

FSAC Minutes  
February 7, 2013  
Sue Jameson Room  
1:00 p.m. -3:00 p.m.

Attending: Viki Montera (Chair), Melinda Barnard, Paula Hammett, Andy Merrifield,  
Sandra Newton (recorder), Parissa Tadrissi, Eric Williams, Richard  
Whitkus, Anthony Gallino (AS Rep)

Convened: 1:05 pm  
Agenda: Approved  
Minutes of 1/24/13: Approved

## **REPORTS**

### **Chair (Montera)**

- Chair will need proxy for Excom 28 Feb.
- Excellence in Teaching Award policy. Will plan as business item for review after announcement of this year's winner.
- Senate Diversity Committee is in transition. They want to build public memory and review role and relevancy. President's Diversity Committee is having similar discussions. Talk of merging, hence Structure & Functions has been asked to review charge(s) and open discussions.
- The Campus Re-engineering Committee will be forming several subcommittees to look at facilities, technology, and financial stability. Faculty should be involved in these subcommittees. Structures and Functions will likely be putting out a call to faculty.

### **AVP (Barnard)**

- Three workshops selected for Spring 2013 by PDS. Two other workshops selected will be offered in Fall 2013.
- There are two Facebook pages, Sonoma State Confessions and SSU Confessions that have been brought to the attention of the University. Views are public; one doesn't need to have a Facebook page to view. Posts are anonymous, but those who respond are not. Students feeling harmed by posts and replies should be referred to appropriate university office.

## **BUSINESS**

- 1) **Instructional Course Materials Adoption Policy** –Richard provided comments from APC and Viki provided comments from EPC and SAC. The committee conferred and made changes to the Policy where the committee deemed appropriate. The Chair will make changes and send these out to FSAC for one last review. This latest policy will then go to ExComm.

## **REPORTS (continued)**

### **AFS (Newton)**

- Workshop tentatively scheduled for Wednesday, May 8, 12-1 pm

**FSSP (Whitkus)**

- No report.

**PDS (Tadrissi)**

- No report.

**URTP (Montera)**

- A discussion regarding the issue of ranking faculty for promotion. The views vary on the need to do this. This item may come back to FSAC for more in-depth discussion. It was felt that no action was needed at this time.
- URTP received WPAF's that were missing documents. The concern from URTP is the lack of thorough review. The documents were supplied in a timely manner. The URTP Chair and FSAC chair will send a letter to the Schools and Deans that were involved.

**BUSINESS (continued)****2. Course Evaluation (SETE Process)**

**a. Report from Subcommittee**—Richard, Eric & Melinda met and offered the following with the expectation that SETEs will be electronic in Fall 2013:

- 1) Recommendation is to inform faculty through the department chairs of the (upcoming) implementation of the new system. Ask department chairs for feedback/concerns/issues. AVP plans to prepare a one-page information paper to help inform. Wants a consultative process during this implementation – to simplify, notify, and let them react. AVP will bring the one-page information sheet to FSAC for feedback.
- 2) There may be a policy piece (about SETE data and the use of aggregation of the data) that must be addressed by FSAC.
- 3) Questions & Content of the SETE are another issue to be addressed.
- 4) Melinda has meeting planned with IT next week to obtain more detail about implementation and operational factors, i.e., how will handwritten comments be addressed; process to omit low enrollment courses.

Further discussion on this will occur at subsequent FSAC meetings.

**REPORTS (continued)****CFA (Merrifield)**

- Meet & confer scheduled about mandatory reporting of child abuse (under 18).

**ASI (Gallino)**

- Will email his report to members asking for input.

**BUSINESS (continued)****2. Course Evaluation (SETE Process)**

**b. Recommendation to President – CBA Article 15.15** –Discussion ensued concerning topic. Melinda will confirm with IT about: Can classes be deselected by department or instructor? Is there a workload increase with “deselect”? All courses are selected as default?

Recommendation to President was tentatively approved with the following:  
All classes to be evaluated with exception of classes where enrollment is at or below 5 students, or contract courses (as per the CBA contract). Faculty with two or fewer classes are exempt. All other campus policies on evaluation are to remain the same.

**c. Response to SETE Task Force** –This will be put on the next agenda.

Adjourned at 2:55 pm