

Faculty Policies Committee
Minutes of the Meeting of October 7, 2015
Approved: October 21, 2015

Call to Order:

The Chair called the meeting to order at 1:05pm

Roll Call:

Roll was taken

Voting Members Present: Cyrenne, Holl, Lee, Rechs, Smith, Wang

Absent: Boulgarides, Grushkin, Kochis, Monical, Ozcelik

Non-Voting/Ex-Officio Members Present: Honeycutt

Absent: Allain, Bowie

Open Forum

One item discussed was the role of the Dean compared to Dept. Chair when a Faculty member decides to bypass the Chair for a decision normally made at the Chair level.

As a comment to President Nelson's Oct. 5 Update, concern was voiced over how far a student may interrupt a planned lecture...if can it be to the point of causing deviation to the lecture schedule as outlined in the published syllabus. Reference to the Faculty Responsibilities to Students in the Instructional Environment, subsection C, was made, where such discussion by students should be respectful and reasoned.

There was a question if there was a place where all Emeritus Faculty were listed as in the back of the printed catalog.

Approval of the Agenda: The agenda was unanimously approved as amended, with the Department/Division Chair Policy discussion moved forward to item 9.

Approval of the Minutes: The approval of the minutes of September 16, 2015, was postponed until the next meeting on Oct. 21, to allow members time to read them (the original link did not work correctly).

Emeritus Status Policy

The committee moved (Rechs) and seconded (Lee) and approved to incorporate the changes recommended by President Gonzalez on June 17, 2015, in order to expedite enacting the policy. The amended policy will be forwarded to the Executive Committee.

Department/Division Chair Policy

The original policy was effective Nov. 9, 1989. Although additional letters were written by President Donald Gerth that amended the policy (PM 89-14) and changed the delegation of authority (PM 96-08), these were not incorporated into the body of the policy. The FPC has

been charged to consolidate the policy with the letters and examine if any additional changes should be made. The potential revisions will be discussed at the next meeting on Oct. 21.

Faculty Responsibilities to Students in the Instructional Environment Policy

The committee recommended changes as follows:

f. Faculty will not schedule tests or assign additional work, beyond what has already been designated in the course syllabus, during the week prior to final examinations of each semester, **in accordance with the Last Week of Instruction Policy [UML10000.htm]**. ~~Faculty may not schedule final examinations during the last week of instruction without the prior approval of the Provost.~~

g. Faculty will make reasonable effort to enable graduating seniors to have the right to complete all requirements for a course before the Commencement ceremonies.

...

j. ~~The minimum number of on-campus office hours for student conferences will be posted and adhered to.~~ **Faculty will adhere to the Faculty Office Hours Policy [UMF04360.htm].**

...

l. Faculty will provide students with an opportunity in a timely fashion to review and discuss any graded examinations, papers, and other assignments, ~~so that students may make informed decisions based on the feedback received.~~

The amended policy will be forwarded to the Executive Committee.

Faculty Office Hours Policy

The committee recommended changes as follows:

~~Full-time~~ **Faculty with full-time appointments** are required to schedule three (3) office hours each week plus the opportunity for students and colleagues to make appointments **(regardless of assigned time). The methods of holding office hours shall be determined by department policy. Office hours shall be stated in course syllabi and be made available through the department office.**

[For faculty with less than full-time appointments, this policy has been interpreted as requiring 45 minutes of scheduled office hours each week for each three (3) units of instructional assignment, **not to exceed three (3) hours per week.**]

The amended policy will be forwarded to the Executive Committee.

Adjourned 2:35pm