

**Faculty Affairs Committee Meeting Minutes**

April 19th, 2021 / 12:30pm-1:30 p.m. Zoom

***Members Present through Zoom:*** *Co-Chair Rob MacGregor, Co-Chair Sharon Laing, Wei Cheng, Fei Leng,, Alex Miller*. ***Members Excused:*** *Lisa Hoffman* ***Absent:*** *Rich Furman.* ***Guests:*** *Diana Falco (Co-Chair, Lecturer Affairs Ad Hoc Committee), Gregory Lund (Co-Chair, Lecturer Affairs Ad Hoc Committee)* ***Administrative Support***: *Andrew Seibert*

1. **Recording Permission/Consent**
   * Recording permissions granted by the Committee. Recording was started automatically via Zoom.
2. **Approval of Minutes** 
   * **Minutes from 3/15/2021**
     + Edits:
       - No edits were made to the March 15 2021 minutes
     + A motion was made to approve the minutes as written. So moved by Sharon Laing, seconded by Fei Leng
       - ***Vote:*** *5 yes, 0 no, 0 abstentions*
   * Minutes are approved as written.
3. **Report of Faculty Affairs Co-Chairs**
   * **Updates from EC (information-discussion)**
     + Both Interim Co-Chairs will each attend Executive Council meetings and will provide any updates to Faculty Affairs.
     + The March Executive Council meeting that Co-Chair Sharon Laing attended was an update from all Standing and Ad Hoc Committees currently under Faculty Assembly (Faculty Affairs Committee, Academic Policy and Curriculum Committee, Appointment Promotion and Tenure Committee, Research Advisory Ad Hoc Committee, Non-Tenure Track Faculty forum, and Faculty Assembly Budget Advisory Ad Hoc Committee.) and EVCAA Jill Purdy presented her report to Executive Council
     + The April 9 Executive Council meeting which Co-Chair Rob MacGregor attended was an update from Chancellor Pagano and a report from EVCAA Jill Purdy
       - **Attached Documents**
         1. **Policy for Teaching Evaluations**

The Co-Chairs notified this policy to Representatives.

* + - * 1. **EVCAA Report**

The Co-Chairs distributed the report to Representatives.

* + - * 1. **COVID Shared Governance Statement**

The Co-Chairs asked Faculty Affairs Representatives to keep their eyes out for an official statement.

Diana Falco, Co-Chair of the Non-Tenure Track Faculty Forum has said versions of this have been distributed

1. **Updates from Non-Tenure Track Faculty Forum** 
   * Co-Chair Diana Falco added the following for her update:
     + The priority for the next month is to fully transition to the Non-Tenure Track Faculty Forum. A Call for Nominations will be sent out this week and formally decide on voting procedures. A Catalyst survey will be created and sent to all full-time non-tenure track faculty members to vote for the members. They hope to be completed by mid-may.
   * Questions for the Co-Chairs of Non-Tenure Track Faculty Forum
     + Co-Chair Sharon Laing asked whether Gregory Lund and Diana Falco will continue to be the Chairs and the participation of the Non-Tenure Track Faculty Forum
       - The Non-Tenure Track Faculty Forum Chair will attend all Faculty Affairs Committee meetings as an ex-officio (non-voting member). A vote for a chair will be made by following the bylaws.
2. **Focus Group Discussion/Listening Sessions – Discussion, and A Proposal**
   * Co-Chair Rob MacGregor asked the Committee if there has been any further Focus Group Activity since the last Faculty Affairs meeting or updates.
   * Co-Chairs had a discussion about a need to have some data and documentation of the work that is being done supporting Tenure Track Faculty in lieu of COVID-19 and in lieu of supporting Non-Tenure Track Faculty. Both Co-Chairs came up with a proposal for the Committee to review and would like to have a Subcommittee to work on this data collecting.
3. **Faculty Workload Issues: Discussion of Processes**
   * Draft a Solution-Focused Paper to EC and the New Chancellor on Workload Issues
     + Create a FAC subgroup to create a draft by May 17, which includes:
       - Co-Chairs had a discussion about a need to have some data and documentation of the work that is being done supporting Tenure Track Faculty in lieu of COVID-19 and in lieu of supporting Non-Tenure Track Faculty. Both Co-Chairs came up with a proposal for the Committee to review and would like to have a Subcommittee to work on this data collecting.
         * Co-Chairs reviewed the procedures they have done in this Academic Year

Collected data from surveys

Transitioned to focus groups

Next Step: collecting data and interpret data

* + - * + Focus will be for Tenure Track and Non-Tenure Track Faculty. The Subcommittee will go through the results.

Co-Chair Sharon Laing and Alex Miller will volunteer on this subcommittee

Co-Chairs and Faculty Assembly Coordinator will gather documents and add it into the Committee Drive

Co-Chairs of the Non-Tenure Track Faculty Forum will be happy to review any drafts if needed

1. **Chair-Elect for Faculty Affairs Committee for 2021-2022**
   * Co-Chairs and the Committee discussed the importance of a Chair for this Committee in the 2021-2022 Academic year with transition of a new Chancellor. The Committee came to the same conclusion, that with the possibility of new representation or uncertainty of representatives, no Chair has been appointed at this time. The Co-Chairs recommended each unit to go through the voting process early.
     + - The Co-Chairs asked the Faculty Assembly Coordinator whether it is possible to do Co-Chairs next Academic year. Andrew Seibert will follow up with that.
         * Update: 5/17/2021: Faculty Affairs Committee Meeting: Andrew Seibert, Faculty Assembly Coordinator followed up with Faculty Assembly Leadership on this inquiry and due to the workload of the Faculty Affairs and the one course release, Faculty Assembly Leadership was against Co-Chairs for the 2021-2022 Academic Year.
       - Sarah Hampson has gone to each school stressing the importance of voting for new representatives, and Andrew Seibert will be providing this to Academic Administrators in the Administrators, EVCAA, Academic HR meeting.
       - Due to this, this item has been tabled.
2. **Ongoing: discussion of areas of interest for 2021-22**
   * The Co-Chairs are asking the Committee on some areas of interest for the 2021-2022 Academic year
     + iTech Fellows concern /Post COVID-19 Concerns
       - There was a lot of concern from this Committee from a possibility of all Faculty taking the iTech Fellows training and the return to in person in the Autumn 2021 quarter (With the possibility of no social distancing and the possibility of same class sizes).
         1. The Co-Chairs will touch base on this matter and will update the Committee.
       - Some Faculty in the business school may want to choose a hybrid model
       - It was suggested by Co-Chair Sharon Laing that the Faculty Affairs Committee could work with the policies and procedures of the Office of Digital Learning’s iTech Fellow program and disseminate it to Faculty to be effectively distributed.
         1. It was recommended that this should be added to our next Agenda to set the groundwork for this.
3. **Adjournment**
   * Meeting was adjourned at 1:22PM
     + Next meeting Monday, May 17th, 2021
       - Zoom