

FSAC Minutes  
May 10, 2012  
Sue Jameson Room  
1:00 p.m. -3:00 p.m.

Attending: Richard Senghas (Chair), Melinda Barnard, Paula Hammett, Richard Whitkus, Viki Montera (recorder), Sandra Newton, Emily Hurd (AS), Elaine McHugh (CFA)  
Absent: Chip McAuley

Convened: 1:02 pm

Agenda: Approved

Minutes: Approved

## **REPORTS**

### **Chair (Senghas)**

- On-line Instruction policy will be addressed next year.
- Proposed integration of Student Affairs with Academic Affairs. May be happening over the summer and FSAC may be asked to respond to the opportunities and challenges.
- Discussion of the process for the selection of Honorary Degrees.

### **AVP (Barnard)**

- Sent out eligibility of sabbatical and DIP to faculty. All information is updated. Additional information will be sent out in the fall.
- FSSP – Money available to help people write grants this summer. Call has gone out to faculty. NIH – all day seminar. Money is available to pay for faculty to attend. If interested contact Melinda's office.
- Working on Chair Training for new Chairs. This will occur next fall.
- Faculty Retention – Interest in reviewing data from 06-07 to current to look on faculty retention. This will be presented to FSAC to identify strengths and possible areas to address in strengthening SSU's ability to retain faculty.

### **AFS (Newton)**

AFS will be meeting next year on an as-needed basis. One item on their agenda next year will be a review the instructional materials policy.

### **PDS (Montera/McCauley)**

No meeting. New interim charge has been adopted by Senate.

### **FSSP (Whitkus)**

There has been a fairly high proportion of requests to extend the time for expenditure of Mini-Grant funds. After discussion, the Committee decided to change the language of the RFP for Mini-Grants next year to indicate funds must be expended before the end of three (now it is two) semesters beginning in the semester of the award, with no extensions afterward.

### **URTP (Barnard)**

See Business Item 1.

**ASI (Hurd)**

- Adopted their budget and raised awareness of items within the budget and need for them.
- Appreciation was given to Emily for her service to FSAC.

**CFA (McHugh)**

Back at the bargaining table as of today!

**BUSINESS****1. RTP – Guest, Nathan Rank, Chair - URTP**

Report on activities this year. Overall, the process went smoothly. The new revisions continue to assist in clarifying issues and the process. However, there are remaining inconsistencies in files that were revealed this year. There are slight differences in the policy and the documents developed to help implement the policies. (Policies -- Procedures) There is an additional need for clarification of needed items.

Hammett suggested a process for clarification and FSAC agreed. Nathan will submit a memo to FSAC summarizing the issues. This memo will be submitted this spring. Paula will work with Melinda over the summer to develop recommendations for clarification. These will be presented at the **first meeting next fall in order to immediately be available to faculty.**

Nathan commended URTP members and recognized the important and valuable contributions made by all members of the URTP committee this year.

**2. MOU with Extended Education (attached to agenda)**

Concerns are being raised about the new MOU draft and changes in department reimbursements. This item will come back in the fall. APC will want feedback from FSAC on this item. FSAC members are asked to review this.

**3. SETE Update**

Written report of progress submitted to FSAC. Work will continue next fall.

**4. Course Instructional Materials Policy (Draft provided during the meeting)**

Currently an interim policy. Draft of policy was presented by FSAC Chair. This will be further reviewed and developed next year. Richard will be working on this over the summer as a member of the ATI steering committee. It will then come back in a revised draft in the fall. FSAC will be asked for their input prior to moving this forward to other committees for review.

**5. Items and projects for 2012-12**

See above items for carry-over.

**6. Items for the good of the order**

Chair Richard was presented with a token of appreciation for his service as FSAC chair. Appreciation for his service was extended.

**Good of the Order**

Adjourned: 2:50 pm