

**Faculty Affairs Committee  
Minutes**

Thursday, November 17, 2022  
10:00 –11:30 AM

**University Advancement Conference Room**

In attendance: Mandy, Anna, David, Rhonda, John, Brian, Zack, Kristine, Debbie

**I. Call to order**

**II. Volunteer to Take Minutes → Zack (until 11:10)**

**III. Approval of Minutes → Brian moved to approve; John seconded. Approved.**

**IV. Announcements**

→ Do Box files come back to you after review process is completed? Faculty may request access after the process is completed.

→ Discussion: Maybe faculty should gain access after process is completed (all reviews, and rebuttal and grievance period) and then all other access should be removed.

**V. Approval of Agenda**

→ Question: Should this committee discuss the timeblock proposal? This will impact faculty and workload concerns and probably should come to the committee.

**Brian moved to approve agenda and Rhonda seconded. Approved.**

**VI. Old Business**

1. 2021-22 Referral #39: The Personnel Action File (PAF) and the Working Personnel Action File (WPAF) - Handbook Change

→ Committee approved resolution for second read.

**VII New Business**

1. 2019-20 Referral #08: Honorary Doctorate - Handbook Change

2. 2021-22 Referral #20: Accessibility of Instructional Materials

3. 2021-22 Referral #23: Faculty Hall of Fame Selection Process Change

4. 2021-22 Referral #40: Digitizing the Performance Review Process

5. 2021-22 Referral #41: Sixth-year Lecturer Review - Handbook Change

6. 2022-23 Referral #02: Academic Integrity Campaign- Ombudsperson and

## Committee on Professional Responsibility- ON HOLD

7. 2022-23 Referral #03: Holding Exams on Last Day of Class – addressed at end of meeting

8. 2022-23 Referral #16: GST Instructor Classroom Observations

→ Criteria for review has not been sent to everyone, but a classroom observation is not a periodic review.

→ What is a home department? If someone is assigned to a home department but they did not hire them, then what happens?

→ Do some departments have an issue with the normal process? Other departments are highly organized with this, and the Chair performs the review.

→ GST committee should have more people.

→ GST instructors should be assigned to a unit, if not already. Instructors assigned to a unit are observed and evaluated by the unit.

→ If not attached to a home department, does the GST perform the observations?

→ It needs to be decided what happens for people not in a unit. For example, what about people who are not hired by the unit but teach students in the unit in a general studies course?

→ Should Deans be tasked with assigning observers or observing units to ensure that each instructor gets observed?

9. Feedback on WASC Special Visit Report

→ On page 30, priority #5: Equitable learning practices and DFW rates → How much of the context of the pandemic was discussed? This might also relate to academic support services. How can students be brought in and involved with this, where DFW rates are always going to be nonzero if students do not submit assignments or projects. Could a module or training be required of students for technical skills and general university expectations (which may be especially relevant to the online courses during COVID-19).

→ How much can the impact of the pandemic be discussed on page 30, priority #5?

→ Can a module be created in Canvas that discusses technology requirements and expectations?

→ Issues with “Despite the constraints of the COVID-19 pandemic, ... institution’s academic programs.” Has CSUB (and all faculty and all students) *really* remained fully engaged? Was there no impact?

○ Overall, the report is highly positive, but there is still room for improvement.

○ Comment: The report seems so positive that it almost seems like there are no issues and this could raise a red flag.

### Minutes transition from Zenko to Deal

- FAC continued to discuss the General Studies (GST) and First Year Seminar (FYS) classes.

- Question as to who hires instructors? Assumption that the Deans are responsible for hiring instructors.
- Are instructors under contract or do they sign a MOU?
- **Action:** Committee members to contact Deans in individual schools to determine who hires FYS instructors in their respective schools.
  
- 2022-23 Referral #03: Holding Exams on Last Day of Class
  - Handbook requires that culminating experience be given to students during assigned final exam time. Anecdotal evidence that some faculty have all assignments due before the final exam period.
  - FAC not clear as to what “data collection” in the referral means
  - **Action:** M. Rees going to get clarification from Senate Chair Hegde
  - Discussion about faculty not following handbook guidelines should be raised at DCLC
  - Action: Invite Provost Harper to FAC to have a general discussion about professional responsibilities.

### **VIII. Adjourn – 11:29 AM**