

MINUTES OF THE UNIVERSITY FACULTY AFFAIRS COMMITTEE

April 12, 2017

4:05-4:50 pm

Present: Courtney Clayton, Miriam Liss (acting chair), Lou Martinette, Marie McAllister (secretary). Absent: Angela Pitts, Bob Greene. Guests: Ken Machande, incoming UFC Chair, Anand Rao, UFC Chair

I. MINUTES

The minutes of March 15 were approved, and a revised order of business for the day was adopted.

II. NEW BUSINESS

1. Tentative Agenda for 2017-2018

A tentative agenda for next year, as requested by the UFC, has been posted on the UFC web site. It needs an addition referred to the UFAC by the UFC at its last meeting: development of a policy on student recording of courses.

Ken Machande noted that the UFAC will also need to prepare motions whereby the Workload Task Force's recommendations (excepting those that are already in effect) could be implemented. Examples might include banking internships and individual studies or offering course reductions for junior faculty. The committee agreed to add this to our tentative agenda.

Anand Rao reports that clarifying policy on unpaid leaves of absence is less urgent than other items on the tentative agenda. He suggests that the UFAC create a timeline for the largest projects and approach the UFC to recruit volunteers for UFAC subcommittees that will work on these issues. Miriam and Ken will coordinate on this in time for it to be on the agenda of the UFC's August organizational meeting. The committee thanked Ken and Anand for attending.

2. Representation at the next CAC meeting: No member is currently free to attend the next meeting of the CAC, at which representatives will discuss the motion on student evaluations forwarded to the UFC at its last meeting. Marie will see if Deborah Schleef, the author of the original motion, can attend.

3. Election of officers: Miriam Liss and Marie McAllister will serve as chair and secretary respectively.

4. Facilitation of 2017-18 business: The UFAC will aim to meet three weeks before each UFC meeting. Miriam will create a shared Dropbox folder to collect committee documents not already on the UFC website (e.g., agendas, unapproved minutes). The chair shall be responsible for proposing meeting dates and locations, preparing meeting agendas, attending UFC meetings when we have a motion under consideration, and serving as chief contact between the committee and the rest of the University. The secretary shall be responsible for taking minutes, posting approved minutes and meeting notices to the UFC web site, and forwarding minutes and motions

to the UFC chair.

5. Recognition of departing members: The service of Lou Martinette and Angela Pitts was gratefully acknowledged, with particular plaudits for Angela Pitts's work as chair.

6. Planning for possible subcommittees

Members agreed that we will need to ask the UFC to help us find volunteers for a subcommittee on faculty evaluation. This committee should also at least consider whether the student course evaluation instrument is due for revision. It was noted that valuable resources for the work of this subcommittee would include faculty in Education with evaluation expertise; AAUP chair Craig Vasey, who has recently been part of a group researching student evaluations; and Debra Schleef. Two documents mentioned in the 3/15/17 minutes should be consulted, "Changing Practices in Faculty Evaluation: Can Better Evaluation Make a Difference?" by J. Elizabeth Miller and Peter Seldin (*Academe*, 2014) and "Good Practice in Tenure Evaluation: Advice for Tenured Faculty, Department Chairs, and Academic Administrators" (American Council on Education, American Association of University Professors, and United Educators Insurance Risk Retention Group, 2000).

Members agreed that it was almost certainly too much to examine faculty workload other than teaching in the same year. We agreed on two immediate actions, however:

a) Miriam will contact the head of the Workload Task Force to make sure we have a record of what issues were raised before the focus of that committee was narrowed to teaching workload.

b) Marie will research the appropriate venue in case we decide to craft a motion proposing that, to protect untenured faculty from potential reprisal, department/college Outcome Assessment Coordinators should be tenured.

III. OLD BUSINESS

1. Adjunct and contingent faculty welfare: Tabled pending further research; Marie will report at our August meeting.