

## **Faculty Affairs Committee**

### **Minutes**

Thursday, January 26, 2023  
10:00 –11:30 AM

Attending: Mandy Rees, David Gove, Zachary Zenko, Anna Jacobsen, Brian Street, John Deal, Rhonda Dugan, Deborah Boschini, Kristine Holloway, Melissa Danforth (guest)

#### **I. Call to order**

#### **II. Volunteer to Take Minutes**

Anna taking minutes.

#### **III. Approval of Minutes**

Approved.

#### **IV. Announcements**

New Faculty Scholarship Seminar series this semester. Mondays from noon-1:30 pm in the Stockdale room.

Some new referrals will be coming. Will be distributed for future meetings.

Will have an upcoming meeting with Melissa regarding referral #20 (Accessibility of Instructional Materials).

#### **V. Approval of Agenda**

Approved.

#### **VI. Old Business**

1. 2021-22 Referral #39: The Personnel Action File (PAF) and the Working Personnel Action File (WPAF) - Handbook Change  
Approved by President 12/13/22

#### **VII. New Business**

1. 2022-23 Referral #20 RTP Review Calendar Timeline

BPC is also working on this referral.

Main issue is the need for more time at each level of review, and to make adjustments appropriate to the semester schedule (some dates were based on the old quarter calendar).

The president has delegated review to the Provost, so not as much time may be needed for later administrative review, whereas units always have reviews and may have many files. Faculty also need to schedule meetings and reviews around busy teaching schedules.

Time for careful review, especially at the unit committee review level, would be valuable.

International faculty would benefit from a timelier review process for the filing of visas etc.

Issues primarily with Fall cycle for Second year probationary files—currently there are only two weeks of unit review time, but other cycles of review have 4 weeks in which to complete reviews.

Fall review cycle dates from 2023 (as reference for discussion):

Second year review: Aug 26 – Sept 9 (why early deadline and short review time?)

3<sup>rd</sup> - 6<sup>th</sup> year review: Oct 3 – Oct 28

Tenured promotion: Oct 3 – Oct 28

PTR review: Oct 3 – Oct 14 (short review time?)

Rebuttal periods and faculty review periods cannot extend into breaks.

Handbook section 306.3.e. suggests a later timeline (Oct 31) for the start of PTR review.

Recommendation: No fewer than 28 calendar days scheduled for unit review. We will pass this suggestion to BPC for their consideration.

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

Melissa Danforth joined the committee as a guest to discuss this referral.

Timelines and methods for selecting a textbook.

Accommodations, accessibility, what is required and what time may be needed to prepare instructional materials that are accessible?

Some issues from the subcommittee on instructional issues:

Storing, updating, reporting, maintaining a centralized departmental list of approved and default textbooks for specific courses. Even when departments have done this, there is no way to communicate this to the bookstore or store this information. What is the “trigger point” when the default book is selected versus the time that a faculty member can select a different book.

Students are not always getting the accessible materials that they need. Some of this is problems with textbook publishers and not necessarily faculty.

Textbooks are supposed to be submitted prior to registration but is that enough time for accessibility to be evaluated or developed.

Bookstore doesn't list open-access resources for courses.

Faculty selection of materials that they profit from (authored books) or materials that they produce themselves and may distribute directly to students may not be accessible. What are faculty responsibilities for these materials?

Appendix K in the University Handbook: Instructional Materials Accessibility Plan (IMAP)

Also issues when faculty are hired late, and it would be too late for them to pick a book.

Could the curriculum committee approve, review, and track this? Probably outside of their purview and too much work.

Where can we house a master updated list? Can orders be more automated?

Should this be assigned to chairs to provide oversight, maintain the list, and ensure that orders are submitted in a timely manner?

What is the role of the bookstore in notifying faculty when materials have not been requested? This should be an academic process and not driven by outside entities.

There are some issues with faculty rights, flexibility, etc. At minimum, we could set deadline dates as part of the academic calendar to try to get these things done sooner. We also likely want a policy on responsibilities and checkpoints in the process.

OER resources are currently not appearing in student accounts and the bookstore doesn't post links to these resources. Notification to students is the "please see your instructor." This is a second issue.

About 4-months lead time is needed to request and retrieve accessible information and resources from publishers (can we invite Janice to get additional context from SSD on this process and timing?)

Potential recommendations:

- a. Add a textbook order date to the Academic Calendar that is before student registration, and potentially even earlier to permit time for accessibility issues to be addressed/evaluated. This needs to be coordinated with the deadline for schedules to be entered into PeopleSoft and should also be in place prior to the academic advising window. We won't be able to fix all of the issues, but we can probably make the timing a bit better. (Registration opens April 10 this semester—should that be the deadline or earlier? March 20 is the start of advising—would that be a better deadline? To avoid Spring Break and holiday conflicts, a deadline of March 30 would be recommended for the current academic year).
- b. Materials that are available in the library and/or OER for courses need to also be listed in PeopleSoft information and supplied by the bookstore. How these are handled and reported needs to be reviewed and potentially improved.
- c. Master textbook lists would help address issues with late hires, missing orders, etc. Chairs should maintain up-to-date textbook lists, especially for repeat or multi-section courses. Some chairs are doing this and perhaps we could see some examples or hear from chairs that are doing this.

Discussion will continue on this issue at future meetings.

We will try to draft a resolution on the deadline issue at the next meeting.

## **VIII. Adjourn**

Meeting adjourned at 11:30 am.