

FASP Minutes
Oct 8, 2015
California State University, Chico
Academic Senate, Zip 020
530.898-6201

Faculty and Student Policies Committee Minutes

Faculty and Student Policies Committee
Meeting from October 8, 2015
2:30 p.m., Kendall 209

Present: Bordin, Finney, Gray, Hennessey, Livingston, Meadows, McLemore,
Peterson, Ponarul, Pratt, Ratekin, Rehg, Scholz, Schulte, Seastrom, Sistrunk, Stapleton,
Thompson, Traver, Wilking

Absent: Ertle

Guest(s): Mark Hendricks, Katie Silliman

Call to Order: 2:30 pm, Chair Meadows presiding.

1) Approve minutes of 9/10/15

Sistrunk: Add a clarifying statement regarding class size policy. "The deans should report their policies to the FASP."

Thompson: Are members to be identified by name in the minutes?

Meadows: Perfectly ok to leave out names depending on the topic.

Minutes approved.

2) Approve today's agenda

Approved

3) Announcements

Secretary for today's meeting is Richard Ponarul.

- Campus National Collegiate Alcohol Awareness Week (Seastrom)
- Second year Stay Sharp campaign (McLemore)
- Hiestand Memorial Concert (Scholz)
- Sierra Oro (Thompson)

4) Senate Executive Committee (EC) Update

The committee has not met

5) Policy for Official Communication with Employees via Electronic Mail – Introduction Item

- Hendricks circulated the policy document and discussed its key features. Email use is expected of all employees for better communication, safety and university record keeping. Data classification and data retention are key issues.
- Discussion covered the following items.
 - Policy for students
 - Email as a formal method of communication
 - Training and communication about email policy
 - Legal nature of email communication
 - Expectations regarding exempt employees to check email
 - Template for an EM
 - Purging and deleting of messages
 - Backups and saving of email
 - Student judicial affairs and university records
 - HPPA considerations
 - Student organizations collecting student IDs
 - Level I, Level II and Level III data
 - Public Records Act
 - Archiving for legal purposes
 - ISCC – Link to full data classification
- Document approved as an introduction item.

6) Proposed EM on Appointment, Evaluation and Support of Department Chairs, Directors and Unit Program Coordinators – Introduction Item

- Katie Silliman introduced the document and described the genesis of this proposed revision to an old EM. Nomination/election process to be made uniform across departments.
- Discussion covered the following items.
 - Nomination process
 - Constitution/guide of units
 - Language about eligible votes
 - Workload issues
 - Compensation issues
 - Interim chair (in the case of death or illness)
 - Votes needed for recall
 - Section on evaluation
 - Does the dean decide or recommend?
 - Recent arbitration regarding chair election in another campus

- Mechanism for proxy votes
- Secret ballots
- Informal evaluation and verbal conference
- Firewall between evaluation of chairs and RTP process
- Document approved as an introduction item.

7) Proposed EM on Responsibilities of Department Chairs, Directors and Program Coordinators of stand-alone Units – Introduction Item

- Katie Silliman introduced the document and described what is new from AA 84-18.
- The following list of questions/items formed the core of the discussion.
- A copy with changes marked will help with navigation.
- Has the chairs' council sees the document?
- Stagnation of the minimum stipend
- Ratio of work assignments
- Document approved as an introduction item.

8) FPPP Changes 16-17 – Discussion Item

- Discussion centered on the following.
- Suggested changes to FPPP in different areas
- Subcommittee to work on proposed changes
- Volunteers: i) Scholz, ii) Sistrunk and iii) Rehg. O'Donnell will serve on behalf of Faculty Affaris

9) Subcommittee Discussion/Reports

- Subcommittees

1. Lecturer Issues

The following issues/questions were raised.

- Arbitration and lecturer voting rights
- Executive committee to initiate the discussion
- In practice curricular issues are not voted in by lecturers.
- Teaching tenure
- Union is looking at the workload issue
- Possible presentation to the committee by a union person

2. EM 12-025 Campus Behavior and Violence Prevention

The following issues/questions were raised.

- Old EM addresses workplace intimidation.
- Administrators are not included.
- CBC team was ad hoc and was led by the chief of staff.
- Bullying can happen without violence.

3. University Division Reorganization

The following issues/questions were raised.

- A draft is ready for the next EC meeting.
- People involved should be consulted.
- Pros and cons should be clearly outlined.
- There should be opportunity to weigh in, like a newly proposed course.
- There should be policy notifications.

4. Committee on Committees

The following issues/questions were raised.

- Students often show up and the committee does not meet.
- There is need for a clearing house
- A FASP audit is a good idea.
- There should be a web presence for the committees.
- Reauthorization of committees
- Should an additional level of oversight be added?
- Any committee should be public.
- Library has software to maintain public archives.
- Is every committee reporting to somebody?

10) Committee Audit

The following is a partial list of committees discussed.

- Title 9 Committee
- Campus Equity Committee
- Campus Facilities Use Committee**

- Public Safety Committee**
- Transportation Committee
- Arboretum Committee
- ADA
- Writing Committee
- IRG
- Study Abroad
- Student Health

** Detailed and significant discussion

11) Other

12) Adjourn: The meeting adjourned at 4:45 pm.

Respectfully Submitted,
Richard Ponarul