

## FSAC Minutes

8/26/04

Present: Wingard, Ayala, Freund, Hayes, Skinner, Wautischer and Hunt.

Meeting began at 1:10 PM.

- 1) Minutes from the 5/13 meeting were approved after several minor changes were suggested. JW took down changes.
- 2) Agenda was approved. JH stated that she wanted to discuss the course outline policy.
- 3) Course Outline Policy (COP)
  - a. The committee suggested changes to policy wording: addition of the term *syllabi*; providing parallel structure to *printing or referencing* policies and statements throughout policy including GE mission statement, etc. JW has final version.
  - b. JH asked the committee to consider the intellectual property nature of the COP. Faculty affairs is wrestling with whether an instructor's COP is their own intellectual property and therefore cannot be reproduced without permission or reference, or whether there are components of that COP that are indeed an community property. The committee discussed this topic: what parts of outline are public and what parts are not; does end use matter (for another syllabus vs. job security).
    - i. GS will follow up on the intellectual property nature of the course outline and will give us more information for future consideration.
    - ii. JH suggested language along the lines of "it is understood that much of basic syllabus is community property, sections of a syllabus may contain questions, theoretical statements, problems and philosophies that are not community property and credit should be given if copied.
  - c. SH brought forth that the final paragraph of the COP includes language that is meaningful for students. She suggested that part of this information

be send along to Student Affairs for review and for place of language in their documents. JW will rework current COP final paragraph and forward that along to student affairs for suggestion and will suggest that they place the paragraph in places where students can see it.

d. COP will be revisited in future meetings.

4) JH gave a report to the committee about her standing at the University. She stated she has retired and that she was substituting for Bill Houghton today because she is working as a special consultant for Faculty affairs. She stated that this not a permanent position and she would be working only part time. She also stated that Provost Ochoa might be attending more FSAC meetings to better understand faculty governance at SSU.

5) Endowed Chair Policy

- a. JW presented copies of different Endowed Chair policies from other CSUs and one from a UC that could be used as models for SSUs policy.
- b. The committee is preparing this policy because last year an endowed chair position was created without any policy.
- c. JW, JH and SH will meet to discuss the policy and will then prepare a draft policy for FSAC to consider.

6) The meeting was adjourned at 2:02.