



FACULTY AFFAIRS COMMITTEE

MEETING DATE: Wednesday, **March 5, 2025**, 2:00-3:50pm via Zoom

AMENDED MINUTES

Present: Jessica Weiss, Stephanie Seitz, Michael Rowley, Duke Austin, Jim Murray, Lyn Scott, Alina Engelman, David Fencsik, Jiannan Wang, Kevin Pina

Guests: Mark Robinson, Kayla Schoelkopf, Becca, Ashley Gordon, Mitch Watnik

Absent: Meiling Wu, Silvina Ituarte

1. **Elect Secretary** [Pina 9/4, Alakent 9/18, Scott 10/2, Wang 10/16, Weiss 11/6, Alakent 11/20, Wu 12/4, Murray 1/22, Fencsik 2/5, Rowley 2/19, Scott 3/5]
2. **Approval of the agenda**
 - a. Murray moved to approve. Approved unanimously.
3. **Approval of 12/4/24 minutes** [no action taken]
4. **Approval of 2/19/25 minutes**
 - a. Murray moved to approve. Approved unanimously.
5. **Reports:**
 - a. Report of the Chair
 - i. Noted progress in several areas as noted below; email vote did not receive a quorum
 - b. Report of the Presidential Appointee
 - i. No oral report due to Ituarte's absence
 - ii. [Canvas and ADA from Ituarte via 2/19/2025 email](#)
6. **Information:**
 - a. [Faculty Reassigned Time Request Form](#)
 - i. [FAC and COBRA Feedback](#). Submitted to ExComm 3/3/25; discussed in FAC
 - b. Subcommittee on the Evaluation of Teaching - Austin gave an update on the status of the sub-committee's work.
 - i. [Meeting Minutes 12/6/2024](#)
 - ii. [Meeting Minutes 2/7/2025](#)
 - iii. [Agenda 3/7/2025](#)
 - c. Coaches Subcommittee - Austin reported that there was no new update since the prior FAC meeting.
 - i. [Meeting Minutes 2/3/2025](#)
 - d. Lecturer Subcommittee
 - i. [Agenda 2/14/2025](#)

- e. RTP Subcommittee - Murray reported that the subcommittee met on 3/5. Discussion of Department Guidelines procedures by FAC members in New Business (see below).
 - i. [Meeting Minutes 10/30/2024](#)
 - ii. [Meeting Minutes 11/22/2025](#)
 - iii. [Draft Agenda 2/19/2025](#)
- f. Awards Subcommittee
 - i. Convening on March 11

7. New Business for Discussion:

- a. [24-25 FAC 14](#): RTP Policy Revisions [Lead: Murray, RTP Subcommittee] - subcommittee reported on their work and shared a draft of revisions; discussion by FAC members; Fencsik moved to approve the policy with change to bullet point #3. Approved unanimously. Murray will update and Austin will move it to the next level.
- b. [24-25 CIC 20](#): Curricular Timeline - Guest Mitch Watnik provided information about the proposed process and answered questions; Discussion about options to the timeline, further FAC discussion will be needed. Rowley will work on revising it based on the FAC discussion today and bring it back for the next meeting.
 - i. Referred to FAC in 2/25/25 Senate Meeting
 - ii. Some concerns [highlighted here](#) and [here](#), with a response from CIC Chair [here](#).
- c. [24-25 FAC 15](#): Public Health Program Professional Achievement Guidelines for Tenure
 - i. Approved by RTP Subcommittee
 - ii. Murray moved to approve; seconded by Engelman; approved unanimously.

8. Old Business to be Covered this Meeting

- a. [24-25 FAC 9](#): Resolution on the Faculty Workload Program
 - i. Murray moved to approve; approved unanimously.
- b.
- c. [24-25 CIC 50/FAC 13](#): AI Syllabus Policy
 - i. FAC was given comment access, but no one has commented.
 - ii. FAC discussed concerns with the policy but took no action as this is already on the Academic Senate agenda. ExCom approved this 3/4/25 with the new default policy on AI which says, for this course all assignments, activities, and homework must be completed by the student. The use of generative AI, more specifically, is expressly prohibited. The old default language said no AI.
- d. [24-25 CIC 47/ FAC 14/FDEC XX](#): The Policy on Accessibility in Textbooks and Instructional Materials
 - i. CIC has responded to FAC comments. Awaiting FAC approval.
 - ii. Murray moved to approve; approved unanimously.
- e. t

9. Old Business (Postponed until Future Meetings)

- a. [24-25 FAC 12](#): Review of Administrative Officers of CSUEB, Policies and Procedures [Rowley]
 - i. Tracked Changes to remove all the references to "appointment", since that will be handled in a separate policy now.

- ii. Revised relatively heavily based on [Maureen's guidance](#) she shared with us in the last meeting.
 - iii. Note at least two instances where I flagged items for "DISCUSSION".
- b. [24-25 FAC 11](#): Appointment of Administrative Officers of CSUEB, Policies and Procedures
 - i. Revisions made following 2/27/25 FAC meeting.
 - ii. Waiting to see if [24-25 GASG 1](#) is signed by President
- c. Discussion of WASC visit
- d. Rank 9: [Discussion of 24-25 FAC X](#): Academic Calendars for the Next 7 Years [Rank 9; FAC Lead: Austin]
- e. Rank 11: [Discussion of Constitution, Article II, Section 2](#): No person shall be a Regular Member of more than one Department [FAC Lead: Wu]
- f. Rank 12: [Discussion of 23-24 BEC 13](#): Add Lecturers to Regular Faculty for University [FAC Lead: Pina]
- g. Rank 14: [Discussion of Time, Place, and Manner Policy](#) [FAC Lead Needed]
- h. Rank 15: [Discussion of 23-24 BEC 18](#): Voting Procedure Amendment [FAC Lead: Pina]
- i. Rank 16: [Draft 23-24 FAC X](#): Prohibited Consensual Relationships Policy [FAC Lead: Alakent]

10. Old Business (Items Awaiting Updates from FAC Leads, ExComm, or Subcommittees)

- a. [Discussion of 09-10 FAC 9](#): Appointment, Placement, and Evaluation of Coaches [Rank 4, Tied]
 - i. Referred to Coaches Subcommittee
- b. [Discussion of 23-24 FAC 18](#): RTP Policy with Anti-Bias Amendments [Rank 6, tied]
 - i. Referred to RTP Subcommittee
- c. [24-25 FAC XX](#): Academic Dishonesty Policy [Rank 10]
 - i. FAC Lead: Scott
- d. [Discussion of 24-25 FAC X](#): Emeritus Policy [Rank 13; [Lead: Wiley, Scott]]
 - i. FAC Leads: Ituarte, Scott
 - ii. [24-25 FAC XX](#): Policy on Emeriti Faculty
 - iii. Existing policy [21-22 FAC 2](#):
 - iv. Related policy [21-22 FAC 10](#)
- e. [14-15 FAC 3](#): Policy on adding courses exempted from student evaluations [Unranked]
 - i. Possible conflict with [CBA, Article 15](#): Evaluation
 - ii. Referred to SEL Subcommittee

11. Adjournment at 4:05pm