

FSAC Minutes
November 21, 2013
1:00 – 3:00pm, Sue Jameson Room

Convened: 1:05

Present: Richard Whitkus (Chair), Viki Montera (Recorder) Ed Beebout, Kyuho Lee, Melinda Barnard (AVP), Andy Merrifield (CFA)

Absent: Eric Williams, Paula Hammett, Gina Bishop (AS Representative)

Approved Minutes of 11/07/13

Minutes adopted as amended with minor changes and clarifications.

Standing reports:

Chair (Whitkus)

- PDS Report is being used by ExComm for planning. Encouraged that it is having some impact.
- e-advising for SSU has been funded by the Chancellor's office.
- Enrollment growth funds from Chancellor's office have not yet been decided.
- Senate: Special Report on SSU Budget by Larry Schlereth to increase transparency and help Senators in understanding the budget and the budgetary process. Second Reading on Temporary Faculty Evaluation Policy. Zarin Metah will be visiting Senate today. There has been a "kerfuffle" about the hiring process for this position.

AVP (Barnard)

- Class Climate rolled out well with first reminders out today to students to do the e-SETE. Current response rate is 20%. The questions from the biology department did not get added, but this is being rectified. So far, it seems to be going well.
- There will be three reminders sent to students along with original message. Therefore, students will get four reminders to complete the e-SETE. An e-mail will go to faculty requesting they also remind students to complete the e-SETE.
- GSI program has been implemented. Faculty will be receiving retroactive pay in November. There is still some work being done on the 'unique cases' to ensure accuracy.
- e-SETE: There was a discussion regarding the types of data that can be gathered to assist in assessing the impact of the e-SETE process. FSAC members would like to see a response report in early spring semester.

AFS (Montera)

- Brantley Bryant, AFS Chair, will be attending our December meeting to discuss AFS request to add more members to their committee.

FSSP (Whitkus) – No meeting.

PDS (Ad Hoc)

- A development workshop will take place on Feb. 21, 2014 to help faculty learn about working with the Development Office. PDS is looking at participating in a grant that will expand faculty access and participation in a number of different faculty development areas.
- There will be a reception for all junior faculty on Dec. 4th at Kathy Morris' home.
- Ann Steckel is looking into a grant with Wiley Learning Institute for a free of charge on-line learning toolkit for faculty.
- Social Media Project will be rolled out early next spring. This is a project that Meridith Weisman has been working on in her role as Social Media Director. Departments will be able to apply to participate in a workshop in the spring to expand the use of social media.

URTP (Ad Hoc) (Barnard)

- Completed Sabbatical and SIP work. Letters will go out to applicants soon.

ASI (Bishop) - absent

CFA (Merrifield)

- University's official position on DOMA will be coming out and will be retroactive to the 16th of September. This is the IRS established date.
- This is Andy's last meeting. CFA will be sending another representative.

Special Note: FSAC thanks Dr. Merrifield for his service to FSAC and his diligence in upholding the importance of faculty rights and voice in governance.

Business Items:

1. Fall 2013 SETEs considerations (attachments: Barnard's SETE forum questions; RTP Policy with highlights on pgs. 3, 4, 11, 12; CSU Long Beach policy with highlights)

The following questions posed by Dr. Barnard were addressed. FSAC's overall position is to stay within current policies in implementing the e-SETE's. If there are implications for policy changes as we move through the process, these will be addressed by FSAC.

Dr. Barnard: There are four issues which need faculty input before FSAC creates a policy. Thanks for discussing these.

1. We can now provide departments with summary data across all their courses. Thirty departments have added 'department questions' so we will already be providing them with summary data for those questions. Why not for the 15 university SETE questions?

FSAC: This will be available to departments as it is consistent with current practice.

2. We can provide instructors with 'norm' lines for all SETE questions. These norms can give them a comparison to all their classes, to their departments, to all GE courses etc. If a faculty requests this shouldn't they be allowed to get that data?

FSAC: Norming data will be provided to the Department and individual faculty members in the Department, but for courses in the Department, not beyond (GE, School, and University). FSAC will be working on this as formal policy next spring. Norming data within the Department has not been provided in the past since we didn't have the means to do this, but it is consistent/allowed under current policy.

3. Department's traditionally received response summaries for each faculty, which chairs often review. Should we continue to do this?

FSAC: Yes, as this has been past practice.

4. We already provide aggregate data to school of education from SETE's for their accreditation. Why should we not then provide it for other committee's and entities who are looking at curriculum?

FSAC: This is a question that will be explored in the spring, but will not be available for all Schools this fall.

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2. Update to Periodic Review of Temporary Faculty Policy – response to 1<sup>st</sup> reading from Academic Senate (bring copy from Nov. 7)  
Consideration was given regarding the feedback from the first reading in the Senate on Section # II A, B, and C.

FSAC Consensus – the language matches current CBA language. We do agree that the language is awkward. This may be renegotiated in current bargaining, but for now this should remain, despite the awkward language. CFA was in agreement and CFA is not aware of any in this area.

3. Dispute Resolution Board Recommendation (see previous minutes this fall for

a review of this issue) FSAC received a copy of a response from SAC and next steps (see attached)

FSAC Recommendation is to direct the Chair to take option #2 as the preferred language to ExComm.

Option #2 as stated below is: "Feedback on course assignments should be provided to students within a reasonable timeframe that fits the course design."

#### 4. Faculty Center Representative on PDS

FSAC recommends the following Ex-Officio members be added to the PDS committee: Director of Educational Design and Curricular Innovation, Director of Writing Center, and Director of Community Engagement. A concern to consider as this moves forward, is how these additions will be influencing faculty workload regarding members of the above who are faculty.

#### **Discussion Item**

##### 1. Faculty Absence Management - new electronic program.

A faculty member will now enter their absences on-line, then the Dean will approve the absence. There are various ways to implement this and these options were discussed.

Process agreed upon: All faculty will receive a monthly e-mail asking them to report any sick leave taken during the previous month. Faculty will then enter these dates. The AC will send a reminder to faculty when a faculty member has not reported the absence.

There may be a pilot with payroll and benefits with some Schools.

#### **Forthcoming Business Items:**

- Review Emeritus policy
- Review of faculty recognition awards (criteria/donor's intent/funding)

Meeting Adjourned: 2:55

Respectfully submitted by Viki Montera.