

# University Faculty Affairs MEETING MINUTES

**January 22, 2018**

**12:00 PM – 1:00 PM**

**Warren Lawless Conference Room**

CHAIR: Rodney Hicks

MEMBERS Present: Joshua Cameron, Casey Chaney, Edward Goering, Malika Kachani, Pen-Jen Lin, Kabir Lutfy

ABSENT:

NON-VOTING MEMBERS: Elizabeth Rega

SECRETARY: Alyssa Rodriguez

| Topic   | Proposed Discussion   | Actions  |
|---|---|--|
| <b>1. Call to Order</b>                             | Meeting was called to order at 12:00pm.   |  |
| <b>2. Approval of Previous Minutes<br/>11-23-17</b> |   | <b>Dr. Chaney motioned, Dr. Lutfy seconded; all were in favor of approving the minutes as written.</b> |
| <b>3. Faculty Handbook</b>                          | Dr. Cameron will be presenting the handbook to the Deans Council, tomorrow, January 23 <sup>rd</sup> . Something will be approved tomorrow, whether it's the handbook as a whole or parts of it. Once everything is solidified there, the plan is to send out Appendix I, the Academic Assembly Bylaws, to the Faculty at large later this week. Once it is approved by Deans Council, then the Provost will forward to the Academic Affairs Committee of the Board of Trustees and then that committee will present it to the Board of Trustees at the March meeting.  |  |
| <b>4. College Faculty Handbook</b>                  | Now that the faculty handbook is almost done, each college should look at their handbook to make sure they are in alignment. Dr. Hicks will send out an email to each colleges Assembly Chair to make sure their college handbook is in congruence with the University Faculty Handbook.  |  |
| <b>5. Looking Ahead</b>                             | <p>Future goals and targets for the remainder of this academic year and into the next academic year are;</p> <ol style="list-style-type: none"> <li>1. Faculty Evaluation process – has been discussed several times. Dr. Lopez, from the College of Graduate Nursing, is working with Human Resources Representative, Geri Abracosa, in order to pilot something for Faculty Evaluations. The evaluations are being tested in Nursing. The evaluations should be the priority for this committee. Drs. Kachani and Hicks will work on this together. Will also include evaluations for administration.</li> <li>2. Faculty workload policy – Does the committee want to work on a master workload policy of what faculty workload is? The issue was brought up at the January Senate meeting. There was a policy created but it is buried somewhere. What would be the value of creating an exploratory committee to relook at faculty workload across the University? The Committee could put together a survey that's more comprehensive for fact finding purposes.</li> <li>3. Policy on practicing replacing senators</li> </ol> |  |
| <b>6. May Meeting Date</b>                          | The May meeting has been moved up one week to May 21, 2018 because of Memorial Day.   |  |
| <b>Next Meeting</b>                                 | February 26, 2017 - Warren Lawless Conference Room, AAC   |  |
| <b>Adjournment</b>                                  | The meeting was adjourned at 1pm.   |  |