

Minutes
Faculty Assembly Executive Council Meeting
Monday, February 1, 2016
FH 115, 3:30pm

I. Call to order

Joseph Velasco called the meeting to order at 3:43 pm.

Present: Theron Francis, Eric Funasaki, Kathy Stein, Joseph Velasco, and Mazie Will.

Absent: Bonnie Warnock and Scott Wassermann.

II. Approval of Minutes (11/12/2015)

Kathy Stein moved to approve the minutes from November 12 with two corrections and Mazie Will seconded. The minutes with two corrections were approved unanimously.

III. President's report

A. Student Evaluations of Courses

A large percentage of faculty members did not receive e-mail about the evaluation period and there was concern about the evaluation period's time frame. Joseph Velasco will be meeting with Dr. Case and Sandy Bogus about establishing procedures for starting the evaluation period each semester and using dates for the evaluation period that make sense. They will also be working on fixing the pie chart on course evaluation summaries; putting the instructor's name, course, and term on the course evaluation summaries; and having course evaluation summaries available electronically to chairs and deans. Further, all summer courses will once again be evaluated.

B. Faculty Grievance Policy and Procedure

There is currently no policy. Dr. Case wants to revise and improve the existing policy in the Faculty Handbook. Consequently, Faculty Affairs Council may again have to handle faculty grievances. When a new policy is finalized, it will be presented to the faculty.

C. Student Grievance Policy and Procedure

Dr. Case feels that more structure is needed in how student grievances are handled. There needs to be forms and a clear path to follow.

D. Faculty Meetings with the President

Dr. Kibler wants to continue these meetings. Discussion was on the dates for the Spring 2016 meetings. Joseph Velasco will check with Dr. Kibler on February 22 or 23 for the first meeting and April 7 for the second meeting.

E. Online Education Committee

Dr. Case wants to create an Online Education Committee, made up of faculty, to develop policies for online courses and instructors. Mazie Will

felt that faculty teaching both undergraduate and graduate online courses need to be on the committee.

F. Academic Excellence in Coaching Award

Joseph Velasco noted that the Faculty Assembly will need to start working on nominations for the 2016 Academic Excellence in Coaching Award.

IV. Vice-President's report

Kathy Stein mentioned that the committee and council positions that become open in Fall 2016 would need to be determined so that a ballot can be created.

V. Secretary/Treasurer's report

VI. Parliamentarian's report

VII. Old business

A. Student drug arrests

This item was tabled.

B. Sustainability

Bibiana Gutierrez is the chair of the special committee on sustainability. The special committee will come up with an official charge for a permanent Sustainability Council. Creating this new council will require amending the by-laws.

C. Comfort Dogs

Mazie Will expressed concern over the lack of awareness on the policy addressing comfort dogs. Joseph Velasco will ask Dr. Case about this.

D. Campus Carry

Discussion centered on having a policy for faculty to follow along with training for faculty on this policy.

VIII. New business

A. Faculty Handbook

The Faculty Handbook policy regarding attendance needs to be revised. In particular, it needs to be made consistent with all of the other university handbooks.

IX. Announcements

X. Adjourn

Kathy Stein moved to adjourn and Mazie Will seconded. The meeting was adjourned at 5:03 pm.