

Faculty Standards & Affairs Committee  
Minutes  
October 13<sup>TH</sup>, 2016

**Present:** Steven Winter (Chair / Sci & Tech), Sandra Feldman (A&H), Armand Gilinsky (Bus & Econ), Rita Premo (Library), Deborah Roberts (Assoc Vice Provost), and Elaine Newman (CFA).

**Absent:** Viki Montera (Educ), Matthew Paolucci (Soc Sci), SSP (no rep), AS (no rep).

Meeting Recorder – Feldman

Adopt Agenda – Adopted

Approval of Minutes from 9/29 – yes

Standing Reports:

Chair (Winter)

- Indicated in Business Items below

AVP (Roberts)

- Indicated that CAPS psychologists are in our faculty bargaining unit 3 and like coaches are on 1-year contracts. Suggested FSAC should look at creating an officially approved evaluation process for them like FSAC is working on with the coaches. We need to provide an evaluative process that is fair and equal. We don't want people to think their jobs are tenuous. We want them to feel secure and comfortable in their jobs. There are no full time Counselors.
- New RTP process is running strong; have finished with workshops for candidates and departmental RTP Committees.
- Suggested that FSAC agendize Departmental Temporary Faculty Hire Pools. Currently we have a hit-and-miss on temporary pools. The benefit is providing increased employment for our current temporary faculty. If we have some sort of template, then everyone would be on the same page. Each department needs a list of which faculty are available to teach which classes. An official policy would help with retention and valuing employees. Increased workload helps with acquiring and keeping health insurance. It seems a shame that we don't offer adjunct faculty more work. Chairs often say "you've met your entitlement... Chairs are trying to make cut and dry decisions but they are not cut and dry." If we want a regular cycle of faculty pool refresh, we need a rubric. "It would be richer, helpful, and all around fairer if we have a policy from FSAC on temporary faculty hire policies and a need to refresh departmental pools regularly. Our "go to" place is to do an emergency hire, when, indeed, you have people in your faculty pools that are qualified to teach, they still have a right to extra work - "may gain upward mobility"
- Needs FSAC's help on how we can do a rotation and keep regular temporary pools in place. If we had a schedule where people understood that even if we don't need people right now, then run it...." Train not only chairs, but all faculty. If we had a more standardized way of doing so, someone would say "yes, you are qualified...." Gillinsky said it would be helpful to see how many people are in pools and how many hires come from pools. Newman indicated you have to have extraordinary circumstances to supplant people that are already here. We need to do analysis on what the issues are in temp pools.

AFS (Premo) - No Report

FSSP (Winter) - No Report  
PDS (Paolucci) - No Report

URTP (Gilinsky)

- Will rank 9 sabbatical applications (11 received / 2 ineligible). Asked AVP Roberts about the number that will be funded and the need to rank applicants if funds will allow all to be funded. Roberts suggested we should have a seminar on the sabbatical process. Roberts indicated the number of applicants is down; at this point I think faculty want to stay here and be part of the action.

ASI (No Rep) - No Report

CFA (Newman)

- CFA is forging ahead on pressuring the admin on the Stevenson asbestos problem. CFA has hired a retired OSHA employee to be an independent reviewer. Our questions for him are for our quest to understand what the status of this issue really is. Are the tests really valid? In the reports there are tons of asbestos in the dust. Some say there is no relationship between the asbestos in the dust and the asbestos in the air. The disturbance of the dust is the issue. Can we as faculty operate and function properly doing our jobs. We need to understand what the university is doing (there are only two maintenance personnel with expertise). There should be testing of the air before during and after all of these procedures. CFA is trying to decide what our next steps will be.
- Phone banking on election: October 27<sup>th</sup>.

#### Business Items:

16-17:2 ~~Policy~~ Guidelines Regarding Faculty Availability for Student Advising and Office Hours (attached)

- Winter presented a draft that included, (in addition to what was given to the Academic Senate last year), number of office hours per week, response to communication within 48 hours, finding time to meet with students who can not make office hours, and posting office hours on faculty & department doors.
- Committee discussed need for some type of document (even for a faculty manual) and having numbers attached to the document.
- Gillinsky suggested we just call the document guidance versus guidelines (or policy) and just include the first 4 sentences and the last sentence.

16-17:3 SETE Aggregate Data Usage (HO attached to 9/1 agenda)

- FSAC discussed the need for a summary for all classes to be included in RTP documents. FSAC reached consensus to change to a summary comparing the mean and the medians for at least two classes to show growth over time. The CBA does require collecting of SETE's from all classes, however the blue paper policy (bpp) can be changed to say that candidates and RTP committees are only required to discuss two courses in the RTP document. FSAC will rewrite the bpp to reflect this change. Suggestion that when this comes to the Academic Senate

Paolucci gives a presentation on best practices on collecting SETE's and best ways to present aggregate data.

16-17:4          Periodic Evaluation of Unit 3 Coaches (SSU HO 9/1 & Others 9/29)

- Winter meet with 8 of 13 coaches on Wed 10/12 to talk about the feedback – writing process. The coaches were “excited” to meet in order to work on the criteria contained in the evaluation, yet had some trepidation with possible writing tasks and indicated they would like FSAC to write the policy.
- Meeting of FSAC and SSU Coaches scheduled for October 26 @ 12:00 in PE 15; Chair of FSAC (Winter), CFA (Ellen Carlton and Newman), and Faculty Affairs (Debra Roberts) set to meet with coaches.

16-17:5          NCAA Violations by Coaches Information to Personnel Action File

- Not discussed
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16-17:6          Resolution Regarding Inclusion and Recognition of Emeritus Faculty (attached)

- Discussed document that Winter prepared for second reading at Academic Senate. Questions during the 1<sup>st</sup> reading with a response written by Winter are in the document. Questions were asked about: 1. the need for a resolution versus blue paper policy change; 2. workload concern; 3. What if emeritum faculty member does not want to be listed; and should only emerita who are currently active in department be listed. Winter proposed the addition of a 3<sup>rd</sup> whereas. FSAC approved this document. FSAC asked Winter to write the document as gender neutral. Feldman will provide Winter with noun declensions to rewrite document.

16-17:7          Post-Tenure Review Policy (distributed via email / attached)

- Not discussed

Meeting adjourned @2:50pm