

MINUTES OF THE PERSONNEL COMMITTEE
CALIFORNIA STATE UNIVERSITY, FRESNO
5241 N. Maple Ave., M/S TA 43
Fresno, CA 93740-8027

Office of the Academic Senate
Ext. 8-2743

September 18, 2014

Members Present: B. Tsukimura (Chair), A. Cowgill, K. Forbes, J. Pitt

Members Excused: A. Alexandrou, A. Radford, M. Caldwell (ex-officio)

Members Absent:

Visitors: Dianne Volpp, Kevin Ayotte, Janice Parten

The meeting was called to order by Chair Tsukimura at 9:05 a.m.

1. Agenda - MSC to approve the Agenda.
2. Minutes - MSC to approve the Minutes of 9/11/14.
3. Time Certain discussion with Senate Chair, Kevin Ayotte: APM 237, APM 322, APM 322b, and 322c related to faculty responsibility for accessible instructional materials.
 - A. Discussion about using the placement of ADA requirement information into a better place in the Syllabus Policy, APM 241 as a means to inform faculty on compliance.
 - B. Appears a widespread problem in information about ADA requirements, vs University requests for additional ADA accommodation
 - C. Need to develop a strategy to roll this out to senate and to faculty
 - D. Problem exists with late appointments of lecturers complying with regulations requiring early announcements of required course materials
 - E. Jan Parten pointed out that the University philosophy is that all material is accessible, particularly new software and materials.
 - F. Decision to leave the proposed ADA language out of 322, but to amend APM 237. Options proposed by Kevin Ayotte – to be discussed next meeting.

4. Communications and Announcements

- A. New MAP will reorganize HR procedures.
- B. Monday's Senate Meeting will cover policies from last year:
Policies for Committee Review – APM 325, 327, 360 –
Continued Second Reading.

5. No New Business

- 6. Examination of Old policies: We will ID policies that are Executive Orders (EO's) and place them (if they haven't been superceded already) in a special section for EO's, then add an explanation of what EO's are. We will also include MAP's.
- 7. APM 320 – Discussions with Jan Parten -

Agenda for the meeting 9/25/14, **Meeting in Thomas 117**

- 1. Approval of the Agenda.
- 2. Approval of the Minutes of 9/18/2014
- 3. Communications and Announcements
 - A. Senate on Monday 9/22 – APM 325, 327, 360 – Personnel Committee.
Continued Second Reading
- 4. New Business
- 5. Old Policy Review:
 - A. Executive Orders: 367, 370, 393
 - B. Reports: 321, 357, 358
- 6. APM 237 – Policy on the Ordering of Accessible Instructional Materials:
Discussion of proposed amendments by K. Ayotte (9/18/14).

Not updated in 8+ years:

- 308 – Grant-Related Instructional Faculty [2005]
- 311 – Policy on Teaching Associates [2003]
- 312 – Policy on Graduate Assistants [2003]
- 314 – Use of Student Assistants in Classes [1981]

- 321 – Report of the Faculty Scholar Blue Ribbon Committee
(not a policy, but a report) [1997]
- 328 – Periodic Evaluation of Tenured Faculty [1995]
- 331 – Policy on Service Salary Increase Program (FAR's) [Merit pay] [1999]
- 336 – University Statement on Faculty Rights and Responsibilities [2001]
- 339 – Policy on Final Exams [1993]
- 345 – Guidelines on incompatible activities and conflicts of interests [1998]
- 346 – Policy on Faculty-Student Consensual Relations [1992]
- 353 – Policy on the Assignment of Student-Faculty Ratios [1980]
- 354 – Policy on Assigned Time [2003]
- 357 – Policy on Center for the Enhancement of Teaching and Learning [1994]
- 358 – Triad Teaching Improvement Program [1992]
- 362 – Policy on Professional Travel [1993]
- 363 – Policy on Faculty Exchange [1987]
- 367 – Fresno State Affirmative Action Policy [1986]