

FSAC Minutes
September 12, 2013
Sue Jameson Room
1:00 p.m. -3:00 p.m.

Attending: Richard Whitkus (Chair), Ed Beebout, KyuhoLee, Viki Montera
(Recorder), Eric Williams, Melinda Barnard, Gina Bishop, and Andy
Merrifield

Absent: Paula Hammett

Convened: 1:05 pm

Agenda: Approved

Minutes 08/29/13: Approved

REPORTS

Chair (Whitkus)

- Senate agenda today: There will be a special report on supporting veterans on campus and opportunities for professional development for faculty.

AVP (Barnard)

- An announcement of lecturers to be reviewed has been sent to all departments. The Cumulative Review Process for lecturers is still a work in progress and FSAC will be working on this today. There was a discussion regarding who is able under the guidelines to conduct a peer observation. Does this person need to be a tenure track faculty member? Can lecturers do observations? This will be further clarified as FSAC works on the process.
- The Department of Business will be doing a visiting faculty member search this year. This is a teaching position and is included in the 10 positions that will be advertised this year.

AFS (vacant)

- Chair Whitkus attended the recent AFS meeting to get feedback on the issue of timely feedback raised by the Dispute Resolution Board (see last FSAC agenda). AFS would like FSAC to put forth a response and then submit this to AFS for additional review.

FSSP (vacant) No report.

PDS (Beebout)

- Upcoming PDS meetings will address goals and strategies for this year including increasing attendance at and participation in PDS activities.

URTP (Ad Hoc) – Barnard will report further next time.

ASI (Bishop)

- ASI had a very long meeting last week. They discussed EOP funding and Big Night complaints regarding using student funds to sponsor this event. ASI felt this was an important event to continue sponsoring.

CFA (Merrifield) – No report

BUSINESS ITEMS

1. *Subcommittee liaisons, AFS and FSSP

- Richard Whitkus volunteered to be the FSAC Liaison to FSSP. Kyuho Lee will stand in for Whitkus for the first meeting (Sept. 13).
- Viki Montera will be the FSAC the liaison to AFS.

2. Call for updates/changes in Departmental RTP criteria

Departments need to submit any changes in RTP criteria to FSAC prior to using new criteria in the RTP Process. Since it has been five years since implementation, a message will go out from the FSAC Chair to remind departments of the process for changing criteria. Chair Whitkus will draft a message and send it out to FSAC members for review. It will then be sent to URTP for review before sending it out to departments.

3. Electronic SETE implementation for Fall semester (attachment)

Chair Whitkus explained there are two aspects that will be addressed by FSAC this year, the process for implementation and the policy governing the use of the data. FSAC is first considering the process of implementation since this will be happening this fall. The policy questions about the data and its use will be addressed later.

Chair Whitkus presented FSAC with a document outlining four issues for consideration regarding electronic SETE implementation. They are identified below along with discussion.

- **When** – Currently this will be available to students during the last three weeks of instruction. There was discussion about this regarding what is considered the last three weeks of instruction since some graduate programs in education utilize finals week for instruction. Montera, School of Education Representative, will gather feedback from SOE faculty and bring this back to the next FSAC meeting.
- **Visual Representation** – Discussion regarding the layout and formatting of the SETE on the screen. Discussion of breaking the questions down into different screens. Barnard will bring back a sample of this to the next FSAC

meeting for review and input.

- **Instructor Presence in Classroom** – Currently, the instructor is to leave the classroom while students are completing the SETE. Discussion regarding the application and influence of this now that these are being done electronically.
- **Threshold for response rate** – The initial threshold for response rate is tentatively set at two-thirds. When course response rate is below this threshold the instructor will be informed via e-mail in order to remind students to complete the on-line SETE. This response rate is set at two-thirds since that was the response rate in the summer pilot. The threshold response rate can be changed as we learn more about this process.

The overall discussion covered various aspects of this electronic SETE process and its influence on student responses. FSAC's general consensus is this is transition period and we cannot predict how the use of the media will influence this process. As we see trends and learn about the process, we will learn together, make adjustment. Merrifield suggested that we urge RTP committees to be sensitive to this transition and influence in reviewing SETE information as we go forward.

4. Update to Periodic Review of Temporary Faculty policy, as per new CBA language (attachments)

Chair Whitkus presented a draft of a new policy written to be in alignment with CBA language. Discussion ensued about particular areas. Several areas were identified as needing additional clarification. Another draft incorporating the recommendations will be brought back to FSAC by Chair Whitkus.

FORTHCOMING BUSINESS ITEMS

- *Dispute Resolution Board – request for guidance (attached)
More information will be brought back to FSAC and discussed at the next meeting.
- Review and feedback of DIP/sabbatical report
This item will be held for the future.
- Professional Development Subcommittee Report-feedback from Senate
PDS will bring this report to FSAC prior to going to Senate.
- Other – Representative Williams suggested that the Teaching in Excellence Award should also be addressed in the future as this was a remaining item from last year's FSAC agenda.

Meeting Adjourned at 2:45 p.m.