

**FACULTY COUNCIL MEETING**  
**Wednesday, March 11, 2020**  
**3:30PM-5:00PM**  
**AS 384**

Number of members: 22

1) Call to order: 3:35PM

2) Approval of Agenda: Approved

3) Approval of Minutes from January 29, 2020 meeting: Approved

4) Reports:

a. CLA Dean's Report:

*Dean Wallace:* I feel like for the last two weeks there has been so much going on. Those of you who are chairs already heard this at the chairs meeting.

Campus remains open, students can come if they want to; what we are canceling is face-to-face instruction. Searches are also continuing. Actually, we are going to start the process of asking for tenure lines for next year. We have the goal of increasing diversity. We received 18 lines this year. That number may go down if the crisis of Coronavirus presses the state budget. For the moment, we are going on with this request.

At the university we need to be responsible and maintain social distancing. Our return date is April 20<sup>th</sup>; we will not be open before that. Some depts will have limited amount of face-to-face instruction; for example, Geography with labs.

There is a four-day hiatus: courses are cancelled from tomorrow until next Wednesday. On Wednesday classes start again in whatever mode the instructor chooses. It could be videos, Zoom, or some people may want to do low-tech. Instructors need to test what they want to do and communicate with students about it. Some may want to be proactive and start communicating already. However, you cannot have any required activities or assignments before the regular class meeting time on Wednesday. If you are doing synchronous teaching, it has to be during the time slot of the class.

Regarding my email about international travel: there will be none until May 31<sup>st</sup>, domestic travel will only be authorized for essential activities. Conferences are not deemed essential.

*Barbara LeMaster:* What is essential?

*DW:* I have not seen one case of an essential activity yet.

*Dmitiri Sidorov:* I will be on sabbatical in the fall. Should I wait to prepare my trip to Russia?

*DW:* If you are traveling on your own money you can buy your ticket whenever you want. I do not know why the Chancellor's office picked May 31<sup>st</sup>.

Nobody at Brotman Hall is looking at this as an experiment to establish in the future. They are aware that this is not positive, students are not going to get the education they need.

*Anand Commissiong:* About travel, if everything is bought, how are we doing reimbursements?

*DW:* Conference registrations or tickets that are not being reimbursed. Send everything to Terie Bostic. How do we pay you for not going? We are discussing this. If the conference is being postponed, Terie is trying to find a way to rollover the funds.

Question: Is it possible to have in-person office hours?

*DW:* Campus is not closed, and all of your normal functions can take place. The only thing we are not doing is face-to-face instruction.

*Gino Galvez:* What if we are traveling over the weekend?

*DW:* If it is personal time, you can do whatever you want.

*Adam Kahn:* In terms of RTP, SPOTS are going to be difficult. Will there be exceptions?

*DW:* If we do not return for face-to face instruction, we will not have a way to administer SPOTS. We understand that when something like this happens, SPOTS results are not the best.

I am asking Dan now to include in our list of questions under what circumstances would the tenure clock stop.

*Dan O'Connor:* The department RTP committee is made of colleagues who are faculty, the College one too. Everyone is going through this together, they will understand this issue about SPOTS.

*DS:* What about the possibility of rolling over money from this year to next?

*DW:* We will try to keep that money.

*Aparna Nayak:* Years ago, we had furloughs and the union negotiated an additional year.

*DW:* Candidates can raise that issue with Union representatives.

*Justin Gomer:* I had some research talks that I was invited to give. If they do not happen, could I still mention in my RTP narrative that I was scheduled to give these talks?

*DW:* Absolutely.

*AC:* Airlines, hotels, and online travel agents have been very good. I requested a reimbursement and got it. You have to make sure to talk with someone. Mention that your cancelation is due to the Coronavirus. Some do not even ask for documentation and offer credit.

*AN:* Is it too early to talk about Commencement?

*DW:* Yes, but the president is going to have to decide soon.

*GG:* The sooner the better, considering all the travel that is associated with Commencement.

*AK:* [*Question/comment about the way in which we have received information about this issue.*]

*DW:* Some of these issues have to do with the Chancellor's office, some documents the president did not see until Monday. I have been frustrated with ineffective information, long emails, problems with communication. I have been trying to be careful with what I send, make it easy, and identifiable.

*Eileen Klink:* At Senate Exec they said we are taking this one week at a time. At 3:34PM Jessica [*Pandya, AS Chair*] got the Academic Continuity Plan and sent it. Nobody had read it or digested it.

Question from member attending via Zoom: Is the May 1<sup>st</sup> date for no new events a hard one?

*DW:* I do not have an answer. The underlying thing is that we are doing our part to stop the spread of this virus. The best thing we can do is cancel face-to-face instruction. For other events, we will have to consider how necessary are they. For example: the President is not going to events with more than 10 people.

*Rene Treviño:* What about events we have already applied for. Is the College still funding events?

*DO'C:* Any event between now and May 1<sup>st</sup> is probably going to be cancelled. I am going to prepare a letter about the Thematic Initiative.

*DW:* Postponing this semester would be a waste of time. It would be better to postpone for the fall semester.

*b. FC Chair's Report*

*BLM:* Do we have quorum? We need half plus one.

[*Members of the Exec counted. We have quorum.*]

*BLM:* Dates for proposed changes: our next meeting is scheduled for Friday, April 24<sup>th</sup>. That is supposed to be a general meeting with all faculty at the Chatroom. I am proposing that instead we meet on the 22<sup>nd</sup>, by Zoom, unless otherwise notified. That would be a FC meeting, so that we can get ready for the all-faculty general meeting. The general CLA faculty meeting would be on Wednesday, May 6.

*[Some people at the meeting had problems with that date. We decided to leave it TBD for now.]*

*BLM:* I have been working with folks to get ready for teaching by ZOOM or alternative methods. I have been working with BMAC about sign language interpreters, materials for classes, and subtitling.

I am not sure if DW made this point before, but I want you to know that staff will remain on campus. Chairs are allowed to work from home, but staff will remain at offices.

Face-to-face instruction, tutoring, office hours: some departments have eliminated all of it. Your department will keep you updated on what they decide. Some departments have decided no face-to-face office hours. There should be evidence that faculty are teaching students. But know, for now staff can be fired if they do not show up to work on campus.

*RT:* What about meetings?

*BLM:* Other duties that faculty have besides instruction, they are still required to do.

*AK:* Chairs are being asked to be here all the time?

*BLM:* We asked the deans about that, and they said it depends on why you are there. If you are able to do the same thing off campus, then even as a Chair, you do not have to come to campus.

*Jessica Brooks:* One of my classes is large. Would I be penalized if I work the class without technology, if I give questions, activities, but do not include video lecture?

*BLM:* No. On Zoom faculty can accommodate up to 300 students. If you have students who need accommodations, work with BMAC.

*EK:* They said to avoid in-person meetings of more than 10 people. People have sent resources to create online classes. You can divide the class in two, work via email, library assignments, etc. Faculty has to feel comfortable and students have to feel like they are working.

*AC:* What about students with disabilities or students for whom the new form of instruction presents challenges that they did not have before?

*BLM:* You need to bring that up to BMAC. BMAC does want to hear from instructors.

*Araceli Gonzalez:* I have a class of 150, had a Zoom meeting with them. About 40 zoomed in and it worked out ok. When they had questions, they used the chat option. You can set it to

automatically record. If you click on the 'Waiting room' option, you have to let them in one by one.

*RT*: There are icons for hand raising, agreeing, disagreeing, or saying you want a break.

*DS*: Meetings online will become the norm. We are sharing ideas about this; we should do it in a forum. This could facilitate communication, for example: the delivery of the Dean's message.

*Yuping Mao*: I started using zoom on Monday. Students said they want the lecture recorded, but if we do that, we need to get everybody's consent. It is not only me, it is all the students. I have two screens and use my phone for email. Perhaps students could request lectures via BMAC?

*BLM*: No, it puts too much of a burden on the student. After this meeting I will meet with BMAC and I will email you all.

*AK*: In terms of the debate of synchronous vs asynchronous. If you have never taught asynchronous, students are bad at keeping up. I asked my students and their response was unanimous, they want to meet virtually. These students did not sign up for needing the self-discipline. They need the schedule and discipline.

*Ilan Mitchell-Smith*: It would be good to shift the conversation towards the mission of the council. It is the best scenario to leave with a good idea about what we are going to do with all of our classes as a college. We should advise the Dean to identify people in each department to transfer all this information to their department colleagues.

**Motion by I M-S**: That we advise the Dean to encourage self-selection in departments of those who are familiar with online delivery and the various technologies available to us that can be used in that delivery.

## **Seconded**

### **Amendment [*suggestion from Zoom participant*]:**

-with an encouragement to avoid lecturer faculty who would not be compensated to do so.

Amendment accepted.

Vote: All in favor

Other things in FC Chair report:

*BLM*: Congrats to people who got sabbaticals.

Draft about equity language:

*Shae Miller (Vice-chair of Equity Committee):* Gender-inclusive language resolution (2-page document): instead of using he or he/she use they/theirs. New policies would use gender neutral language. We would be doing it moving forward. We just finished this draft 5 minutes before this meeting. We would like to ask for support from FC. It will go to Academic Senate on the 26<sup>th</sup>. If you have questions, please ask me.

*EK:* The Senate Exec will send it to policy makers.

*BLM:* We will send it and we will request folks' approval.

*CJ Murphy:* There is a possibility of postponing the next Inclusive Excellence event, we need to have that conversation.

### 5) Old Business:

#### a. Elections

##### i. FC Vice-Chair (no nominations at this time)

Ilan nominated himself

Vote: All in favor

*BLM:* This means a Member-at-large position available.

Stacy Macias nominated herself.

Vote: All in favor.

*YM:* What about the Elections Committee? It is a 2-year term. Our term will be over this semester.

*BLM:* Are there nominations for the Elections committee? [*None*]

Are there nominations for the Tech committee? Anand and Adam nominated themselves

Vote: All in favor

b. CLA RTP Policy document update/revision discussion, especially concerning the use of the word 'substantial' under 'service' for tenure and promotion, change "leadership" to be "leadership or service on a committee with a known heavy workload for members (e.g., CLA RTP, CLA EPCC, etc.)." for promotion to full professor. – What did your departments have to say about this document?

*SM:* Feedback from a colleague in her department about period of review [*copied and pasted*]:

“One area that I think CLA/the university needs to address is the confusion over the “period of review” for mini-reviews. Current language says this:

Current review period: New probationary faculty members during the period prior to their first Reappointment review should submit materials from the date of appointment. If service credit was given at the time of appointment, candidates should also include materials for the credited years. Probationary faculty members who have completed a Reappointment review should include materials for the period since their most recent Reappointment review.

However, what we’ve been told is that period of review for, say, a 5th year probationary faculty going up for a mini-review would only cover the time since their 4th year mini-review. However, the language above would seem to specify that period of review would be since their 3rd year reappointment review. There needs to be clarity on this.”

*AK:* One issue with service is that members of these committees are usually elected. Some people nominate themselves and they are never elected. Some department policies are less strict than the College policy. Our dept has a spelled-out policy: “this is what you need to do to get tenure or promotion.” There needs to be some aspect of guidance so that upper levels actually correspond to criteria in departments. Sometimes College committees do not consider department documents. If there is a hard-clear marker in a department document and the person meets that objective criteria, the College should not say the candidate did not meet the criteria. There should be explicit language. Departments are as strict if not stricter than the College.

*BLM:* There is also the issue of leadership going up for full professor. Perhaps ‘substantial’ service could include committees where there is a high work-load for every committee member, such as EPCC, and the CLA RTP committees. I want to hear from all of you, if you have not met with your department, reach out by email to us after you ask your department’s RTP committee and faculty members who went through the process under this document what their experiences have been with the college document. In our next meeting, hopefully we will have a longer discussion. Today there will be no further action.

c. What did your departments have to say about making the EPCC March/April deadlines for new courses/programs permanent?

*AK:* We talked about it, our department curriculum committee is not happy. That means we have to make the deadline of the department for December 1.

*Nancy Hall:* There is a similar reaction in our department. There was a question about why the catalogue can only be updated once a year? It is not printed, we could have 3-4 periods of change during the academic year, updating the information more frequently.

*BL:* The Anthropology supported the way the deadline is working this year, i.e., as a ‘soft’ deadline.

*AK:* Also, we have this new deadline, yet Curriculog is down.

*NH:* One question from candidates in our hire was, “when can I teach this course?” It makes us less attractive if we tell them they cannot teach specific courses until their 3<sup>rd</sup> year instead of 2<sup>nd</sup>.

*IM-S:* There is also a ‘type one’ course, they can teach it first time, and it goes only through department evaluation for that one time.

*JG:* American Studies supports the move because of EPCC’s workload issue. Smaller departments, if we get our stuff in sooner, that creates less of a work load. Those of us that can work on it earlier, we have more chances of getting stuff through before bigger deadlines.

*AN:* There are two deadlines?

*JG:* There is a priority deadline this year.

*IM-S:* There is a perception that if we formalize the March deadline everything that comes after will not be accepted.

*AK:* For us it does not matter when we do it, it is a lot of work. We got the impression that if we submit after the priority deadline, it is lower priority and it has less chances of being approved.

*JG:* Anecdotally, I submitted 2 SCOs weeks ago and heard from EPCC. My interpretation: the reason why EPCC proposed this is that they will not be able to review it. Moving it up helps spread out the work, it gives all of us more chances.

*AK:* It is more of a psychological consequence.

*BLM:* It has always been first come first serve, that is not changing. The change is an earlier deadline, and the stronger possibility that late-submitted new proposals and new courses may not have time to be accepted. Be sure to have a conversation with your departments/programs about setting the earlier deadline officially either as a firm or as a “soft” deadline for new courses and new proposals.

**Adjournment: 5:04PM**

**Minutes taken and respectfully submitted by  
Jeannette Acevedo Rivera, Faculty Council secretary.**

**These minutes are not official until approved.**