Faculty Standards and Practices Committee
Meeting Minutes December 1, 2011

12:30 p.m., Room 841

Present: Dan Clemens, Marci Sanchez, Rhue Bruggman, Bob Freschi, Donna Geiger, Nadine Wade-Gravett

Called to order: 12:35 PM

1.0 Adoption of Agenda, msp

2.0 Approval of Minutes for September 29, msp
(Note: November 3 meeting was cancelled due to lack of a quorum)

3.0 Information Items

3.1 Minor change to full-time hiring procedures document
   -Specify that the Cabinet determines the need for Counseling and
     instructional faculty positions separately.
   -Instruction Council has determined needs in both areas together in
     the past. This change will make positions equitable in Student
     Services.
   -Language will be updated.

3.2 Non-approval of emeritus e-mail accounts
   -History – Administration currently does not grant campus-based
     email addresses to emeritus faculty. Our committee and the Academic
     Senate have proposed options of either a 2 year policy with the option
     to renew for another 2 years or a 4 year maximum use of a campus-
     based email address.
   -These options have been denied.
   -Discussion points:
     *Students need to contact faculty members to ask for letters of
     recommendation, sometimes years later
     *Departments and divisions sometimes want to contact retired
     faculty to learn the history of policies and past practices
     *Can we propose creating a page off of the Academic Senate
     web page with personal emails? Or link a page off of each
     division/department site? The senate is working with Sue
     Nelson on this.
     *Could a professional social networking site like LinkedIn be
     an option?
   -Our committee is responsible for updating the form. Direction will
     come from the administration.

4.0 Discussion Items

4.1 Meeting schedule for Spring 2012
The first Thursday of each month still seems to work best for everyone. 2/2, 3/1, 4/5, 5/3

4.2 Report on research on part-time faculty titles at other institutions
-Rhue researched this topic for us.
-No consistency among colleges in CA, or even our most local schools (Solano, Marin or DVC).
-Titles include: Adjunct, Part-Time, Assistant or just Part-Time Instructor if a title was listed at all
-After some discussion we have decided to drop the issue
-Are there other ways to make part-time faculty feel more valued?
  *Ask Linda Mallet, the part-time representative on the Faculty Association board. Perhaps the union can give more input.

4.3 Process and timeline for faculty hiring committee pools
-Current practice: AS president sends an email to all faculty asking for volunteers to serve on committees. Then s/he appoints those volunteers. HR confirms that diversity goals on committees are met.
-We propose moving to a “jury duty” style of service on hiring committees (unless members are considered the discipline experts and must serve on certain committees). All faculty will be trained and available by a certain date (e.g. September 2012) when this policy goes into effect.
  *When the faculty member name comes up to serve, s/he can refuse once. But then remains at the top of the list for the next committee.
  *Once a faculty member has served on a committee, his/her name goes to the bottom of the list.
-This proposal hopes to increase representation on committees and not rely on the same group of faculty members that frequently volunteer. We want to share the workload and time commitment for these committees as well.
-Questions to address:
  *Can Flex Days offer hiring training?
  *Are there consequences for not adhering to the policy?
  *Who will manage the list? AS secretary?
  *Who will manage and approve the exemption requests?
  *How will summer hiring committees work?
-Marci will summarize the timeline proposal

4.4 Part-time faculty hiring document
-Increase the pools for each division/department
-Specify how the policy can help meet diversity goals
-Remain somewhat flexible based on need and timeline for each department/division
-Schedule an additional special meeting dedicated to this topic on 12/14 or 12/15. Dan will email with more details.

5.0 Adjourn 1:20 PM