**Faculty Affairs Committee**

**Minutes**

Thursday, Nov 30, 2023

10:00 –11:30 AM

**Mathematics Department Library Room**

**Sci III Room 235**

**Attending:** Mónica Ayuso, Anna Jacobsen, Maureen Rush, J.T. Chen, Sumita Sarma, Zachary Zenko, Ying Zhong (substituting for Kristen Gallant).

Absent: Debbie Boschini, Tracey Salisbury

**I. Call to order**

**II. Volunteer to Take Minutes:** JT Chen

**III. Approval of Minutes from Nov 16, 2023:**

Mónica first; seconded by Zack. Approved.

**IV. Announcements**

This is the last semester for Mónica term at FAC.

**V. Approval of Agenda:**

Sumita first; Anna second. Approved.

**VI. Old Business**

1. 2023-24 Referral #02 Digitizing the Performance Review Process.

Round 1: Canvas experiment

First round of Canvas experiment was completed. It will be picked up in January 2024.

1. 2023-2024 #19 HSIRB and IACUC Policy Updates – Handbook change – ready?

The changes to the handbook language on this item will be sent out to the committee after the meeting by Maureen. Additional feedback will be sought through email.

1. 2023-2024 #21 Graduate Policies and Curriculum Committee – Handbook change – ready?

The committee discussed the current standards for graduate faculty, reiterated the needs for adding a new section on the criteria and evaluation of graduate faculty to the handbook section 308.7.

Questions were raised by two committee members to clarify the goal of the new section and how it applies to graduate programs such as the MBA program.

Changes were being made to the rationale section in 2nd draft of the resolution.

The committee voted to include in the new handbook section the Graduate Program Checklist (Appendix L), a checklist outlining State of California, CSU, EO, and CSUB regulations and policies regarding graduate program culminating experiences. Zack made a motion for the inclusion. Anna Second. The committee approved.

3rd version of the draft resolution will be sent to the committee by Anna after the meeting.

1. 2023-24 Referral #03: Sixth-year Lecturer Review - **Handbook Change** – 306 document attached.
2. 2023-24 Referral #09: Effect of Sabbatical on Assigned Time and Release Time

The committee brought up a variety of scenarios in which sabbatical would affect assigned time that the individual receives. Specifically, the committee discussed whether and under what circumstances assigned time should be given to the substitute, whether the substitute individual should be elected or appointed, the proper way of handling of uneven workload for committee work in Fall and Spring semester, and the extent to which the individual on sabbatical can voluntarily serve on committees to earn future assigned time. One viewpoint is that sabbatical time needs to be protected because the university pays the individual to focus on the sabbatical project only. One committee member asked about the role that sabbatical report/presentation plays. The committee agreed to put more thought into this referral item and continue working on it in Spring 2024.

1. 2023-24 Referral #08: General Education Curriculum Committee (GECCo) Review and Appointments

**VII. New Business**

1. 2023-2024 #11 Academic Administrators Search and Screening – Handbook change

This was received right before this meeting and will be discussed in Spring 2024.

**VIII. Tabled**

**IX. Adjourn The Meeting adjourned at 11:29**