

FSAC Minutes  
September 11,2003  
1:00-3:00 Sue Jameson Room

**Present:** Elizabeth Stanny, Carlos Ayala, Catherine Freund, Judith Hunt, Helmut Wautischer, John Wingard, Carmen Works.

**Approval of Agenda:** Agenda was approved with a revision to include discussion of release time for Academic Senate Committees. Agenda approved.

**Approval of Minutes:**

Minutes of August 28. 2003 were approved with the following change: The library position is vacant.

**Reports:**

Elizabeth asked whether there is a hiring freeze.

Judith said she thinks the Provost would like to conduct no searches, but some departments will need searches to keep programs alive. Selective courses might be offered in designated semesters.

**Business Items:**

**Item 1, RTP Policy Item I.G (RAT form).**

There is negative reaction to unsigned RAT forms, but it's considered to be the best way to organize WR. It was recommended to reduce it to one page.

Judith suggested that if signatures are required, enforcement should be stricter. The RAT form should be revised to make timelines more visible, and redundancy should be eliminated.

It was asked how online course evaluations are conducted. Judith said online the observer logs in as one of the participants.

Helmut asked whether two sets of questions would be required for online and classroom evaluations.

FSAC agreed to refer the decision to revise the RAT form to Sue Hardisty.

**Item 2, Classification of professors in commencement.**

Discussion of this item was deferred.

**Item 3: Release time for Academic Senate Committees**

A discussion ensued as to current release time for Academic Senate and Subcommittees. Currently, 54 units are given for release time. 12 units are allocated to the Senate Chair. Six units are given to the chair of: Executive Committee, Chair Elect for Academic Senate, and chairs of standing committees. Three units are given to URTP, Senate, Sponsored Programs, and to Lecturers.

Several issues were raising, including how to reduce the unit allocation, the possibility of some chairs attending fewer meetings, and that new chairs require more time to prepare for meetings.

Given the current budget reductions, fewer units (48) of release time are available this year. Therefore, if fewer units are available it may be necessary to reallocate the units of release time in the future.

Several proposals were made, including giving new Chairs more units of release time than returning Chairs. Another suggestion was to have a rotation pool for reducing the number of units, based on years of experience in the position.

**Item 4, Possibility of developing a syllabus policy.**

Judith said although there are syllabi on the Web, there is no policy and we should have one.

John received strong negative feedback on there being a university syllabus policy from his department.

Carmen said the School of Science and Technology does not have a syllabus policy. However, some departments say there should be one.

FSAC decided to refrain from recommending a Syllabus Policy. Members will take the issue back to their departments.

**Adjournment: 2:15 p.m.**