CAS Executive Committee Meeting Minutes  
12/12/14

Attendance: Jean Ippolito, James Ziegler, Tracy Wiegner, Michael Peterson, Jan Ray, Chris Lauer, Doug Mikkelson, Yoshiko Fukushima, Mazen Hamad, Randy Hirokawa, Kathy Commendador, Linc Gotshalk

1. There were a few corrections to the previous meeting minutes. Jean will correct them before posting.

2. CRC – Chris Lauer.
   There were a few more proposals received from Kinesiology and he was able to move them forward. Then he is done for this year.
   The grad council is just finishing the grad level proposals

APC – report
Everyone agreed that the revised charter is ok, so the next step is to send it out for a vote. There was discussion on how to do this, paper ballots that are anonymous, or electronically using Survey Monkey. It was decided that electronically is best. There needs to be at least a 51% quorum by faculty vote. If there is less than 51% then the CAS executive committee can decide. The target is January.

Michael Peterson volunteered to set up a system with Survey Monkey. He will email the link to Jean and she will send out to the faculty with an attachment of the charter. The faculty need to only vote yes or no for it. It is hoped that Survey Monkey can also total the votes.

CAS Senate Executive Committee Chair Report - Jean Ippolito
1. There were three curriculum motions presented at Congress and all three passed (fast track for minor changes, Registrar’s office involved early in the curriculum review process, hiring for a curriculum coordinator.

2. Online lab discussions were introduced to Faculty Congress by William Mautz. The motion for identifying on-line labs was forwarded to the All-Campus Faculty Senate. All campuses need to review. There was some negative feedback, but the main concern is that by labeling the online classes that they would be considered of less value than face to face.

3. Old business
   A. The policy for teacher/student relationships and its feedback was discussed. This was sent out for review and there was mixed feedback. There were 8 for it, and 7 thought it is a good idea but needs to be reworded, especially for those married and want to take a class. Some rewording was done by Jean in response to Amy Greg’s request to include both sex and gender. It was noted that intersex was important, as it is part of the population.
Some input was that the policy is too general and it does not designate any consequences. Some felt that if there is a policy, then consequences should be stated. This has to be from the Union. The decision was made that this should be moved to Faculty Congress. The vote was unanimous (12/0) to move it on.

B. There was discussion about the conversion of an instructor converting to an assistant professor, then associate professor without a national search. In the Faculty Executive Committee for the Congress, Jan Ray said that Seri told them that there are policies and guidelines in place that can convert instructors to professors without a search. She is to forward this to Jan Ray who has not received it. Jan Ray will follow up. Randy brought a policy that appears to say that if there is shown continuous evidence of the need for a temporary position for more than 7 years it should be converted to a permanent position. It doesn’t say anything about an instructor. Randy cannot find anything in the UHPA contract regarding this policy. It was explained by Jan Ray that it is difficult to find policies that are system policies due to how they are formatted in the tabulation system within the university.

4. CAS APC – Yoshiko Fukushima
A. In liberal studies when a faculty customizes a degree program for a student, they should become the advisor. It is noted that this is not noted in STAR and the student will be assigned a different advisor. Susan Brown was called in to the meeting and she agrees that the mentor who initially helped the student should become the advisor. There was specific discussion about Women’s Studies and that the instructor should be the advisor. It was felt that instructors could be advisors. She will work on this.
Susan Brown also noted that she has been bogged down with 1000 course mod forms that she hopes to curtail to smaller numbers in the future.

B. Also noted was the fact that instructors teach 4 classes and should not have to do service, but sometimes they do it anyway. So, the question arose, if they were doing service on top of teaching the 4 classes could they demand payment for this?

C. The interim Registrar, Chelsea Kay-Wong is following the policies and deadlines already in place by the Registrar’s Office. Chelsea responds readily to faculty requests, but we should respect the policies and deadlines already in place.

D. Related to the application for liberal studies: the application needs to be revised. It was felt that as the coordinator of liberal students Yoshiko Fukushima could work on this. She will send the draft to CAS Senate Exec. first, and then to Susan Brown.

5. Fifth Year Review – Jan Ray
This is basically a post tenure review and it will start Fall 2015. Jan Ray is tasked with helping departments design their criteria for this review. This existed previously, but there was a breakdown in enforcing it. The Vice Chancellor has been compelled to resume this, however, there are no guidelines in place. Will it be in the form of another dossier or will it be a CV? These were some questions. Nursing has started to work on their review process by formulating a checklist with points. A review process is required
by their accreditation. Some faculty felt there should be some type of merit award system if you are someone who has done a lot of work post tenure. Also some faculty pointed out that if you are not successful in your fifth year review then you will get money for faculty development, but if you are successful you don’t receive anything. (Sort of a negative reinforcement.) Some felt that specific criteria should be in place at the beginning of the faculty’s career. It is difficult because specific criteria have not been set up. If a department is very small (ie 4 people with different disciplines) then they should not make the criteria. Criteria should be set by the Division.