies, but there are differences of opinion regarding the role of faculty.

6. Old Business

a. Student Evaluation of Courses referral
After a productive discussion regarding an e-mail from a lecturer concerning the value of student evaluations, the reliability of student evaluations, the 2008 Report on Student Evaluations of Teaching, and some of the student evaluation research literature, FAC has established five working groups, based on the recommendations in the 2008 report. The working groups are:
- Administering evaluations: Members Doug Highsmith and Dave Larson
- Reporting results: Members Jagdish Agrawal and Julia Norton
- Courses to evaluate: Members Dee Andrews and Craig Wilson
- Content and design of evaluation: Members Jagdish Agrawal, Dee Andrews, and Toni Fogarty
- Online student evaluation: Members Toni Fogarty and Luther Strayer

b. Administrative Review Document changes:
- Earlier referral: Possible additions of Administrators to the Appendix M/S/P
The position of Assistant Vice President for Enterprise Activities and Executive Director, CSUEB Foundation should be added to Appendix A between Associate VP of Research & Sponsored Programs and Assistant VP of Planning & Enrollment Management.
For appointment:
  - 1 tenured faculty from each college and 1 tenured library faculty elected by the colleges/library
  - 1 Presidential appointee
  - 1 Staff from Enterprise Operations or Foundation
For review:
  - 4 tenured faculty including library faculty; no more than 1 from each college/library, elected in a university-wide election
  - 1 Presidential appointee (may be from another CSU campus)

- New Referral: Clarification/revision of Article V, Sections B. & C. Acting Chairs
Due to time constraints, no action taken. This item will be addressed in the next meeting.
c. Revision of the Academic Dishonesty Policy
   No action; item has been referred to the Academic Dishonesty Special Subcommittee – see item 5.e.

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. Adjournment
   Meeting was adjourned at 3:51 PM

Respectfully submitted,

Toni E. Fogarty