



---

## Faculty and Student Policies Committee Minutes

---

Faculty and Student Policies Committee  
Meeting from November 13, 2014  
2:30 p.m., Kendall 209

Present: Berglund-Smith, Cross, Crotts, Gray, Hennessey, McCabe, Meadows, Mills, Ponarul, Pratt, Schulte (Seipel), Seipel, Ratekin, Rehg, Sistrunk, Tinkler, Traver

Absent: Kirchhoff, Lee, Pratt, Root, Smith

Guest(s):

---

Call to Order: 2:32 pm, Chair Sistrunk presiding

- 1) Approve minutes of 10-30-2014
  - a) Two editorial corrections
  - b) Under 3.b.iii.1, a senator objected to the language, “a senator indicated his belief that if the policy affects faculty/students it should be reviewed by Senate,” since other senators had concurred. The senator proposed the amended language, “the senate chair stated the EM would not be vetted by academic senate.” Another senator amended the language, “the EM would not *likely* be vetted by academic senate.” The amendment carried.
- 2) Approval of today’s agenda
- 3) Announcements
  - a) Secretary for today’s meeting is John Traver
  - b) No general announcements
- 4) Old Business. Proposed Change to FPPP: Definition of Office Hours (action item)
  - a) New Document. A senator proposed replacing the original action item with the committee’s new one circulated yesterday; it carried.
  - b) Senator Mace proposed five amendments. Different senators expressed appreciation for some amendments while identifying others as superfluous. A motion carries to consider each amendment in *seriatim* rather than as a single passage.
    - i) Amendment 1 proposes to insert the following: “All students have a right to personal consultation access to their course instructors either by face-to-face meetings, telephone conversations, or online communications” at the beginning. One senator argued for the language of “opportunity” for consultation rather than “rights” language. Others argue the sentence is unnecessary, and even potentially misleading, for linking office hours solely to student use. Another senator argues a better opening sentence would define office hours. FASP votes to strike Mace’s first amendment.
    - ii) Amendment 2 proposes to insert the following at the end of the first paragraph: “For students unable to meet during these scheduled office hours, instructional faculty will provide opportunity for appointments, telephone consultation or online communication.” Rather than listing three forms of approved communication, several

- senators preferred more flexible language by trimming the list, replacing the language of “appointments” with “consultation,” and requiring the “reasonable” opportunity. The motion passes to approve the amendment as follows: “For students unable to meet during these scheduled office hours, instructional faculty will provide reasonable opportunity for consultation.”
- iii) Amendment 3 proposes to insert the following: “For online students desiring to meet face-to-face, instructional faculty will provide opportunity for appointments if the meeting location and times are realistically feasible for the student and the instructor.” Several senators thought this passage was redundant with amendment 2. Others thought it contributed clarity and elaboration. The amendment was modified and adopted with language to resemble that of amendment 2: “For online students desiring to meet face-to-face, instructional faculty will provide reasonable opportunity for consultation.”
  - iv) Proposed Amendment 4 recommends deletion of the phrase, “However, online office hours should be at scheduled times when students can receive immediate feedback from the instructor.” Senators discussed the possible ambiguity of the term “immediate.” Senator Gray clarified that the committee’s original phrase was intended to discourage faculty responding to email hours later as an “office hour.” Senators debated alternate language to describe the feedback, such as “synchronous,” “prompt,” “real time,” “interactive” before finally voting to delete the clause.
  - v) Amendment 5 proposes the following insertion: “Opportunity to meet by appointment, telephone, or online communication will be included in the syllabus as options.” Senators voted to combine the substance of this sentence with the preceding sentence: “Each instructor will include in the syllabus a schedule of all office hours (i.e., locations, days, times, format) and note the opportunity for consultation outside of scheduled office hours.”
- c) Further deliberation after Mace’s proposed revisions
- i) One senator proposed adding language at the very end of the section to state that office hours are tied to instruction, and that other faculty responsibilities, such as advising, might require additional availability to students. The senator’s proposal came from a concern that faculty with fewer teaching responsibilities failed to schedule reasonable time for advising. Other senators expressed concern that FPPP already distinguishes office hours from advising hours, and that the proposed amendment might be forming general policy around the prevention of bad practice. The motion was withdrawn before a vote.
  - ii) A senator proposed beginning the document with a definition of “office hours”: “Office hours provide opportunity for faculty members to have individual interaction with students and other members of the university.” Some senators also wanted the definition more clearly to privilege interaction with students over faculty, etc., but the proposal was accepted as stated, with the amendment to include online office hours.
  - iii) Senators debated the inclusion of the conditional clause in paragraph 2, “if an instructor is teaching a class remotely or substantially online or if a majority of students in a class live outside of Butte County ...”. One senator proposed dropping the “if” clause altogether, while others expressed concern that dropping the clause would encourage faculty to disregard the benefits of scheduling face-to-face office hours. Another senator amends the proposal to require instructors to receive approval “each semester” to discourage such disregard; other senators objected that a semi-annual approval process would be too time-consuming for administrators and make it needlessly difficult to turn down requests. The amendment to the proposal failed, and the proposal itself was withdrawn.
  - iv) Senators debated the inclusion of the *three categories* in the conditional clause in paragraph 2. Senators debated whether all three categories were necessary to list

and whether the status of the categories might be hard to ascertain (e.g., knowing the status of the “majority” of students). Senators discussed alternative language to “live outside of Butte County,” such as “remote class” or “distant education.” One senator motioned to drop the phrase “or substantially online or if a majority of students in a class live outside of Butte County,” but the motion failed.

- v) A senator calls the question. The Definition of Office Hours is accepted as an action item.

Move to adjourn, 4:57 p.m.

Respectfully submitted, John Traver