

## Faculty Standards & Affairs Committee

### Amended Minutes September 1<sup>st</sup>, 2016

Present: Steven Winter (Chair / Sci & Tech Rep), Janejira Sutanonpaiboon (proxy for Armand Gilinsky Bus & Econ Rep), Matthew Paolucci (Soc Sci Rep), Deborah Roberts (Assoc Vice Provost) and Elaine Newman (CFA Rep).  
Absent: A&H (no representative), Viki Montera (Educ Rep), Library (no rep), SSP (no rep), AS (no rep).

Meeting Recorder – Winter      Adopt Agenda – Adopted      Approval of Minutes – Tabled till 9/15/16

#### Standing Reports:

Chair (Winter)

- Welcomed the committee members / introductions / general committee procedures.  
AVP (Roberts)
- Researching the role of her new office / Developing workshops for departmental temporary faculty pool / designing moodle page for department chairs / going to have monthly tea with chairs and faculty affairs personnel / on faculty affairs website including the duties of each of the faculty affairs staff / having separate RTP meetings with candidates and committees / would like to develop a faculty handbook / look at timelines for RTP process.
- Overall would like to publicize all sorts of great programs with less confusion and more engagement (i.e. DIP's and Sabbaticals)

AFS (pending)

- No Report

FSSP (Winter)

- No Report

PDS (Paolucci)

- No Report

URTP (Gilinsky)

- No Report

ASI (xx) Associated Students

- No Representative

CFA (Newman)

- CFA has felt very welcomed by new President Dr. Sakaki with very productive talks regarding new tenure-track (TT) hires and salary equity / need to address the issue where new TT hires' medical coverage does not start until October 1<sup>st</sup> / need to look at lower cost solutions to workload issues including reassignment time and professional development / CFA support of CA Ballet Proposition 55 that extends the tax on higher income individuals to help fund K-12 education; if that money goes away the backlog of needed funding for K-12 would come from the college systems..

#### Informational Items:

1. Use of Unmanned Aerial Systems (from FSSP)

- The committee questioned Section VII Subsection Data Storage and Use wording that indicated that the PI, faculty or staff member would eliminate all sensitive compromising or

otherwise inappropriate material such faces, license plates... this would create a large workload issue for the PI.

- The committee questioned Section VIII b that indicated that instructional use of UAV's within the curriculum is permitted when piloted only by students in accordance with..; should that say faculty versus student. If the sentence should say student then the committee suggests a clarification of the sentence.

#### Discussions Items:

##### 1. Office Hours Policy

- Winter updated the committee on the status of this suggested policy that had been returned to FSAC from the Academic Senate; in a straw poll about half of the senators would not vote for the policy without a specific stated number of hours per week and the other half would not vote for the policy if the number of hours was specified.

- The committee moved this to business item #2.

##### 2. SETE Aggregate Data Usage

Interim AVP Roberts requested that FSAC take under advisement and review the following policy issues:

- Re-examine and revise the RTP policy regarding the use and presentation of complete vs. selected SETE data in the RTP process, for example, how the tabulation of SETE results for multiple classes across multiple years is to be shown and interpreted.

- Committee moved this item to business item #3.

##### 3. Periodic Evaluation of Unit 3 Coaches

- Create a process that provides for systematic evaluation and retention of unit 3 coaches.

- Committee moved this item to business item #4 for future discussion.

##### 4. NCAA Violations by Coaches Information to Personnel Action File

- Develop a procedure for including NCAA violations in coaches' WPAF. Self-Reported Violations submitted to the NCAA includes a predetermined statement on the form that the violation and a letter of reprimand / admonishment be placed in the coaches employee file. The problem is that these are currently not being placed in a coach's PAF.

- Committee moved this item to business item #5 for future discussion.

##### 5. Sponsored Programs Separate Announcements of Funding vs Electronic System

- Not Discussed

#### Business Items:

##### 16-17:1 Appoint Liaisons to AFS / FSSP / PDS

- Winter volunteered for FSSP and Paolucci volunteered for PDS.

##### 16-17:2 Office Hours Policy

- Decided unanimously to not pursue support for this policy.

##### 16-17:3 SETE Aggregate Data Usage

- Committee would like to have Sean Johnson Academic Affairs Senior Director of Records and Reporting of come to a meeting to demonstrate the functionality of SETE aggregate data.

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

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