

FACC MEETING

December 4, 2017

MINUTES

PRESENT: Dr. Ron Larsen, Dr. Bob Hoar, Dr. Matt Redinger, Dr. Joy Honea, Dr. Keith Edgerton, Dr. Salem Bouemediene, Dr. Kurt Toenjes, Ms. Terrie Iverson

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

Order of Business:

Agenda Item 1: November 20, 2017 Minutes – Approved.

New Issues/Business Before the FACC:

Agenda Item 3A: Faculty performance review materials – Implementation of Digital Measures.

- Joy is proposing to eliminate “one three-inch binder: from the CBA. The faculty are getting conflicting information on what will be required of them submitting a binder and the materials they want to be reviewed for tenure and/or promotion and applicable evaluations for Lecturer, Adjunct, Fixed Term and post-tenure reviews.
- Salem said the COB will print their materials this year to avoid any glitches in the information and electronic submission implementation.
- Bob said the faculty do want to know more and when do they get to participate in Digital Measures, but this was before last week’s faculty meeting that Kurt was in.
- Kurt said communication to the DRTC is at odds with the CBA. The security set up is the faculty owns the data they put in and the University owns the narratives and student evaluations.
- The data that takes the normal path, no additional people would have access to the information that are not open to it right now. Personnel review was on lockdown. Possibly phase in the faculty deadline for full Digital Measures. First year faculty to IT.
- Michael said when you log into Digital Measures the worklist of who has access would be there. Brett is the project manager and he is to communicate with the faculty the updates, timelines and training dates. Michael will talk to Brett and pass on the concerns.
- The DRTC guidelines will have to be updated. The Provost will have to approve the changes. The contract will have to be changed, updated to incorporate the new guidelines.
- Discussion about the different aspects of what should be submitted and how much information is to be submitted. Bob said the electronic format is more accommodating than the paper copies submitted in a binder.

- Ron said a transition plan needs to be forthcoming, a reasonable time period for planning and implementing.
- Continuing item.

Agenda Item 3B: Revision and standardization of student course evaluation instruments.

- Joy met with Vern Gagnon and they were looking at all the different instruments across both campuses. They agreed to draft something both liked to use universally on both campuses.
- Continuing item.

Continuing Issues:

Agenda Item 2E: Summer teaching compensation proposals.

- Bob passed out two handouts and he described the statistics and their meaning. There are two approaches to faculty compensation with enrollment.
 - Prorating and a set salary. One looks at the class enrollment and the other looks at the individual credits and the revenue it generates.
 - The second handout gives another look at the revenue generated per credit hour and rank of the instructor. The more you teach, the more you make. There is a couple of parameters needed, a cutoff date for when to allow the class to run or cancel it. Will the faculty member teach it for a \$\$ amount based on the enrollment or set the salary beforehand which may be slightly off on the number enrolled.
- Kurt likes the first option because enrollments tend to go up rather than down. Joy agrees.
- Bob said a staggered start date is needed for the 3 summer sessions and there should be enough lead time for students to adjust their schedules if the class gets canceled.
- The faculty member commits to teach the class and the salary is agreed to at that time. A minimum number of student credit hours will have to be adhered to because of the minimum wage pay scale.
- The cutoff date window has to be established.
- A census needs to be taken on the first day of class and this will lock in the enrollment and pay. The Budget Office will be able to calculate this if given the table.
- Joy said the vote was unanimously for this.
 - Joy, Kurt & Keith think model one is best.
- Joy and Bob will put together an announcement to the faculty. Keith suggested using part of the handout and have a firm deadline on running the course. This shifts the power and decision to the faculty and students.
- Ron said put in a firm minimum and maximum in the communication.

- There should be a disclaimer line for some courses that the Provost has the discretion to override the cap. The Dean's would know which courses are critical for some students and the funds would be supplemented with discretionary funds by Bob.
 - Michael said he, Joann, Cheri would need to collaborate on enrollment dates and deadlines.
 - Deadline should be May 1st, agreed to by everyone for all summer sessions for whether or not to run or cancel a class.
- Joy said the faculty want to know what the average salary they would be getting but no calculations included.
- Joy & Bob will circulate a draft to the group and then send out a first reading before the end of the semester. The second reading when faculty return in January. Bob said this is enough time to implement the policy before May.
- A spring back to school faculty meeting is being discussed by Bob & Matt. Do an initiative focused event.
- Joy will send out a union member invitation to discuss the model agreed to in the group if no other event is scheduled. This would either way give the faculty more exposure to this and the opportunity to ask questions. This will also give the faculty an early opt in to teach courses in the summer.
- Kurt said if this model was used he would ask his faculty to make a commitment and decision before summer.
- Continuing item.

Adjourned: 3:37 p.m.

Next Meeting: December 20, 2017
 2:00 – 3:30 p.m.
 CCR