

Committee on Faculty Affairs
Minutes (prepared by Gary Dickinson)
May 11, 2022

Present: Tim Clydesdale, Linda Dempf, Gary Dickinson, Christopher Fisher, Brenda Ghitulescu, Lakshmi Gurram, Lisa LaJevic, John Marshall, Amanda Norvell, Monisha Pulimood, Susan Ryan, Michael Smith

Excused: Carolina Marques-Borges (On leave); Manish Paliwal

Absent: None

1. Minutes from April 27, 2022 meeting approved with minor revisions.
2. Revised DS's from SELL (April 20, 2022) and Communication Studies (May 9, 2022) were received, both accompanied with memos outlining changes made in response to CFA's comments. Both revised DS's were reviewed by CFA members prior to the meeting. CFA provisionally approved the DS for both departments, pending minor edits (to be sent to the departments by Fisher immediately following the CFA meeting).
3. Assessment of Advising. The working group drafted a revised recommendation based on comments received during open forums (Faculty Senate, Staff Senate, and Student Government) and through a Qualtrics survey (distributed to faculty, staff, and students). The final recommendation was reviewed by CFA members prior to the meeting. LaJevic motioned to approve the revised recommendation and submit the final recommendation to Steering. Clydesdale seconded the motion and the motion carried with unanimous approval from the committee.
4. Undergraduate Advising Policies and Practices Charge. A preliminary recommendation on this policy was distributed to faculty, staff, and students for written comments on May 4, 2022 and the survey remained open for feedback through May 11, 2022. While the majority of responses were in favor of the preliminary recommendations, a number of concerns were reported that CFA had not considered. After further discussion, CFA members agreed that this recommendation should be tabled until the Fall 2022 semester to enable more in-dept discussion and additional community feedback.

5. Copyrighted Materials Policy. CFA has reviewed the policy and suggested minor revisions. Drafting of a preliminary recommendation will occur in Fall 2022, and written feedback from the campus community will be solicited at that time.
6. Student Feedback Charge. CFA presented the preliminary recommendation at the April 6, 2022 senate meeting and at the Student Government Association meeting on April 13, 2022. A Qualtrics survey for written feedback was provided to faculty and students (open for comment April 4–22, 2022). Feedback on the preliminary recommendation was also provided by Associate Provost Murphy. The response rate for this recommendation was very low (16 responses). Given the importance of the Student Feedback process in tenure and promotion processes, the working group is not comfortable moving the recommendation forward with the low response rate. The working will aim to seek feedback from the campus community again in Fall 2022.
7. Completed items for 2021-2022 academic year. 1) Financial Conflicts of Interest Policy; 2) Retention of Student Work Policy; 3) SOSA Final Recommendation; 5) Revised RPD Service Requirements Final Recommendation; 6) Assessment of Advising Final Recommendation; 7) Approved DS for BME, SELL, Communication Studies; Memos with requested revisions on DS sent to 5 other departments; 8) MOA #128/139 Compliance Documents for 9 faculty members in 5 departments.
8. Continuing Charges and Tasks for 2022-2023 academic year. 1) Undergraduate Advising Policies and Practices Policy; 2) Copyrighted Materials Use Policy; 3) Student Feedback Charge; 4) Approval of DS for 6 departments (waiting on initial DS submission from 1 and revised DS submission for 5).

Adjourn 2:50 pm.