

**Faculty Affairs Committee Meeting Minutes**

September 20th, 2021 / 12:30pm-1:30 p.m. Zoom

***Members Present through Zoom:*** *Chair Sharon Laing, Ehsan Feroz, Wei Cheng, Alex Miller, Ken Cruz, Margo Bergman (Chair, Non-Tenure Track Faculty Forum)*. ***Members Excused:*** *SUS Representative, Christopher Knaus* ***Guests:*** *None* ***Administrative Support***: *Andrew Seibert*

1. **Recording Permission/Consent**
   * Recording permissions granted by the Committee. Recording was started automatically via Zoom. Recording is for Minutes purposes only and gets discarded automatically after 90 days in the Zoom cloud per university zoom policy.
2. **Approval of Minutes** 
   * **Minutes from 06/14/2021**
     + Edits:
       - No edits were made to the May 17, 2021 Minutes.
     + A motion was made to approve the minutes as written. So moved by Chair Sharon Laing, seconded by Fei Leng
       - ***Vote:*** *3 yes, 0 no, 3 abstentions, 1 absent*
         * Special Circumstance- During the 2021-2022 Academic year, the Faculty Affairs Committee acquired 4 new Faculty. Because of this, new members abstained from the vote.
     + With the special circumstance documented, the minutes stand approved as written
3. **Presentation of Faculty Assembly Charge Letter for Faculty Affairs** 
   * This letter was reviewed by the committee ahead of time. Please see the letter for reference
     + Questions for Menaka Abraham, Vice Chair of Faculty Assembly
       - Ehsan Feroz asked for specific items to address right away considering the document is a long list of priorities
         * FAC Chair Sharon Laing met with the Chair and Vice Chair of Faculty Assembly. Not all are applicable to Faculty Affairs specifically, but to Executive Council, APT, and APCC as well.
4. **Report of Faculty Affairs Chair**
   * **Summer Updates**
     + The School of Urban Studies Representative will not be returning to Faculty Affairs Committee. Chair Sharon Laing will reach out to Interim Dean of the School of Urban Studies Dr. Lisa Hoffman on a new representative.
     + Meetings will be held online during Autumn 2021 and will reconvene on a decision of attendance for Winter 2022 and beyond.
     + Faculty Affairs will collaborate with the Executive Council and Faculty Assembly Leadership to assure both objectives and priorities are met
   * **Review of FAC 2021-2022 Goals/Objectives**
     + Continue Faculty Workload topic (from powerpoint below in Section 6)
       - FAC members will review data, conduct research and propose recommendations addressing reduction of faculty workload for both tenure-track and non-tenure track faculty
       - Resolution expected and to be presented to the Executive Council and each of the seven Schools if approved.
     + Junior Faculty Development (Mentoring)
       - Faculty Assembly tasked Faculty Affairs on this, however this was established from the Climate Survey Oversight Committee to be assigned to Interim EVCAA Ali Modarres. Chair Sharon Laing recommended that Faculty Assembly get in touch with Marian Harris, Chair of the Oversight Committee and the Interim EVCAA on how best to mentor and propose to Deans of each school.
       - Some discussion was made in favor of Mentoring Faculty
     + COVID-19 Transition Post-pandemic
       - The charge of FAC is to engage in research and offer recommendations on how to support faculty during and post-COVID-19. The specific topics that FAC will target are as follows:
       - Mental Health for Faculty
         * Productivity

Primary caregivers, especially female faculty

* + - * Needs from Executive Council
        + Collect survey information on COVID-19 impact on Faculty well-being and productivity
        + 3-5 page report based on Faculty Affairs evaluations and suggest strategies for in-person teaching
        + Deadline of Winter 2022

1. **Updates from Non-Tenure Track Faculty Forum (Margo Bergman)**
   * Margo Bergman, Chair of the Non-Tenure Track Faculty Forum had the following to report
     + The Non-Tenure Track Faculty Forum has not met yet
     + They will discuss the meeting last Academic year Provost about scholarship in the promotion process as well as tenure process
       - Research for Non-tenure track
     + Discuss Childcare for Faculty.
     + Quarterly forums for all Non-Tenure Track faculty will be held to get a broader perspective of the needs of the Non-Tenure Track Faculty
2. **Faculty workload discussion(See powerpoint** [**here**](https://docs.google.com/presentation/d/1mUL1QvC-bBc4mjgTq5qGQ7qLiM-LVI-p/edit?usp=sharing&ouid=110676048149328722441&rtpof=true&sd=true)**)**
   * Review of 2020-2021 findings and next steps (Sharon Laing)
     + Questions from the Review of FAC 2021-2022 goals on Workload for Faculty
       - Ehsan Feroz presented some history around workload for Faculty
         * The workload has been discussed by Faculty Affairs for at least 10 years.
         * Recommends that instead of pushing workload to the School level to have a campus-wide conversation of current workload for both Tenure Track and Non-Tenure Track Faculty.
       - Margo Bergman asked how much of the survey discussed service related workload?
         * Chair Sharon Laing indicated that general workflow questions were asked along with courses being taught. More open-ended qualitative responses were asked to gather some data around how faculty were feeling around service and other issues, especially pertaining to individual school level.

The discussion will be continued into the October meeting, however the Chair wanted two things to consider

Does the Committee want to do another survey?

Survey would be more detailed than previous surveys

Does the committee want to proceed with the findings that have already been found from the past surveys

Some discussion made by Faculty Affairs Committee, however due to time constraints, the common theme was that the data acquired is adequate to move forward and that there should not be additional data collected. The deadline from Faculty Assembly is end of Fall quarter.

1. **Adjournment**
   * Meeting was adjourned at 1:31PM
     + Next meeting Oct 18, 2021
       - Zoom