

FSAC MINUTES 2-06-13

1-3pm, Sue Jameson Room

Convened: 1:05

Present: Richard Whitkus (chair), Ed Beebout (recorder), Viki Montera, Kyuho Lee, Luke Tesluk (AS representative), Melinda Barnard (AVP)

Absent: Eric Williams, Paula Hammett, CFA (vacant).

Agenda: approved
Minutes: approved

Informational Items

-none

Standing Reports

Chair (Whitkus):

-Reviewed/approved changes to RTP criteria - Dept. of Nursing and Dept. of Mathematics & Statistics approved minor edits/format changes. Criteria for Literacy, Elementary, and Early Education (LEEE) will no longer apply as this program split into two departments. One department, Dept. of Early Childhood Studies, notified that their department will use University RTP criteria. Notified the second department, Literacy Studies & Elementary Education, that they need to let me know if they will use the posted LEEE criteria, provide new updated criteria, or default to University RTP criteria.
-Electronic SETE files meeting: How will files be a part of the system/RTP process? Once we find out what the system will look like, we make decisions as to whether it will go into a Moodle file, etc.
At last senate meeting, requested to ask what stage SETE task force is at. Sandra Newton says no follow-up meeting since fall and will ask others if they would like to take over as chair. The question may also arise as to whether FSAC was to take over and push process through?
-Revision to course outline policy – will go to the senate today (2/6)

AVP (Barnard):

-Faculty census summary (attachment provided). Numbers will likely lead to a larger discussion on FTE – for instance, if faculty proportion is 60-40% tenure track to part-time, what is role and mission of CSU, a discussion that is important to have on many levels, including FSAC.

-Arbitration agreement that allows lecturers to vote: notification forthcoming to include lecturers in vote as well as information on determining weight of vote, etc.

AFS (Montera):

- Bringing forward a proposal for two at-large members. Stems from concerns about academic freedom awareness. Putting together talking points and will visit Senate. Another idea is a ten-minute presentation to new faculty during orientation.
- Two AFS members going on sabbatical.
- Discussed UCLA statement on principles for scholarly and public records requests – what are the parameters? The issue is being taken up on statewide level.

FSSP (Whitkus):

- No meeting/no report*

PDS (Beebout):

- January 27th meeting first of the semester.
- Discussed the faculty retreat held at the beginning of the semester. It was considered a success with roughly 50 people in attendance. There were three breakout sessions on digital devices in the classroom, teaching large classes, and seeking grants.
- Currently promoting PDS-sponsored development workshop on February 21, which will be run by development officer Erik Greeny.

ASI (Tesluk):

- Working on academic success fee forums. Students want more information on the concept and how it will be broken down.

CFA:

- No report*

Business Items

1) Cheating & Plagiarism

Committee further reviewed cheating and plagiarism handout for faculty (stems from previous document created by former chair Senghas). Barnard pointed out there are more and more cases of professors improperly handing out forms in class to sign. A member previously informed chair the last link on sheet is a dead link, and also requested library's link to plagiarism policy be added. FSAC unanimously endorses plagiarism information handout as amended.

Deleted: Hammett

Deleted: . She

2) SETE implementation guidance

Committee began point-by-point review of previous guidance given to Academic Affairs on SETE implementation. **#1 What should be the SETE time period:** A concern, about SETE period including finals week and its impact on tenure-track faculty because students are under stress, etc. Chair suggested individual professors could take a more active hand in when students actually complete SETEs by making announcements, setting up specific time in class, etc. It

Deleted: Lee

Deleted: concerned

was ultimately decided to seek more information on the issue and discuss further at a later date. **#2 Visual Presentation:** Committee determined no changes needed at this time. **#3 Influence of other students during evaluation:** No serious problems brought up, but there was a discussion about how to be more sensitive to students without smart phones when setting aside time in class to complete SETEs. **#4**

Response rate threshold: There was a discussion on what was the proper number of e-mail reminders. Barnard will review how many were actually sent out last semester. Tesluk ([AS Representative](#)) said he likes the idea of once-a-week e-mails because students will have a reminder each week during a very busy time, which will increase the likelihood of students participating. **#5 classes to be evaluated:**

Omit non-traditional, peer taught and supervision (lists provided which will be sent out to deans). **#6 & #7 multiple instructors, combined sections:** General discussion on how the process works.

*School reps were asked to get feedback from their schools on reaction to electronic SETEs.

Meeting Adjourned: 2:56

Respectfully submitted by Ed Beebout