FACULTY STANDARDS & AFFAIRS COMMITTEE
Minutes
December 3, 2015
1:00-3:00 p.m., Sue Jameson Room

Convened: 1:05 p.m.

Present: Ed Beebout (chair), Paula Hammett, Steve Winter, Melinda Barnard, Karen Thompson (recorder), Viki Montera, Adam Rosenkranz

Absent: Eric Williams, Carmen Works

Agenda: Adopted with the following change: Information item #1 is postponed until the next meeting.

Minutes of 11/12/2015: Approved with no changes

Standing Reports
Chair (Beebout):

- RTP policy revisions going to Senate today as an information item. Senate is receiving the URTP policy revision summary, the proposed new RTP calendar, and the workload issues analysis for different review scenarios.
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AVP (Barnard):

- Presented a new faculty volunteer appointment checklist which will clarify when a volunteer is doing faculty work versus staff work. Also enables better tracking for risk mitigation purposes.
- Discussed the established procedures involving contrary recommendations between levels of RTP review. Policy is very clear about the process.

AFS (Winter):

- No report.

FSSP (Winter):

- Committee decided on mini-grant and January stipend awards.

PDS (Beebout):

- No meeting since last FSAC meeting.

URTP (ad hoc):

- No report.

ASI (Rosenkranz):

- Wage structure changes taking effect in January for four classifications of students in AS.
- Seeking to broaden communication about Evening Reserve parking passes.
- Discussing issues with inappropriate material being transmitted via Snapchat.
- Investigating whether course fee changes are being instituted appropriately.

CFA (Works is serving as proxy for Newman who is on sabbatical):

- CFA rep was not in attendance.

Discussion Item

1. **Graduation application revisions**
   - Reviewed options for revising graduation application forms and process. AVP Barnard provided an analysis of what other CSUs are doing.
   - FSAC liked the idea of providing a checklist to students; students would need to initial each item on the checklist, as a way to clarify all the steps required and to increase students' level of personal accountability. Not clear how long it will be until SSU can do the process online, as many other CSUs are doing. One question is how many signatures are required on the application.

Business Items

1. **PDS tech and teaching statement**
   - Missy Garvin, the PDS chair, presented a proposal for where discussions of teaching technology should occur in faculty governance. Purpose is to promote better communication regarding technology on campus.
   - Discussed the need for having collaborative conversations with the important players in technology. One suggestion was to propose that either the Director of the Faculty Center or the PDS Chair could be a part of APC meetings. Revised statement will move to S&F.
   - Motion to approve was seconded and approved unanimously.

2. **Educational Experience Enhancement Awards 2016 process**
   - Discussed timeline for award process. Awards need to be determined before March to enable any scheduling adjustments for faculty who receive the course release award.
   - For the next cycle, the announcement should clarify what activities are appropriate vs. exceptional.
   - Steve and Ed will comprise the task force for the 2016 evaluation.

Meeting adjourned at 2:45 p.m.

Minutes respectfully submitted by Karen Thompson.