1. Approve minutes of November 21, 2013 meeting – It was moved and seconded that the minutes be approved. Passed unanimously.

2. Approve today’s agenda – The agenda was revised to remove the decision item – FPPP Editorial Revision. It was moved and seconded to approve the revised agenda.

3. Announcements – There were no announcements.

4. Decision Items:

   a. **Online Education Policy.** This policy was prepared by the Technology and the Professions Committee. FASP members who were on the committee were Tim Sistrunk and Mike Kotar. Non-FASP member, Rick Ford, attended to help report on this policy draft. The committee started with the Executive Committee two years ago. Based on a CSU White paper, the committee was formed. Other policies were reviewed. Much discussion has occurred over the last two years and the committee received extensive feedback. There has been criticism about the policy, the modes of instruction and faculty rights. A suggestion was made that the policy does not address the idea that residential students get the opportunity to take a class face-to-face. Phrasing issues do exist so Chair McCabe wants to have a sub-committee review the document and make suggestions.

   Discussion ensued – how will categories codes be selected and who decides? Department curriculum committees should decide and add the codes and then inform faculty how courses are designated. Discussion that maybe codes should be defined as internet vs. learning management system. There is concern that this will be a barrier for innovation to teaching – if a faculty changes the established category and mode of instruction, it could be cause for a grievance. Academic freedom was addressed by the TPC but individual faculty cannot control the mode of instruction. Question on whether a faculty person could refuse to teach an online course. There was much discussion over control. Faculty control their office hours.

   Workload is decided by the FPPP but the sub-committee needs to look at areas of revision. Question – define “reasonable response time;” There is concern over
academic integrity when online. Question – is current policy appropriate? It was mentioned that faculty might consider using proctor services to help ensure honesty.

There was some discussion on some vagueness in the policy. Committee members stated that they wanted to make sure there is consistency and so just referenced some established policies.

Discussion on class size. This is usually a workload issue with the chair and faculty. It was suggested that sub-committee discus with Bill Loker and can an understanding of policy implications.

Are online classes equivalent to face-to-face? This should be part of a larger discussion as workload was not discussed in TPC. The department should address workload. Does workload cause concern over quality of instruction? A recommendation could go back to the committee that workload be discussed by the administration.

What should come out of the policy document is a collective decision on mode of instruction with clarity for students.

Student support – it must be assured that there is adequate access and training. Consider creating a video other technology to do the training. There are some tutorials but many times this falls on the faculty. Consider JING, where a video can be created that shows screen shots and has voiceover.

It was moved and seconded to table the vote as an introduction item and refer to the sub-committee. After discussion, the motion carried with 7 in favor and 5 opposed with one abstention.

The sub-committee will also deal with emails on the issues. Committee members will be Jennifer Meadows, Tim Sistrunk, Patrick Mace, and Wenshu Lee. The sub-committee is charged with late breaking pieces as well as the issues raised during this FASP meeting. The report will be brought back to FASP on February 20, 2014.

5. Status Reports

a. 2013-14 FPPP changes – Wenshu Lee and Michael Rehg met in December 2013. The process is to confirm with Chair McCabe, then with Karla Zimmerlee. Wenshu will then bring report back to FASP.

b. SET Policy – it is possible this may be discussed in full Senate. It was discussed with Department chairs who voted for all courses. CAD was a mixed vote. President Zingg still needs to decide for Spring 2014 but as of now, all courses will be assessed. There were questions about intersession and summer as self-support courses have never been assessed. There are no entitlements for these times. Since there is a discrepancy between the chairs and the Senate, it will probably be decided by the President. Ongoing discussion about review of online course. May need to review FPPP. Some faculty have been asked to give full access to an online course. There is concern that the peer reviewer may rate differently if course is not completely done at time of review.

There are still issues over online vs paper SETs, validity, response rate. The SET committee did meet in December and response rate had improved. The committee also received a list of questions from the Senate. There were 59 courses which never completed the required
paperwork. There is concern over department cost, choice. There has also been some inappropriate evaluation of the wrong instructor. There has been no direction on whether this should be brought back to the Senate. Concern over specificity on what the SET actually measures. Question over completing them in class vs out of class where it is construed to be homework.

c. Speech and Advocacy Policy will be an introduction item next FASP meeting.

d. Intellectual Property Policy – Faculty Affairs sent to CFA

e. FASP work on matters with legal implications - postponed

f. FPPP 8.2 & 8.3. - postponed

g. University Committee Clean-up – Senators provided updates on their designated University Committees.

Meeting was adjourned at 4:30pm.

Respectfully submitted,

Peggy Rowberg