



FACULTY AFFAIRS COMMITTEE

MEETING DATE: Wednesday, September 7, 2022, 2:00-4:00pm via Zoom

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APPROVED MINUTES

Attendance: James Murray (Chair); Stephanie Alexander; Duke Austin; Chandra Ganesh; Shubha Kashinath; Michele Korb; Danvy Le; Stephanie Seitz

Absent: Silvina Ituarte (Presidential Appointee)

Guest(s): Balvinder Kumar, Gretchen Reeve, Karen Mucci, Mark Robinson, Rachael Stryker, Sarah Nielsen

1. Elect Secretary - Thank you Michele :)
2. Approval of the agenda (moved/ seconded) - no discussion/ oppositions/ no abstentions
3. Approval of [8/17/22](#) minutes (JM/ CG) - passed
4. **Reports:**
 - a. Report of the Chair
 - i. [Student member](#) (SET by ASI, but Awards by ?; revise P&P?) - checking into members currently to review agendas/ attend meetings of FAC
 - ii. Invite to all FAC?
 - b. Report of the Presidential Appointee: not present

Sarah Nielsen mentioned the following:

ExComm set a seat for a FAC representative for task force for institutes and centers. Committee on research recommends policies be reviewed. Shubha Kashinath has nominated herself - and majority vote! Thanks!!

Also need to engage SET committee and implementation for Fall 2022 (Christian asked if FAC would look at the document and how it was rolled out and how data can be presented - remove dept averages). Christian Roessler is working with the data/ testing office to rectify the administration of student evaluations. The questions that departments can add at the end is missing - is this part of policy? Jim created a document to summarize these requirements and action items.

5. Appointments/Approvals

- a. Regular [FAC subcommittee](#) interest
 - i. Awards- NEEDS 4
 - ii. Lecturers- OK

- iii. Retention, Tenure and Promotion (RTP) needs CEAS and PREZAPPT (Michele will reach out to CEAS Assoc. Dean).
- iv. Subcommittee on Evaluation of Teaching (SET) NEEDS 4 ASAP

6. Old Business: (none?)

a.

7. New Business:

- a. [Winter calendar](#) adjustments requested by Registrar Karen Mucci (*time certain 2:30 PM*)(need to get the Winter calendar approved ASAP). (3 unit classes - start in January) (4 unit classes start in December) 4 unit classes in Winter 2024 may not be possible given duty dates. Moving duty dates - Dec. 9 and Dec. 23 - faculty day for Winter 2023 to fit in days. Duke brings up grades being due/ number of duty days. Cannot double dip on dates for Fall, Spring, Winter. Stephanie S. asks the value of winter intercession. What will happen for Winter 2023 - need to take care of this for now. Policy definition and CBA policy need to be considered as well (R. Stryker). Senate would need to confirm/ work on it. Perhaps more duty days can give flexibility, but also needs to have clarity on purpose. Intercession helps with extra faculty pay as well as time for students to graduate on time.

JM moves/ MK seconds - approve the Winter 2023 schedule

Duke- proposes: I move to make 4-unit duty days for Winter 2023 start on Dec 18, 2022. [A duty day can be instructional or not.] Dec. 18 if the State declared Jan 2 a holiday.

Rachael adds: Here's what it says in the CBA about Work Year for faculty: Work Year 2024 The work year of an academic year employee shall not exceed one hundred eighty (180) workdays or days in lieu thereof. This provision shall not preclude the establishment of an academic year calendar equaling less than one hundred eighty (180) days. The campus academic calendar shall establish workdays of academic year employees.

Also need to consider the 125% rule for salary. Winter terms: 18 days for 4 units; 14 for 3 units; that's 👍 for 125% rule compliance Summer: 55 days for 12 units; that's 👍 for 125% rule compliance (S. Ituarte).

Jan. 2 holiday -add Dec. 22.

Amended (first. second) - approved. Winter 2023 is approved.

Stephanie S. will write a description of what duty day entail for Winter.

Send this as an information item for next Senate meeting (Jim will send).

- i. [2020-2027 spring & fall calendar](#) dates
- b. [Summer calendar](#) adjustments [Add 8 duty days to the end of summer sessions so that faculty still have the ability to teach up to 12 units in summer (*time certain 3:00 PM*) R. Stryker - this issue has come up for tenure line and lecture time (to give time to teach outside of regular duty days). R. Hernandez mentioned perhaps adding the 125% rule to summer as well. This impacts many people who need to work. Grants, courses, etc. would be impacted greatly. Clarity around policy and ability to work and what is a duty date seems to be in order. Bal Kumar (extension creates a contract in conjunction with Payroll.

Dates on which we can pay people is important). Payroll should be pulled into the conversation. Jim will add more of these things to the next agenda.

- i. [Summer 2020-2027 calendar](#) dates (fix permissions for access?)
- c. Current [Student Evaluation of Learning Policy](#) allows 3 dept questions, but the new [revised Student Experience Survey](#) does not seem to mention it (*refer to SET subcomm?*) CEAS for example would use this option for accreditation. Jim M. will pursue when and how this happens and who adds them? Will work with Rogen Wen.
 - i. Current policy notes goal is “summative”, but previous chair of SET advises they should be considered “formative”
 - ii. [Link to email conversation](#) between previous chair of SET and the implementers
- d. Review [office hour policy](#) as required in 2020! (Lee)- Jim will look into the deadlines and action items. Jim will circulate a document to FAC to edit before next meeting.
- e. [21-22 FAC 3 \(draft\)](#): Policy on Peer Observation (*refer to SET subcomm?*) Linda Ivey started this last year - need to come back to this subject soon. How do faculty feel about having the options of peer observations for RTP? Stephanie S. indicates that academic rank should not be a hindrance to who observes teaching - they may have new pedagogical ideas. Candidates should have a choice of who observes. Silvia mentions the policy on RTP - who is eligible? Is the observation formative or summative? Perhaps the requirement should be that the observer is at least tenured. Faculty should be able to veto an appointed observer.

MEETING ENDED HERE: 3:51 pm

- f. RTP revision? Add to UTP Committee one additional member: the duly elected Diversity & Equity Liaison Officer (DELO). The DELO shall be a non-voting member of the UTP Committee and shall act in an advisory capacity (*refer to RTP subcomm?*)
- g. [Add lecturer to FAC](#) membership? (*refer to Lecturer subcommittee?*)
- h. 21-22 FAC 6: Appointment of Department Chairs

Continuing the conversation started with the passage of [20-21 FAC 2 amended](#), detailing Department Chair responsibilities. Section on appointment procedure was removed on the floor of the senate on April 27, 2021. The policy for appointment of chairs still resides with [16-17 FAC 5](#), the Appointment and Review of Department Chairs Policy and Procedures. The intention is to develop a clean document addressing appointment and review, separate from the policy governing chair’s responsibilities (20-21 FAC 2 amended), and remove any remaining language about review and appointment from that document.

8. Information:

- a.

9. Discussion:

- a. Joint appointments - clarify the definition in lines with the Constitution and By-Laws, what constitutes a “home department,” and what rights and responsibilities a faculty member with a joint appointment has in each of their departments.
- b. Consensual relationships (14-15 FAC 8 last stab – did not make it out of committee. 14-15 FAC 8: Proposed Amorous Relationship policy
 - i. i. Original consensual relationships policy referral request

- ii. ii. [CSULB policy](#)
- iii. iii. CSUEB sexual harassment policy
- iv. iv. [CSU Stan/Executive Order from Chancellor's Office 2015](#)
- c. Workload issues -- how to reward service beyond RTP credit
- d. Faculty mentoring document
- e. Clarify [definitions of regular faculty, lecturer](#) faculty, etc., and those rights and responsibilities, and determine if privileges are blocked by language that is out of date.
- f. A large discussion on the horizon: workload and the autonomy of departments to determine how workload can be distributed within a department.

10. Adjournment