



## **Faculty Business Committee**

September 19, 2017

12:30 – 1:20 pm

Room 875

### **Minutes**

**Present:** Jessica Amato, Marcos Coronado, Wayne Fortier, Cathy Gillis, Roberto Gonzalez, Joshua Hanson, Molly Hodgins, Stacey Howard, Brian Larsen, Kelly McCann, Sean McCann, Robert Miller, Tracy Nunley, Erin Quealy, Scott Rose, Hope Scott, Alysia Thomas, Jeff Wachsmuth

**Absent:** Marcos Coronado, Donna Geiger, Michael Rayford, Scott Rose, Maria Villagomez (exc), Eric Wade (exc)

#### **1. Welcome**

- The meeting was called to order at 12:34 pm.

#### **2. Announcements and Public Comment**

- None

#### **3. Adoption of Agenda**

- The agenda was adopted as presented.

#### **4. Approval of Minutes**

- The minutes of August 10, 2017 were adopted as presented.

#### **5. Information Item**

##### **5.1. Review Committee Charge and Membership**

- Reminder that this is a pilot project, aspects of which can be changed. Input of members is welcome.
- The charge of the committee was reviewed. S. McCann noted that Administration of Justice is in the Division of Social Science.

##### **5.2. Review Committee Webpage**

- Resources on the webpage were reviewed.

#### **6. Discussion Items**

##### **6.1. Document on Communication Chain**

- The communication and campus feedback chain between the committee, campus constituent groups and the senate was reviewed. Faculty lead will collect and



compile constituent responses, and maintain current draft of any documents to avoid document confusion.

## **6.2. Review Board Policy Timeline and Guidelines**

- Some policies and documents will be easier to complete than others, for example, the policy on Sabbaticals will need to be adjusted to reflect the language in the new Faculty Association contract.
- Proposed policies and regulations will be approved by the committee and then move to Senate for approval. 10+1 items will then go to Mutual Agreement.
- Copyright and Intellectual Property policies are nearly finished and will go to Business in November.
- Distance Ed plan will be revised and presented in sections.
- The faculty hiring process should be completed in fall 2017 for use during spring 2018.
- PT Evaluation and re-hire rights are needed for fall 2018.

## **6.3. Distance Education**

- This committee has become a workgroup. C. Gillis and J. Amato will continue to attend and work on the Distance Ed Plan.
- Includes work on faculty training, infrastructure, etc.

## **6.4. Organization of Parent Committee and Workgroups**

- Workgroups will do their work between parent committee meetings.
- Reviewed assignments to each task and workgroup. Professional Development committee becomes a workgroup. Working on spring Flex Day agenda and speakers. Work on Fall Flex Day agenda needs to be done.
- The Staff Development Committee will remain a committee, as required by law, and its role on campus is being worked out. A professional development team will oversee approval of grants.
- B. Larsen and R. Gonzalez will be leads for board policies.

## **7. Action Items**

### **7.1. Approval of Board Policy Timeline**

- MSP

### **7.2. Moving forward on Distance Education Handbook/Guidelines**

- MSP

## **8. Adjourn**

- The meeting was adjourned at 1:16 pm.

Future meeting dates: October 17, November 21