

**Faculty Business Committee**  
August 9, 2018  
2:30 – 3:15 pm, Room 836

**Draft Minutes – PROPOSED**

**Present:** F. Smyle (chair), J. Amato,

**Absent:** Maria Villagomez (co-chair)

**1. Welcome**

**2. Announcements**

This committee is held the 3<sup>rd</sup> Tuesday of each month from 12:30 – 1:20 p.m. and currently meets in Bldg. 800, Rm. 875. Faculty and campus constituent groups can be referred to the Faculty Business page for all information relevant to the charge of this committee, committee membership, minutes, agendas and supporting documents.

**3. Public Comment**

None

**4. Adoption of the Agenda**

MSP to adopt the agenda

**5. Approval of Minutes:** May 15, 2018

**6. Information item/update**

**6.1 Meeting schedule reminder, updated committee members**

The FBC meeting schedule is located on the Senate’s meeting calendar. This semester’s future dates are Aug. 28<sup>th</sup>, Sept. 18<sup>th</sup>, Oct. 16<sup>th</sup> and Nov. 20<sup>th</sup>. The updated committee membership list is available on the FBC page. May Jong (ARAH), Maricel Ignacio (Counseling), Eric Martinez (Counseling), Christine Palella-Pruitt (LADS) and Jessica Amato (SOCS) are new voting members/division representative. Rafael Monzo is the Student Representative.

**6.2 Distance Education Plan – Gillis**

FBC faculty reps. need to discuss with their divisions some updates pertaining to a standardized look and functionality for Canvas improvements. For example, do faculty want the same “Front Page” for all Canvas Course or the ability to customize? Cathy is heading up the Distance Ed. Plan as the driver for evaluating online courses. This DE Plan is going to be need Senate approval. Cathy is also going to continue offering trainings for faculty.

**6.3 Faculty Hiring Procedure – Quealy**

Erin is working with Charro Albaron on the faculty hiring procedure. She needs input from Human Resources before bringing the Faculty Hiring procedure back to FBC for

a vote. There are legal pieces that need to be reviewed in the document. Improvements are hopefully going to help streamline the process.

#### **6.4 PT Evaluation Process – Smyle**

Faye and Amanda have been working on this document in consultation with the Office of Academic Affairs to address concerns and to add more clarity around this process. Faye will send the PT Evaluation process out to all faculty for feedback via email. The process of updating this has been ongoing for a while and needs finality to make it a usable document for the evaluations of part time faculty this fall.

#### **6.5 Board Policies - Smyle**

Priorities have been set for board policies that are to be reviewed and updated this year. More to come of which policies FBC will be reviewing this fall and spring.

#### **6.6 Task assignments and deadlines – Smyle**

Individual FBC member task assignments will be distributed by Faye soon and are to be determined by Faye and Maria Villagomez as FBC co-chairs.

### **7. Action Item**

#### **7.1 Assign Assistant Chair**

The role of the Asst. Chair is to drive the meeting in the Chair's absence. Faye asked for volunteers for this position. Jessica Amato nominated herself. MSP by FBC.

### **8. Future Agenda Items**

Distance Education Plan, Faculty Hiring Procedure, PT evaluation process  
Faye mentioned the AS Pilot Structure will be discussed at Senate Exec. Committee. FBC members asked if this would be a committee-specific discussion we could also have. FBC Workgroups will include Faculty Emeritus, Equivalencies, Sabbatical, and Faye and Stacey have also discussed adding a Professional Development Workgroup. Next meeting will occur on August 28<sup>th</sup>.

### **9. Adjourn**

MSP to adjourn