

ACADEMIC PROGRAM CHAIRS MEETING NOTES

Tuesday, October 7, 2008
9:00-10:30 AM, Dean's Conference Room

Members: Simone Aloisio, Terry Ballman, Harley Baker, Bill Cordeiro, Amy Denton, Scott Frisch, Marie Francois, Ivona Grzegorzcyk, Beth Hartung, Karen Jensen, Joan Karp, Jacque Kilpatrick, Jack Reilly, Don Rodriguez, Dan Wakelee, Amy Wallace, Bill Wolfe

1. Approval of Notes-approved
The Chairs requested FTES data from '02 and '03 be added to the historical spreadsheet.
2. Announcements from the Dean's Office
After the third week of classes, drops need to be for serious and compelling reasons. It cannot be based on their performance in the class. Chairs need to review the reasons for the drops and request documentation if necessary.
Chairs commented that it is very difficult to determine serious and compelling. Some students have personal issues that they would prefer not to write on a form and cannot provide documentation. Can a Chair's signature be considered evidence? When student a completely withdrawing, can we prevent them from running around to all the instructors and chairs?

Ashish suggested requesting a group of faculty to discuss the process and make recommendations.

Faculty Meeting Oct 9th
Agenda item: Campus Master Plan-OPC

OCT 21st CSUCI@ VC Day
Callie will send an e-mail to all tenure-track Faculty regarding this event.

High School Senior Day-Chairs asked if Advising is involved and whether the Chair of Senate addressing the students and parents.

3. Careful Consideration-Renny Christopher 9:30am

Renny discussed "Careful Consideration" when making assignments for Spring 2009
A Chair can put reasonable materials, including records of discussion, in a faculty member's file. These documents serve as part of the basis for careful consideration

Please adhere to campus lecturer review process as specified in the Lecturer Evaluation Policy (SP 05-31) If you are considering not reappointing a lecturer please follow process to assist in making the decision stand.

Searching for full-time lecturer positions: A chair/director must consider existing part-time lecturers for appointment up to full-time first before hiring anyone new.

Questions from Chairs

Is there restriction if they have full-time employment elsewhere? Only if it is within the CSU

SETE's-will never be in on time for current semester before making assignments. The lecturer evaluation cycle is annual—you'll be able to look at two semesters' evaluations for each annual review, although the two semesters won't be in the same AY.

Can a chair/director look at grade distribution? Yes, meet with faculty member and submit written discussion to file

Can non-Tenure Track faculty member teach more than 15 units? Not on state support.

What constitutes an offer? Anything in writing, including e-mail. If you make an offer over the phone or in person, follow-up with an e-mail.

Does a chair have to take into account "Careful Consideration" after one semester? The current contract is contradictory. Academic year appointments need Careful Consideration. If you appoint a lecturer for one semester and decide to not re-hire the next semester, you are fine.

What about Specialization courses that are taught once a year? The faculty member does not have entitlements but has right to careful consideration

Fulltime lecturers do not have entitlements to a particular number of units, but do have the right to careful consideration

Once they reach 6 years they are offered 3 year contact (with fulltime 30 units)

The only substantial difference between full-time and part-time lecturers is that full-time lecturers are non-contingent

RTP Process

Joan Karp commented that chairs/directors do not get copies of the letters that go into faculty files during RTP process (reviewers). Why? Renny responded that she will review the contact, if there is nothing that states you can't send a copy to the chair, Faculty Affairs will start copying the chair.

Visiting Faculty-intended for people coming for a temporary position, semester or year (limited to one year). This is considered a "Super-star" appointment. This appointment is a separate class code, not considered a lecturer. This class code allows you to jump ahead of all lecturers except those on a 3 year appointment. (If the visitor is not teaching, this does not apply)

125 Visiting Faculty allowed in the CSU-CSUCI has been allocated 1

We currently do not have a process in place to allocating this slot- the Faculty Affairs Committee is working on this. Faculty Affairs will share the draft policy with Chairs.

Opening Pool-prior to opening a pool, the chair/director must complete Certification of Compliance with CBA.

3. Infrastructure and Summer 09 Activities-Dan Wakelee
During Spring 09 University Hall will be moving to Lindero and Solano. In Summer 09 Malibu Hall and the Bell Tower will be closed and occupants will be moving to Solano.

Any summer projects, events need to requested by Nov 1st

4. Items from the Chairs
Dan distributed Disability Resources Handbook - Can faculty get copy of handbook if student in his/her class is disabled? Also, is it available electronically?

Is there a policy regarding disruption in a course by a disabled student

If it is an inconvenience - no

If it is disciplinary - yes

UNIV 498

There are 6 sections available for Spring 2009. 4 sections have been designated for math and science due to the funding source. The RFP will be distributed this week.

Faculty/Student Research Forum

We have received funds from SAGE publications for a forum. Please forward names of faculty that can assist in the planning.