IAS Faculty Council Minutes

November 13, 2013

Date: Wednesday, November 13, 2013
Time: 10:30 – 12:00 PM
Location: PNK 212

NOTE: Highlights indicate actions taken/Decisions made

Attendees/Invitees

<table>
<thead>
<tr>
<th>Name</th>
<th>Capacity</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheryl Greengrove</td>
<td>Chair (QuESSt)</td>
<td>cgreen</td>
</tr>
<tr>
<td>Mary Hanneman</td>
<td>Chair-elect (PPPA)</td>
<td>hanneman</td>
</tr>
<tr>
<td>Cynthia Howson</td>
<td>Lecturer-at-Large</td>
<td>chowson</td>
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<tr>
<td>Loly Alcaide Ramirez</td>
<td>CAC</td>
<td>alcaide</td>
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<tr>
<td>Julie Masura</td>
<td>QuESSt</td>
<td>jmasura</td>
</tr>
<tr>
<td>Johann Reusch</td>
<td>S&amp;HS</td>
<td>reusch</td>
</tr>
<tr>
<td>Lauren Montgomery</td>
<td>SBHS</td>
<td>immont</td>
</tr>
<tr>
<td>Mike Zbaraschuk</td>
<td>PPPA</td>
<td>mzbara</td>
</tr>
<tr>
<td>Bill Kunz</td>
<td>Interim-Director, IAS</td>
<td>bknunz</td>
</tr>
<tr>
<td>Bonnie Becker</td>
<td>Associate Director</td>
<td>bjbecker</td>
</tr>
<tr>
<td>Chris Demaske</td>
<td>Chair of Chairs</td>
<td>cd2</td>
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<tr>
<td>Kristina Powers</td>
<td>Staff</td>
<td>kp23</td>
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Agenda

1. Review and approval of minutes from 10/30/13
2. Quick overview of Faculty Council Catalyst site
3. Review process for part-time vote (today and moving forward)
4. Vote on winter quarter 2014 part-timers
5. Clarify tie with other committees

Discussion

1. Review and approval of minutes from 10/30/13
   a. Chris Demaske (Chair of Chairs) was added to the meetings. This was an oversight of the Faculty Council.
   b. Correction: remove “annual” from reviews of associates and full. Minutes have been changed.
   c. Change of how reviews will be done is being discussed and the changes will come from Seattle. Nothing decided yet.
   d. At the Nov 4 ELT meeting, it was discussed that chairs cannot review tenure track or lecturers as they are elected.
   e. Teaching reviews should be addressed to chair. A copy should be sent to Turan Kayaoglu.
   f. Motion to approve minutes. Motion seconded. Minutes approved.
2. Quick overview of FC Catalyst site was given.
   a. Documents should be placed via a link so that the latest updated version is used.
   b. Bonnie to work with Naarah to keep updates on the web.
   c. If a document is placed on the site, dates should be added for version control.
3. Part-time lecturer hire process review
   a. Future part-time hires should be via Catalyst vote
      i. Spring part-time hires in the cue now will be the pilot for future PT hire Catalyst votes
      ii. ALL part-time hire paperwork should be sent directly to Kristina.
   b. Kristina to set this up week of 11/20 and notify FC, make sure place for discussion and notify FC of any irregularities
   c. Non-cut and dry candidates should be discussed at Faculty Council meetings. Kristina will notify FC when such cases pop up.
   d. Kristina will put together a schedule/timeline dates for division/FC to avoid “fire drills”
e. New form on chair catalyst site and will be moved for reference to the FC site. The new form has an area for the votes to be noted.

f. If PT voted for winter in winter, is PT eligible for spring? Answer: yes. PT hire is eligible for the academic year however each year, the PT hire must be rehired.

g. FC voted for PT hires.
   i. It would be useful for the division chairs to know why there were votes for “no”.
   ii. In the future, a report to the chair indicating the vote along with justification for the “no vote” will be sent to the divisions.
   iii. Voting results below:

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
<th>Division</th>
<th>Quarter</th>
<th>Course</th>
<th>Approved</th>
<th>Not Approved</th>
<th>Abtain</th>
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<tr>
<td>Calogero</td>
<td>Mark</td>
<td>SBHS</td>
<td>Winter 14</td>
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<td>0</td>
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<td>Paul</td>
<td>CAC</td>
<td>Winter 14</td>
<td>Global Honors</td>
<td>7</td>
<td>1</td>
<td>0</td>
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<td>Elena</td>
<td>CAC</td>
<td>Winter 14</td>
<td>Writing for Social Change</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Kott</td>
<td>Jordan</td>
<td>CAC</td>
<td>Winter 14</td>
<td>Spanish</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>McDougall</td>
<td>James</td>
<td>QuESSt</td>
<td>Winter 14</td>
<td>Geology</td>
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<tr>
<td>Miller-Schulze</td>
<td>Justin</td>
<td>QuESSt</td>
<td>Winter 14</td>
<td>Organic Chem 2</td>
<td>8</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Wadland</td>
<td>Justin</td>
<td>CAC</td>
<td>Winter 14</td>
<td>Creative Non-Fiction Writing</td>
<td>7</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

4. Clarify tie with other committees
   a. Chris Demaske as chair of chairs has been added to the FC meetings.
   b. Cynthia Howson for Curriculum Committee
      i. Ex officios of curriculum committee? Should it be a designee or designees?
      ii. Bill assigned Bonnie as the primary contact.

5. Last meeting: “to do list”
   a. Review to see if anything was missed
   b. Support $ applications (guidelines in process; best practices)
   c. Matrix changing to Monday, Wednesday, Friday/Tuesday/Thursday schedule

6. For next meeting:
   a. Read Teaching and Research Fund guidelines
   b. FC as whole to vote on bylaw changes
   c. Kristina to keep a running list of edits that need to made to the bylaws

7. Summer support $ for Research & Teaching Fund:
   a. Guidelines (link on resources page): Decisions regarding funding will be made by the IAS Director with appropriate consultation as needed. The Faculty Council and Administrative Leadership Team will be informed as to all decisions that are made.
      i. review process
         1. Who should review proposals?
            a. An individual
            b. A subset to divide the work
            c. It was decided that the first round will be as a group as a whole
         2. Research & Teaching Fund proposals to be uploaded to the Catalyst site by next Tuesday, 11/19 for FC to review before the Wednesday, 11/27 meeting.
      ii. Invite Emily to scheduling guidelines meeting

8. Parking lot items were reviewed. #7 - #10 were added.

9. Meeting adjourned at 12:00 pm.

Parking Lot
1. IAS Faculty Council to Review:
   a. IAS Summer money application guidelines, process, best practices and how best to showcase how $$ are being used
   b. Scheduling guidelines and low enrollment policy developed this summer (bring in Emily)
   c. By-laws – edits
   d. Salary workgroup recommendations from last year
   e. Space recommendations from last year

2. Should Faculty Assembly Executive Council be representative of divisions in the future?

3. Re-visit extra merit process

4. Create an assessment plan for current IAS structure

5. Follow-up on finding out who will be doing what annual reviews

6. Discuss budget transparency process with Bill
7. Summer:
   a. Who gets to teach?
   b. How is it decided?
8. Guidelines for minimum qualifications for PT lecturer hires
9. $ to Divisions
10. Guidelines for senior and principal lecturer needed

Next IAS FC Meeting:  Wednesday, 11.27.2013  PNK 212
                      Wednesday, 12.11.2013  PNK 212

Faculty Meetings:  Friday, 12.06.2013  DOU 160
                Friday, 01.10.2013  BHS 106
                Friday, 01.31.2014  JOY 215
                Friday, 02.28.2014
                Friday, 03.14.2014
                Friday, 04.04.2014
                Friday, 05.02.2014
                Friday, 06.06.2014