



CALIFORNIA STATE UNIVERSITY, LONG BEACH

AY 2021-2022 Faculty Center Advisory Board Meeting #3

Feb 17 (Thursday), 2022

11:00 am -12:00 pm

Zoom Link: <https://csulb.zoom.us/j/86372284973>

Agenda and Meeting Notes

In Attendance: Deborah Hamm, Carina Sass, Nancy Quam-Wickham, Nat Hansuvadha, Deepali Bhandari, Yu Yang, Elaine Villanueva Bernal, Malcolm Finney, Pamela Lewis, Hema Ramachandran, Jalal Torabzadeh, Tianjiao Qiu

Unable to Attend: Yolanda Green, Alexander Hahn, Christopher Duerringer, Parvin Shariat, Claire Garrido-Ortega, Barbara Grossman-Thompson, Danny Paskin, Leslie Kimura Owens, Lorin Johnson

I. Approval of meeting agenda – approved as is.

II. Approval of minutes of 11/5/2021 meeting – Change Deb to Deborah (Hamm). Approved with changes.

Welcome to two new members: Elaine Bernal and Pamela Lewis.

III. Continued discussion of faculty/staff/student concerns and well-being. Refer to 2020-21 annual report. Deborah Hamm and others extend strong appreciation for the incredible amount of thoughtful, deliberate effort to build the Faculty Center. Faculty Council providing support and advocacy for faculty participation in these workshops. Jalal Torabzadeh also acknowledged the contribution of former provost Brian Jersky to make the new Faculty Center possible, as well as the federal government for the CARES funding, etc. This has resulted in the big change to the way the Faculty Center works.

Question: Does the Faculty Center work within a specific budget?

Budget Process: Minimal budget when Malcolm began with the Faculty Center in 2019. Budget development occurs each year, usually in July for the upcoming year.

- Malcolm and AVP for Faculty Affairs review previous year programs and expenses and consider suggestions for new programming that would require a budget.
- Create a budget proposal based on previous year and add newly proposed programs

- Budget Proposal is reviewed and approved by the Provost (either approves as is or requires adjustment of budget and subsequent program offerings).
- Suggestions received outside that time frame generally need to wait until the following year, *unless* the suggestion falls within an already approved program or it is of significant importance to request additional funding.
- Welcoming ideas now for workshops for next year. A suggestion was sent to Faculty Center on creating something on faculty formative assessment to help new faculty create assessment tools.

Discussion on Performance Evaluation/Assessment

How can we promote the equity of lecturers to allow their voices to be heard?

The faculty union does workshops on evaluation (performance evaluation). If we have faculty with expertise, The Faculty Center would be open to providing workshops or other support.

- Two possible foci: Faculty evaluators and faculty candidates.
- Evaluators may not always be appropriately trained. Need a “Do’s and Don’t’s of doing a good evaluation, how to write a good evaluation letter. General discussion on value of additional training/coaching of evaluators. Issues of faculty evaluation and mentoring (or lack thereof).
- Timely as the university is currently revising the RTP policy (Tianjiao Qiu is on that committee)

Recommendation: *“The Faculty Center Advisory Board recommends that the Faculty Center offer support for the mentoring of evaluation committee members and hold sessions to support faculty (candidates) through the process – both lecturer and tenure lines to be consistent with the mission and objectives of the department, college, and university.”* **Approved. Some minor wordsmithing may need to occur.**

Elaine: Are there workshops on leadership pathways for lecturers? Deborah: Senate is hosting something for leadership in Senate. Text of Senate Email Invitation:

**Professional Development Workshop: Service & Leadership Development
Hosted by the Academic Senate
February 23, 2022 12:00-1:00 PM**

The Academic Senate is pleased to be hosting a professional development event focused on service this spring.

Service & Leadership Development Workshop will focus on service and shared governance at the university. A panel of speakers and activities will provide participants with a strong understanding of various university and college committees, such as their composition and organizational structure. Specific topics to be addressed include:

- Understanding university committee structures
- Enacting equity-minded agendas
- Preparing for and leading meetings effectively
- Debriefing/reporting out after the meeting.

This workshop is for staff and faculty who already serve on committees or want to in the future, and it is scheduled on February 23 at 12:00-1:00 pm.

If you are interested in participate in this workshop, please register in advance for this meeting. After registering, you will receive a confirmation email containing information about joining the meeting.

IV. Summary and discussion of Faculty Center trainings and workshops for 2022 – This was not fully discussed.

V. Next meeting schedule -This was not discussed.

The meeting ended at 12:00 PM.