
FACULTY COUNCIL

Minutes

April 10, 2020

11:10-12:40 pm Via Zoom

In Attendance: Sam Vickovic (CCJEM), Soo Hyun Cho (FCS), Sandhya Shimoga (Chair, HCA), Amber Johnson (HSC), Melissa Bittner (Vice Chair, KIN), AJ Jadalla (NRSG), Melissa Mathews (PPA), Sharon Teng (PT), Keith Fulthorp (RLS), Jo Brocato (SW), Ed Garcia (SLP), Grace Reynolds-Fisher (CHHS), Monica Lounsbury (CHHS)

Guests: Christian Molidor (RTP Committee Chair), Robert Schug (Research Committee Chair), Nathan Gerard (Professional Leave Committee Chair)

11:15 am – 11:20 am The meeting was called to order

Approval of the Agenda

The agenda was approved (Passes: Unanimous)

Approval of the Minutes

The minutes from the March 6, 2020 Faculty Council meeting were approved (Passes: Unanimous)

11:15 am – 11:30 am Dean's Report

- Credit/No Credit Memo – the university is providing students affected by COVID-19 the option to switch courses to CR/NCR grading. Departments/instructors can opt out of this policy for reasons such as accreditation, but they must complete a memo by April 24. The department chairs have started discussions within their unit.
- RTP Deadlines – many probationary faculty have experienced disruptions relative to data collection or presentations critical for RTP. Faculty will now have the option to extend their probationary timeline to seven years. However, once a faculty member extends their probation, they cannot revert back to the six-year timeline. If a faculty with an extension went up for RTP after only 6 years, it would be considered early, and they would be held to those higher standards of review. Faculty have up to two years to decide. Please work with your department chair/school director. Other RTP deadlines have not changed.

- COVID-19 Campus Updates – the Horn Center is now closed after pressure from the Chancellor’s Office and liability concerns. Students have been directed to the Chromebook loan program for technology needs. Students can also access Wi-Fi from the E-2 parking lot. Please direct students with technology needs to the University COVID-19 website.
- Hiring Budget Freeze – there is a “chill” for hiring new staff positions. The college was fortunate to finalize the new HSC Chair hiring before the freeze. This position will be announced once finalized. Because the budget is still in flux, tenure-track hiring for next year is also uncertain.
- CARES Act – the Federal Government passed the CARES Act, which includes \$41M for CSULB in support of students and costs incurred from COVID-19. These funds will most likely require heavy documentation to receive and will be on a reimbursement basis. More to come on these funds.
- Downtown LB Campus – this is on hold, as the developer did not receive the funding they were expecting
- SEF/Lottery Funds – Thank you to the FC for your hard work on reviewing lottery proposals. The college has now finalized the list with Chairs/Directors. The college will submit to the university on April 15. Last AY the college received about \$550,000, and so we believe we will receive our requests this year.
- COVID-19 Contingency Plans for Fall 2020 – leadership on campus is planning for several contingencies this fall, including continuing alternate modes of instruction. Testing and other safety criteria will most likely be implemented on campus, such as masks, social distancing, temperature taking, and prescreening questionnaires. As we get closer to fall, we will know which scenario to plan for. Summer will be alternative modality except for the critical lab needs of our Physical Therapy students. Course fees will be suspended, so please work with Michael to document funds that were not spent because of COVID-19.

11:41 am – 11:42 am Updates from Chair/Vice Chair/Chairs Meeting

SPOT evaluations for the semester will be online for the entire university. However, per CFA, faculty will have the option not to include this semester’s evaluations in their RTP dossier.

11:42 am – 12:46 pm CHHS Committee Discussion

The college would like to build better relationships between the various committees to help with the challenges they face.

11:43- 12:15 RTP Committee Chair (Christian Molidor)

Dr. Molidor has chaired the RTP Committee for the last several years. This AY, there were 32 candidates up for review. This is almost double the historical number. It takes a lot of time to review each individual file. The committee suggests granting RTP committee members access to the files in mid-November, so that files would be open to the department, college, and Dean at the same time. This would allow the college committee to fill in basic items ahead of time, such as education, teaching philosophy, etc. They would not complete the review until after the department review was submitted. Working with Interfolio has been fantastic, as it allows members to work from home, on their own time, and over winter break, without needing access to the college conference room.

Issues – there are huge differences in departmental expectations across the college. Some are very specific, while others rely on the college RTP document alone. This is a struggle. Also, the committee is unsure of their role when a department misses something, or information is inaccurate or incomplete. General expectations make it very difficult to evaluate, such as “shows progress”. Even within a department, policies are interpreted differently. Candidates also include an overwhelming amount of supplemental materials. It would be great to standardize these, such as including a standardized table for peer reviewed articles, non-peer reviewed articles, conference presentations, and paper presentations.

Positives – being on the committee gives members a chance to get to know their colleagues throughout the college and is a wonderful way to learn about what others are doing.

The process for the RTP Committee includes the Dean charging the committee with the work and expectations. Christian assigns each member 6-7 cases to create the shell of the evaluation. They review their individual cases first, and then the committee engages in discussion of each file. There is a vote for each candidate. Members cannot vote on their own department but can give feedback in a meeting.

If a faculty goes up for early tenure, they should be prepared to be exceptional in all three areas. It is the candidate’s responsibility to show why they are exceptional. It seems the candidates are not receiving this message.

One suggestion was a standardized document for the narrative section. CLA has a word limit on the narrative. The college could also hold a workshop, or the committee could meet with candidates ahead of time. Some departments have

issues distinguishing between the narrative and the professional data sheet. A complete CV usually has all the information the committee needs.

Grace will spearhead working with the Faculty Council to create clear templates, perhaps institute a word limit, and help clarify the narrative and PDS section. She will start by consulting with the departments. **The FC should consider creating a subcommittee to review the entire RTP process.**

12:15 – 12:25 Research Committee Chair (Robert Schug)

Robert opened up the discussion to questions. If we are staying home, it is difficult to collect data for RSCA. What is the expectation moving forward? The college will count the number of RSCA that were interrupted by COVID-19 and include that in our report. Robert will circulate the report on Research Committee activity and discuss at the next FC meeting. Some things to consider include **a subcommittee to determine how to evaluate 3-unit vs. 6-unit proposals and create a rubric.**

12:25 – 12:41 Professional Leave Committee Chair (Nathan Gerard)

Nathan has now chaired the Research Committee twice. Sandhya shared the Professional Leave/Sabbatical Committee rubric. The committee uses this scoring sheet to review all applications, then recommendations are sent to the Dean. Some areas of typical confusion include methodology, anticipated outcomes, and detailed plans of study (specifically the timeline). Unfortunately, not everyone can receive a sabbatical, so the committee has to make tough decisions. **Items that are submitted for RSCA are not up to the standard of sabbatical requests, as sabbatical requests need to show the necessity of being away from campus. This was the first year that sabbatical applications were collected through Interfolio. Having a scoring sheet available to faculty before they submit would be helpful.**

12:41 pm – 12:46 pm Ongoing Business/Reminders

12:41 - 12:45 Faculty Governance 2020-21

Please encourage your departments to participate in the Faculty Governance elections next time. Natalie will be requesting the Chairs/Directors identify next years representatives so they can be invited to the last spring meetings and a new chair can be elected before the summer break.

12:45 – 12:46 Research Sub Committee

Is anyone interested in serving on the Research Subcommittee? Melissa Bittner and AJ Jadalla volunteered to serve. If anyone else is interested, please email Sandhya.

12:46 pm The meeting was adjourned at 12:46 pm.

Reminders:

None