**Draft Minutes**

**College of Liberal Arts Faculty Council Meeting**

**Meeting 5, February 11, 2015**

Attendance: Suzanne Dallman, Misty Jaffe, Lynda McCroskey, Chris Karodjov, David Wallace, Sophia Pandya, Hyowon Ban, Antonia Garcia-Orozco, Yutian (Kate) Chen, Jim Miles, Dustin Thoman, Mari Correa-Chavez, Francisca Gonzalez Flores, Enrico Vettore, Heather Stephens, Ragan Fox, Margaret Kuo, Charles Ponce de Leon, Cora Goldstein, Barbara LeMaster, Gwen Shaffer, Craig Stone, Dan O’Connor, Caitlin, Fouratt, Teri Yamada, Isabella Lanza, Ebony Utley, Araceli Esparza, LaRese Hubbard, Carol Zitzer- Comfort, Jeff Blutinger, Bill Mohr

1. Call to Order 3:35pm.
2. Approval of Agenda 3:36pm. Motion to change Agenda order (Wallace, 1st; McCroskey 2nd) Approved unanimously.
3. Approval of minutes for Meeting #4 December 10, 2014 (with correction to spelling of Carol Zitzer-Comfort’s name). Accepted by acclaim.
4. Reports
5. Faculty Executive Committee: Chair’s Report (Jaffe):
   1. RSCA guidelines following the FC votes have been implemented and RSCA call has gone out
   2. Scholarly Intersection deadline is February 13, 2014
   3. Jaffe provided a handout (attached to minutes) of the appointment process for Associate Deans and the three possible scenarios for the timing of the search for a permanent Associate Dean to replace Mark Wiley.
   4. Retreat (March 6) and theme (strategic planning) announced, as well as President Conoley's agreeing to attend.
6. Dean’s Report: Dean Wallace outlined the appointment process and rationale so far:
   1. Associate Dean Appointment: Dan O'Connor appointed Acting in Jan 2015:
      1. His tasks (was ½-time acting Associate Dean) –now full time and deals with personnel and curriculum, however, Associate Dean Amy Bippus is in charge of graduate curriculum matters.
      2. Dan O’Connor will take charge of all other tasks previously assigned to Mark Wiley.
      3. What is difference between “Acting” and “Interim” Associate Dean title? Essentially that interim allows for previous holder of position to return to the position, while acting position is determined in consultation with the CLA Faculty Council
   2. “Acting” was an option because the *goal* was to take time to fill position with the right person. After consulting with the college community, there was no clear person. He is in favor of Option #3 (on attached handout). Option #3 allows (1) time to sort out duties for the job (does not believe a job description can be ready until Fall 2015), and (2) Associate Dean searches tend to be primarily internal and regional candidates, not national, and we want the strongest pool from which to choose. Therefore, waiting for Summer 2016 start date will meet the goal to run only one search.

Questions and comments from the floor were taken:

Question/Statement (McCroskey): Is the idea then to retain Dan O’Connor as “acting” Associate Dean through at least Fall 2015? (yes)

Question/Statement (Jaffe): What is Dan’s status? (DW: Associate Professor in Education with retreat rights to Liberal Studies.) Is he eligible to stand for full professor? (DW: As an Associate Professor, Dan will not be qualified to evaluate promotions to Full, but the job is primarily to oversee the administrative side of the RTP process, not the evaluations themselves)

Statement/Question (Karadjov) Envisioning that help from the FC to draft the position is requested. What are the steps or types of input you (Dean Wallace) want from the FC? (DW: (1) How does the office/position work, (2) department chairs will provide input, and (3) when ready the draft will be brought to FC, and then will work closely with the search committee.)

Question: Who benefits from a delay? (DW: Late Fall 2015, the likely pool of internal candidates will be stronger

Question (Jaffe): Could you clarify the disadvantage of Scenario #2? (DW: Scenarios #2 and #3 are not too different, practicality is that getting a candidate to take job and transition mid-semester is problematic.)

Question (Mohr): When does the search committee do bulk of work? (DW: Elect search committee early Fall, receive and review in Fall, interview early)

Question (FC): Why Dan O’Connor? (DW: As Chair of the Academic Senate, he has specific skills, knowledge of the University, policy issues…)

Motion to interview Dan O’Connor 3/11/2015, with his LOI and CV distributed in advance to FC (1st Pandya, 2nd FC member). Motion passes (2 nays, no abstentions).

(IV. continued)

V. PR Committee Report: The link will be on website for Map A—links to activities

VII. New Business: Election of 5th member of the Executive Committee to replace Jenn Reed. Craig Stone volunteers, MccCroskey 2nds  nomination for Craig to serve out the 2014-15term. Passes by acclaim

VII. (Time Certain) RTP Policy Amendment (indicated in bold text below) to section 3.8.1 is addressed, to align the RTP policy with the DEC 10 vote on the issue of RTP membership as addressed in the Constitution (no new vote, since vote already taken)

* 1. Current language in the RTP document (3.8.1.f) "There shall be no more than one faculty member from any one academic area" to be replaced with "**In the event that the committee cannot be fully populated with members who are all from different academic areas, up to two faculty members may be elected from the same academic area, so long as they are at different ranks.**
  2. RTP Policy sectio**n** 3.8.3 : NEW letter "c" proposed (as indicated below in bold text)

Current language (3.8.3). The sub-committees are bound to the following rules:

a) As per the CBA, committee members who evaluate a candidate must have a higher rank than the candidate.

b) No RTP sub-committee may be comprised solely of faculty participating in the FERP.

**c) No RTP sub-committee may have more than one person from a given academic area. Committee members with joint appointments shall not serve on subcommittees with colleagues from either of their academic areas.**

Motion to insert c) made (Pandya), seconded (Blutinger). Passes with 2 nays, no abstentions.

c. Discussion about insuring that those elected to Executive Committee in Spring elections be guaranteed election from their departments for the following academic year (including a schedule that allows them to serve) in the following year. Motion (McCroskey 1st, Pandya 2nd) to secure EC members’ availability to meet fails with 7 nays, 9 abstentions)

1. Meeting adjourns 5:02pm

**HANDOUT 11 Feb FC meeting on Appointment of Acting/Interim Associate Dean**

**General**

* Deans appoint Associate Deans with consultation from search committees and approval of the Provost.
* Faculty Council role: populate search committee (FC Chair + 4 tenured faculty elected by the FC).
* Default search is external.
* If both FC and Dean agree, search may be internal only.

**Acting appointments**: made when circumstances do not permit full consultation and/or search.

* Spirit of policy: acting appointments are stopgaps; not normally beyond the end of a semester
* Letter of policy: acting appointments may be renewed in consultation with the Provost; no specific time limits are set.

**Interim appointments:** no clear difference for individual in position

* Faculty Council role
* Votes to
  + approve an interim appointment made without an internal search
  + require an internal search (CSULB Campus)
* Populates search committee (FC Chair + 4 tenured faculty elected by the FC)

**Scenario 1**:

* Search for permanent position begins early Fall 2015
* Position commences Spring 2016
* Acting/interim appointment is 2 semesters/one calendar year
  + Interim search in Spring 2015 would be for a single semester

**Scenario 2:**

* Search for permanent late Fall 2015/early Spring 2016
* Position commences Summer/Fall 2016
* Acting/interim appointment is 3 semesters
  + Interim search in Spring 2015 would be for an academic year

**Scenario 3:**

* Search begins as early as Fall 2015 and as late as early Spring 2016
* Position commences as early as Jan 2016 and as late as Fall 2016
* Acting/interim appointment is between 2 and 3 semesters

**SEARCH option: Practicalities**

* Compressed timeline: approximately 6-8 weeks including soliciting nominations and voting for search committee (Beachboard/Qualtrics/Big Pulse), announcing job, search committee review, candidate interviews/presentations and recommendation to Dean.
* Would need to begin **no later than mid-March 2015**

**Discussion/Decision points:**

1. Which scenario is preferred by the Dean? Input from FC.

2. Given the scenario selected, do the Dean and FC agree that an interim appointment should be made?

3. In the case of an interim appointment, does the FC

* agree on the acting appointment being converted to an interim appointment?

wish to have an internal search for the interim position