

## Faculty Standards & Affairs Committee

### DRAFT Minutes February 2, 2017

**Present:** Steven Winter (Chair / Sci & Tech), Sandra Feldman (A&H), Armand Gilinsky (Bus & Econ), Viki Montera (Educ.), Elaine Newman (CFA), Matthew Paolucci (Soc Sci), Rita Premo (Library), Emily Hinton (AS), SSP (no rep).

**Absent:** Deborah Roberts (Assoc Vice Provost / Provost Suite), Emily Hinton (AS)

Meeting Recorder – Gilinsky      Adopt Agenda – Adopted      Approval of Minutes from 12/15/16 – with changes to accurately reflect a committee members' absence, and attendant corrections of committee votes on item 16-17:2 (Office Hours Policy, now 5–1) item 16-17:7 (Post-Tenure Review Policy, now 6–0), and item 16-17:12 (Center to Promote Faculty and Student Research, now 6–0)

Meeting called to order at 1:04 pm

#### Standing Reports:

Chair (Winter)

- At Senate: Today will take up item 16-17:12 Center to Promote Student and Faculty Research Activities, and item 16-17:2 Office Hours Policy (all three versions).

PDS (Paolucci)

- Conflict cannot continue as liaison this semester due to scheduling conflict.
- Can continue to report based on role as Instructional Consultant at Faculty Center.
- New faculty orientation is being expanded.

No Reports

AVP (Roberts) / AFS (Premo) / FSSP (Winter) / URTP (Gilinsky) /

ASI (Hinton) / CFA (Newman)

#### Business Items:

##### 16-17:3 Revision of RTP Policy regarding SETE Data

- No easy nor good way to change campus reporting of aggregate data to faculty members. Faculty can still use template on website (with addition of response rate information).
- EN will produce a draft version of the RTP policy document with the language changed to allow faculty to choose two courses for comparisons of ratings over time. Draft document will be attached to the agenda for the next FSAC meeting.

##### 16-17:4 Periodic Evaluation of Unit 3 Coaches

- Review of proposed guidelines and comparisons with 2013 policy from CSU San Bernardino.
- EN provided us with and suggested that we consider inclusion of language from CSU San Bernardino's policy, in particular:
  - o Coach Evaluation Committee (p. 2: C) – CBA specifies that committee composition includes tenured faculty

- Coach's Activities Report (p. 3: D3) – self-evaluation
- Result of Periodic Evaluation (p. 5: C) – summary assessment
- Procedures for Periodic Evaluation (p. 5: D1c) – concurrent & independent
- Discussion with the Coach (p. 6: IV)
- MP will provide other CSU or Division II schools' SETE for coaches for comparison and potential use in the policy document.
- MP noted that FSAC could also work from existing policy for faculty lecturers
- Next steps: Chair will revise the proposed policy (via outline and placement of definitions in a Glossary / Appendix), append a SETE from another school for comparison, take both documents to the coaches to obtain feedback, and report back to FSAC.

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

16-17:8 Departmental Temporary Faculty Hire Pool

16-17:10 Trigger Warning (Sensitive Material) Resolution

16-17:11 Tenure-Track Hiring Policy Add Diversity Selection Comm.

16-17:13 SETE Confidential versus Anonymous (from 12/5).

Meeting adjourned @ 2:51 pm