

Faculty Affairs Committee

Minutes

Thursday, February 9, 2023
10:00 –11:30 AM

Attending: Mandy Rees, David Gove, Zachary Zenko, Anna Jacobsen, Brian Street, John Deal, Rhonda Dugan, Deborah Boschini, Ying Zhong (for Kristine Holloway)

I. Call to order

II. Volunteer to Take Minutes

John taking minutes.

III. Approval of Minutes

Approved (BS/JD)

IV. Announcements

- No Announcements by Chair
- Question: Committee member raised issues about Exceptional Service Award form. The form box in which the narrative statement was to be uploaded was not working. Recommendation was to attach the narrative to the form when the form was submitted.

V. Approval of Agenda

Approved (AJ/RD)

VI. Old Business - None

VII New Business

9. 2022-23 Referral #20 RTP Review Calendar Timeline

- Executive Committee member wanted more time for unit committee review.
- After discussing the merits of specifying a twenty-eight day period for all unit committee reviews, FAC discussed including the requirement in section 305.6.3 (Evaluation and Recommendation by the Unit Committee). FAC decided it would be more appropriate to include it in section 305.4.1 (General Provisions).

After further discussion, FAC approved the following language to be inserted as (i) in 305.4.1: “ All Unit Committee performance and periodic reviews (RTP, PTR, and lecturer reviews) shall have, at minimum, 28 calendar days from the deadline for files to be made available to the Unit Committee until the Unit Committee review deadline.”

- M. Rees to send recommended language to C. Lam (BPC Chair) to determine if changes were needed or whether FAC and BPC should hold a joint meeting.
1. 2019-20 Referral #08: Honorary Doctorate - Handbook Change
 2. 2021-22 Referral #20: Accessibility of Instructional Materials
 - B. Street described the form and process used by Kinesiology to order textbooks and keep a master textbook list.
 - What is the time schedule required to meet accessibility needs and do we need a master list?
 - Should the process be automated to ensure that all deadlines are met in a timely fashion?
 - How to make sure that departments are informed of accessibility needs and deadlines?
 - Conclusion: coordination between SSD, department, college bookstore, and PeopleSoft needed. What is the best way to accomplish this?
 - Chairs need to be informed if faculty fail to submit book orders. Should master textbook list be used as default if no order submitted? How do new instructors or continuing instructors teaching new classes choose a textbook within the appropriate time frame?
 - Should SSD representative be invited to FAC to discuss issues related to compliance and book orders?
 - FAC agreed on a number of basic guidelines, including the following:
 - (1) book orders should be in by beginning of advising period,
 - (2) department chairs should maintain a master textbook list, and
 - (3) the University should explore the adoption of an automated system
 - Further research found that Appendix K of the handbook already contains most of these requirements (e.g., advising deadline on book orders)
 - FAC concluded that many of the issues centered on lack of implementation instead of lack of policy, though automation may solve some of the implementation problems.
 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
 - Confusion over meaning of “data collection” from referral raised in a previous discussion was clarified. Data collection referred to monitoring

final exams to make sure faculty follow the handbook language in 203.5: “Each non-seminar course shall include an appropriate instrument for comprehensive evaluation of student performance. If an in-class written final examination is given, it shall be done during the regularly scheduled final examination period. If a take-home final is assigned, it shall be due during final exam week.”

- FAC determined that the requirements were clear, but the members believed that monitoring the faculty would be too intrusive and create an atmosphere of mistrust. FAC believed that the problem arises either because faculty are unaware of the requirement or that faculty fail to adhere to the policy. FAC recommended that the Academic Senate reiterate the policy and make sure that all deans and faculty are aware of the policy before any efforts are made to monitor compliance. If faculty continue to violate the policy after being informed, then further actions would need to be considered.

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

VIII. Adjourn

Adjourned at 11:26 AM.