**Committee on Faculty Affairs Minutes  
November 13, 2013**

Present: C. Alves, E.. Borland, S. Carroll, J. Glynn, W. Keep, R. Morin (Chair),   
J. Row, D. Shaw, J. Stauff, K. Tillett (for G. Pogue),V. Tucci, P. Wiita

Absent: S. Schreiner

Excused: R. McMahan

Minutes: The minutes of October 23, 2013 were approved as submitted.

Next Meeting: There will be no meeting on Nov. 27 (day before Thanksgiving) and because of final examination schedule conflicting with the December 11 meeting date, the December meeting will be held on December 9, a reading day.

New Business: MUSE RFP has not been approved through governance as the SOSA RPF has been. Instead Steering decided in Spring 2013 that the Faculty-Student Collaboration Awards Committee, a subcommittee of the FSCPC, (Faculty Student Collaboration Program Council) would handle the RFP. With the issuance of the Qualtrics survey on the logistics of the MUSE program questions were raised by faculty about the MUSE processes, the distribution of funds, and a perceived lack of MUSE reviewers being able to understand research in divergent disciplines.

Ongoing Business:

1. Professional Behavior (Schreiner, Carroll and Stauff)

Recommendation from CFA (Morin) to Provost requesting that Human Resources draft   
 preliminary policy and then CFA will review, was accepted.

1. Appeals/Student Complaints (Carroll)

Steering has dropped the student complaint appeal charge for CFA consideration. CFA   
 received a copy of a memo to CAP from Steering clearly stating that this was no longer a   
 CFA charge.

1. Use of Student Feedback Forms in special circumstances  
   The current student feedback process is detailed in the Procedures for Collecting Student Feedback on Teaching and in MOA 64 for regularly scheduled courses. However, what is, or is not, a regularly scheduled course is not defined in these documents. A list, defining what are “not” regularly scheduled courses, does appear in MOA 62. These are courses in which enrollment may be too low to ensure anonymity of student feedback forms, or non-traditional courses where the questions on standard student feedback forms may be irrelevant or not applicable. This MOA 62 list has been combined with specific CFA recommendations and sent to Steering with recommendations that MOA64 and the Procedure for Collecting Student feedback on Teaching be modified accordingly. An Open Forum is scheduled before the Nov. 20 Faculty Senate meeting.
2. Modification of Duties and Tenure Delay (Schreiner, Alves, Tucci)   
   General Counsel is working on timeline for delay process, in particular when Board of Trustees could schedule a review of the recommendations resulting from tenure delay process.
3. Recording of Lectures (Schreiner, McMahon, Carroll)

The language under B.III.2 was changed to:

Instructors may permit a Recorder to make a Class Recording for an Authorized Student. Alternatively, instructors who prefer to make a recording themselves may do so, and make it accessible to the student(s), for example through library media reserves, or any other mechanism that does not require the creation of additional infrastructure. While recognizing that, in accordance with the College Absence Policy, students are expected to attend class and complete assignments as scheduled, to avoid outside conflicts (if possible), and to enroll only in those classes that they can expect to attend on a regular basis. Instructors are typically encouraged to permit a Recorder to make a Class Recording for an Authorized Student in the event of the Authorized Student's approved absence, such as for illness, injury, death in the family, observance of religious holidays, sanctioned participation in certain College events, or other similarly compelling reasons. It is expected that any recording made by an authorized student will be destroyed after the posting of the student’s final grade. An Open Forum is scheduled before the Nov. 20 Faculty Senate meeting.

1. Faculty Reassigned Time (Carroll, Alves, Keep, Borland, Shaw)   
   Nothing new to report.
2. Reappointment/Promotion Document subcommittee (Morin, Tucci, Stauff, Keep, Borland, Wiita)

A special sub-committee meeting was devoted to reviewing the issues around service. A   
 recommendation was made at this meeting to compile examples of service from the   
 applications of successful candidates for promotion over the last five years. CFA will   
 request faculty who were promoted to send us the relevant portion of their application.   
 Working on this sub-committee recommendation, Borland collected data on the   
 applications from the minutes of the Board of Trustees’ minutes, and reported to the   
 entire CFA. There were 100 applications (71 for associate professor, 26 for full   
 professor, and 3 for librarians). Discussion followed on how to handle the data including   
 limiting to 3 instead of 5 years, reviewing all the applications for full professor and a   
 random sample of the applications for associate professor. Also discussed were the   
 types of services, i.e., departmental, college-wide, professional and community and   
 whether professional and community should be combined into off-campus service.

Respectfully submitted,

Val Tucci