

Faculty Policies Committee
Minutes of the Meeting of Sept. 21, 2016
Approved: Oct. 5, 2016

Call to Order:

The Chair called the meeting to order at 1:07pm

Roll Call:

Roll was taken

Voting Members Present: Boulgarides, Cyrenne, Kochis, Ives, Smith, Wang, Zeigler

Absent:

Non-Voting/Ex-Officio Members Present: Hurley, Lilly

Absent: Heather

Open Forum

Items discussed during open forum included the following:

- Upcoming webinar for LMS replacement showcasing Canvas, one of the systems competing with BlackBoard.

Approval of the Agenda and Minutes: The agenda and the minutes of Sept. 7 were unanimously approved.

Liaisons and Sub-committee members

- Center for Teaching and Learning [Lois Boulgarides]*
- Pedagogy Enhancement Awards Subcommittee [Ta-Chen Wang]
- Visiting Scholars Subcommittee [Sarah Ives]
- Lifetime Achievement Award for Community Service Selection Committee [?]
- Livingston Annual Faculty Lecturer Committee [Gerri Smith]
- Exceptional Assigned Time Committee [Lois Boulgarides]*

* The Senate office is checking if we should have a liaison to the EATC committee, in which case Lois will be the liaison for that committee and an alternate will be needed for the CTL Advisory Committee.

Online Evaluations

Guests Shawn Sumner and April Qian from ATCS presented a review of the on-line evaluations of teaching and addressed concerns about response rates. Suggestions to increase rates included:

- Making personal statements to students: "I read the evaluations – they are helpful."
- Extra credit for high class response rates
- Post notices on SacCT course
- Email to students could advise students when due, and reminder notices to faculty include which week of evaluations (This is week 1....This is week 2)
- Have students complete in class on smart devices/computers

Additional discussion addressed the issue of students completing evaluations for the wrong course. Per Shawn, starting in May, the instructors name will be included on the survey. The timing of SETs was discussed, with the three week window, ending the Friday before finals week, controlled by UARTP:

Per UARTP policy: OSETs will be administered by invitation from ATCS to students.

Normally, invitations to complete and submit OSETs will be sent via e-mail three (3) weeks before the last day of instruction each semester.

The committee recommendation was to create a survey in collaboration with ATCS and along with data from OIR, complete a new report on the state of online SETs.

Academic Calendars

2017-18

The committee reviewed and unanimously approved the 2017-2018 Academic Calendar proposed by Academic Affairs. Approval will be forwarded to the Senate office for presentation to the Executive Committee and the full Senate.

2018-19

November 17 deadline to review.

U.S. Immigration and Customs Enforcement Memorandum

The Chancellor's memorandum was discussed as the FPC had been charged to comment. Our questions to the Senate office center around the policy referred to in the memorandum. Does our campus have a policy on the campus climate? It was considered more appropriate for FPC to comment on an existing policy to see if it is compliant with the recommendations rather than draft any such policy.

Adjourned 2:30pm