

FSAC Minutes  
August 30, 2012  
Sue Jameson Room  
1:00 p.m. -3:00 p.m.

Attending: Viki Montera (Chair), Melinda Barnard, Paula Hammett, Richard Whitkus, Andy Merrifield, and Sandra Newton (recorder),  
Absent: Eric Williams, A&H Representative, and AS Representative

Convened: 1:05 pm  
Agenda: Approved  
Minutes of 5/20/2012: Approved

## **REPORTS**

### **Chair (Montera)**

- Chip McAuley, A&H, notified Chair that he is not able to serve. Chair will contact Structure & Functions and School of A&H about vacancy. Committee commended Chip for his service.
- News from Excom:
  - Student Affairs & Academic Affairs merged over summer. Clear(er) lines of communication through all entities. Fills void at ORSP due to merger transition. Synergy of efforts improved with merger (Melinda, AVP added to discussion).
  - Three Dean searches to start this fall – Education for Fall, Social Sciences & A&H for Spring.
  - Other searches within University. Discussions about searches & faculty representation.
  - Record enrollments this Fall – 9,034. Discussion of FTE's and units ensued.
  - Margie – Senate Chair tentatively scheduled to visit 13 Sep, but since not all members of FSAC will be available that date it will be rescheduled.

### **AVP (Barnard)**

- If CFA contract is ratified, a number of policies may have to be revisited by FSAC – evaluations, DIP & Sabbaticals, URTP, Electronic SETEs.
- Faculty workshops coming forward – at risk students and veterans are two topics.
- Emeritus Policy – may ask FSAC revisit.
- Rolling out Department Chair training (& manual) in September

### **AFS (Newton)**

- Plan to be more ad hoc as determined by workload, will have standing meetings – 9/12, 11/7, 12/12. Other scheduled meetings will be contingent on workload – 9/26, 10/10, 10/24, and 11/28.
- AFS is currently on schedule the same week as FSAC. FSAC was in agreement that AFS could determine their meeting dates and will notify FSAC Chair of dates of meetings.

### **FSSP(Whitkus)**

- No report; they have not met.

### **PDS (No FSAC Rep)**

- With the departure of Chip McAuley, there is currently no FSAC rep. Newton will attend 10 Sep meeting.

### **URTP (Ad hoc)**

- Chair will communicate with URTP as need basis.

### **ASI (No ASI Rep)**

- Chair will communicate with ASI to determine representative.

### **CFA(Merrifield)**

- Tentative agreement of new CBA on 27 July. Expect ratification from both parties; CFA member voting ends today, August 30<sup>th</sup> at 5:00 p.m. Agreement effective immediately once ratified by both parties, which should happen on or about 17-18 September.
- Issues that could have some impact on FSAC workload: Electronic SETEs; 12.29 – appointment of lecturers change – implications yet to be determined. Other items were shared.

## **BUSINESS**

### 1. URTP Items & Summer Work: (Hammett & Barnard)

RTP – During the summer, Paula & Melinda reworked the “RTP Suggestions for Candidates & WPAF Checklist” documents. Goal was to streamline, clarify two documents & consolidate. The documents are posted online and all candidates have received them due to time sensitive nature of RTP process. FSAC endorsed these documents via email over the summer. FSAC will revisit if any changes are needed to reflect the new contract as ratified.

DIP – Melinda & Paula reviewed process steps. Questions to the committee: If Dept Chair applies, who does the program impact review? ID an Interim Chair? The Dept Chair? Other? The deadline for withdrawing – what happens with unused sabbaticals? Discussions, but no resolution.

RTP Training – The Center of Community Engagement is advertising a workshop for that includes discussion of the RTP Process. The instructor is from Humboldt State, which has different RTP criteria than SSU. Discussion ensued; consensus was that the CCE should not be offering training that discusses the RTP Process without close communication with URTP and FSAC. , This is outside CCE purview and sets up expectations that it reflects SSU policy. This workshop was offered several years ago and the same concerns were expressed to the CCE director at that time. Problems did arise from that workshop when an RTP candidate cited the workshop as the source of information that was not in compliance with SSU’s RTP policy.

FSAC Chair and AVP and Chair of URTP will be meeting with the Director of CCE to ensure there is a consistent message sent to the workshop participants.

### 2. MOU Extended Education

Asking for FSAC volunteer for APC task force – Whitkus agreed to serve if does not conflict with his schedule.

### 3. FSAC Focus 2012-2013

FSAC charge and membership reviewed.

FSAC liaisons to subcommittees reviewed and remain as indicated above, except PDS representation has yet to be identified.

Discussion of FSAC issues for the year:

- SETE project – next meeting scheduled for 11 September. Items that may also need to be considered/addressed...electronic folders as an extension of WPAF? Operationalization of electronic SETEs? Security issues?
- Course materials policy – bring back next meeting
- Other – Faculty retention issues (Barnard – under consideration)

### **Good of the Order**

Adjourned: 2:50 pm