

# FACC MEETING

October 3, 2016

## MINUTES

PRESENT: Dr. Mark Nook, Bob Hoar, Dr. Joy Honea, Dr. Matt Redinger, Dr. Keith Edgerton, Dr. Ken Miller, Dr. Paul Pope, Dr. Salem Boumediene, Ms. Terrie Iverson

Minutes: By Connie Nelson, Administrative Associate in the Provost Office

Order of Business:

September 9th Minutes approved.

Continuing Issues:

Agenda Item 2-A: MFD/tenure clock policies (individual case discussion).

Joy was in Bozeman and she talked to Pres. Cruzado about the status of the faculty handbook. Pres. Cruzado said they have been approved by everyone on the approval line, she is waiting on another item and once she receives that the whole package it will go to OCHE. January approval anticipated.

- Joy said there is an MSUB case where the individual needs modified duties and the tenure clock needs to be looked at. Keith said a tenure-track faculty member has an infant who has health issues and she will need to be out to attend to the child's needs. This faculty member will need modified duties. Provost approved one live class overload for another faculty member to take the class. Another class would be dealt with as a hybrid.
- Joy said no less than 50% of modified duties to qualify. The CBA states a person can request additional time to extend the tenure clock but when would she need to do the request? The faculty member wants clarification of when she needs to do the formal request. Mark said the request must be in writing to start the process. Before the next AY starts the faculty member needs to make a decision on whether she wants to request a tenure clock change.
- Ample documentation of the timeline is necessary for her tenure application and review. Joy feels the date should be the last contract date for spring or the first contract date for fall.
- Bob feels the request that goes to the members of the chain of command each should have the authority to say no based on the needs of the department. If a faculty member has a health issue and needs modified duties this would be handled at the 'point of time' the request starts with the department chair and goes up the chain.

Decision of the group: Keith will do a draft agreement document on her behalf and submit it to Joy and the FACC group. The group will approve it along with an expiration on last day of spring or faculty due back date in fall, included in the agreement that she must respond with her decision. Connie will send past paperwork on a similar faculty member to Keith.

- Continuing item.

Agenda Item 2-B: Array of ranks and titles sub-committee report.

Paul sent the report to the group via email September 9<sup>th</sup>.

The Adjunct title was the point of discussion which will be a part-time faculty. Research and clinical faculty have variations of duties. Instructor would be limited to vocational faculty associated with City College. Is there more work to be done to this document? Merging unions do we need to be open to bring in CC faculty?

- Mark would like to get the titles/contracts closer together this year.
- Old titles would be grandfathered in.
- Kurt wanted to address the Research Professor title needs in his department. Joy will check with him on this.
- Mark wants to look at the Adjunct language a little closer. Change the language from “not a faculty capacity” to instructional capacity. Also change the ‘not employed by MSUB’.
- Ken asked if he could share the document with COE faculty and the group said yes. Mark wants to put a cover letter with this to help faculty understand what the goal is. Paul will do the cover letter and send it to Joy.
- Bob will send out what the Deans’ comments were on the document.
- Mark thinks this should go to all the faculty for their input.
- Continuing item.

Agenda Item 2-C: Requirement for keeping student evaluations on file.

Questions asked: Gradebooks, syllabi how long do they need to be kept? Would it be possible to get a temp to transcribe the handwritten comments? Do we need to retain the evaluation records?

- The originals no one knows where they go after they are scanned. Joy will ask the admin about this.
- The BOR policy states: Copies of the student evaluations or summaries are to be retained in a file no more than 7 years. The chair is supposed to keep the summaries, per the CBA.
- Digital Measures would automatically load the comments into the individual portfolio.

Decision of the group: Remove the language out of the contract that requires the administrative assistants to transcribe the comments.

- Completed item.

Agenda Item 2D: DRTC membership guidelines:

Some departments do not have enough tenured faculty to serve on the DRTC. Some junior faculty are uncomfortable about other junior faculty evaluating them. Even with fully tenured staff, some tenured faculty may not want to be considered for election to the DRTC. Bob’s

concerned about the large number of outside faculty on the committee, it may impact a junior faculty's tenure chance. College faculty have to be on the committee, stated in the CBA.

Question: Could an administrative person who used to be faculty serve on the DRTC?

Answer: Right now it is 'no' because they are not a member of the faculty association union.

- Completed item.

Continuing Issues 2E: Methods for determining appropriate class sizes.

Question brought to the Senate about what is the appropriate protocol for class sizes. There is no one size fits all policy. The FACC group should discuss this.

- Continuing item.

#### Non-Agenda Item:

Dual credit payment policy. The department admin does the ETF. The policy is a faculty member overseeing 2 faculty members if it is a single prep, single payment; 2 preps two payments. Overseeing 2 different teachers, 2 different places 2 payments. Applies to both campuses. There is an MOU signed December 2014 addressing this. An updated MOU is needed, clarify the points. Put into the CBA. Bob will prepare the MOU.

- Continuing item.

Adjourned: 3:30 p.m.

**Next Meeting:**      October 17, 2016  
                                 2:00 – 3:30 p.m.  
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