Faculty Affairs Committee Meeting
October 13, 2017
Minutes

Members:
CAED        Gary Clay
CENG        Hugh Smith
CLA         D. Kenneth Brown (chair)
CSM         Pat M. Fidopiastis
OCOB        Eduardo Zambrano
PCS         Brett Bodemer

Absent
Acad Pers   Albert Liddicoat (ex officio, voting)
ASI         Harrison Tucker (ex officio, voting)
CAFES       Evis Qenani

Senate Chair Dustin Stegner (ex officio, non-voting)

1) Charges:
   1) Discuss the publication of grade distribution data. Winter-Spring 2018
   2) Review college process for transitions between program chairs and programs heads and report to the Academic Senate. Academic year 2017-2018
   3) Commence university-level faculty personnel policies development. Fall 2017
   4) Update university-level personnel policies document. Academic year 2017-2018
   5) Work with Academic Personnel on electronic WPAF and work flow. Winter – Spring 2018

2) We opened with a discussion of the definition of “professional development” in light of the various forms of scholarship described by Boyer in the book cited by AS-725-11 adopting the “teacher-scholar” model.
   a) We discussed tensions in some colleges between deans and faculty about how “scholarship” is defined in relation to criteria

3) We discussed the role of Al Liddicoat on the committee
   a) Gary asked why an administrator would be on the committee and whether the faculty alone could discuss committee business.
   b) Ken explained the formulation of the committee membership including ex officio membership as being established by the Senate. Representation of the VP of Academic Personnel is, according to the Senate’s composition of the committee, the administrative representation for this committee, especially in light of the way our business relates to the faculty contract. And, both ASI and Academic Personnel membership have voting rights by the constitution of the committee.
   c) Ken also reported how Al had voluntarily expressed a willingness to step aside from meetings two years ago when the committee discussed its recommendations to the administration about salary adjustments. Ken urged Al not to step aside since, as a voting member, his participation is valuable and his perspective needs to be part of our business.

4) We discussed the reformatting of the University Faculty Personnel Policies and Procedures document
   a) Ken met with Cassie Stevenson and Carolyn Johnson (staff in Al’s office) so they could take the draft of the University Faculty Personnel Actions (UFPA) document and remove the excess formatting in that document.
b) The draft of the UFPA that we had been using was created by Melissa Bodin (analyst for
CLA) out of the current CLA policies document. It was laden with layers of styles
that had needlessly complicated any efforts to reformat the document.

c) Cassie stripped the document of all Microsoft Word styles and implemented a simplified
outline structure and paragraph numbering scheme on the document.

d) We renamed the document “University Faculty Personnel Policies and Procedures”
(UFPPP) in light of its expanded scope beyond personnel actions.

5) We discussed the outline structure of the UFPPP
a) We will distribute the outline of chapter headings to the colleges, along with the most
recent draft of the UFPA (2013) for comment.

b) We will direct the colleges to prepare to adapt their personnel policies documents to
conform with the overall structure of the university document. This way all personnel
policy documents share a common chapter numbering scheme.

c) This outline structure and the existing UFPA will be the first item of the personnel
policies that we send to the Senate.

d) We will then prepare each chapter for distribution to the colleges for comment and
then to send to the Senate.

e) Each chapter passed by the Senate and approved by the President will then supersede
material in the existing UFPA.

6) We discussed sections 2-5 of UFPPP
a) We revised material in chapters 2-5 of the UFPPP (see UFPPP outline 20171013.docx)

b) We identified a number of redundancies (most notably, repeated occurrences of
information about observing classroom activities) that need to be consolidated into a
single section.

c) Ken will go over the document reducing the indenting of paragraphs in the document
which impose excessive nested numbering of the paragraphs.

d) Ken will also identify redundancies and other issues that need attention before we send
chapters for the colleges and then to the Senate.

7) Remaining meeting schedule for Fall—default: 11:10, 90 minutes
a) 10/20

b) 11/17

c) 12/1 (if necessary)

8) Adjourn.