

**2013-2014 UNIVERSITY ARTP COMMITTEE  
MINUTES**

*Approved: March 4, 2014*

**Meeting #10  
February 4, 2014**

Members Present: Dammel, Dillon, Gee, Hall, Jones, LaRocco, Mayes, Porter, Roberts  
Shaw, Turrill

Members Absent: Dube

Guest: Jean-Pierre Bayard, AVP AA Technology Initiatives and Director of  
ATCS; Helen Norris, Associate Chief Information Officer, IRT

The Committee met at 3:00 p.m. in the Mendocino 4003, Dillon presiding.

Minutes: The minutes of the meeting of December 3, 2013 (#9, 2013-2014) were approved  
as published.

Agenda: The agenda was approved as published.

1. Electronic submissions by faculty to Personnel Action Files for RTP purposes.

At the invitation of the Committee Jean-Pierre Bayard and Helen Norris discussed technological aspects of electronic submissions by faculty to Personnel Action Files for RTP purposes. They summarized the results of some discussions held among Kent Porter, some chairs and other faculty at Provost Gossett's request. For example, the group thought that the workflow tool "On Base" would be preferable to Sac CT as software for the process. They invited the Committee to consider a pilot study which could be requested of and authorized by the Office of Academic Affairs. Additional topics raised in Committee member's questions included the following: Identifying a neutral party to manage the dates, submissions and access to the files; cost, time and means of scanning materials into the files; whether part of the file could be in non-electronic form (e.g., art works, large books); security of sensitive materials from unauthorized viewing or printing into hard copies; the possibility of restricting access to an on-campus network; the size and types of participation in a pilot study (e.g. as among retention, tenure, promotion and periodic evaluation of tenured faculty as well as departments and colleges); effects of paper versus electronic files on the faculty being evaluated and the faculty serving as evaluators; and CFA's position regarding electronic submissions to PAF's.

The Committee discussed the suggestion of a pilot study. La Rocco made and Roberts seconded a proposal to direct the presiding member to inquire of the statewide and local CFA their position regarding electronic submissions to PAF's and whether they regard the topic as a bargaining issue. The committee agreed.

## 2. Subcommittee reports, discussion and action

- a. Subcommittee I (Roberts, Jones, Mayes) The subcommittee is waiting for a response from Teacher Education to clarify language in its proposed change pertaining to electronic submission of student evaluations.\*
- b. Subcommittee II (La Rocco, Dube) is waiting for a response from Education Leadership and Policy Studies to clarify language in its proposed change to electronic submission of student evaluations.\* Proposed changes to the ARTP documents of the Departments of Anthropology and Art are pending in the units.
- c. Subcommittee III (Turrill, Dammel, Shaw) is considering proposed changes to the ARTP documents of the Departments of Biological Sciences, Philosophy and History.
- d. Subcommittee IV (Dillon, Hall, Gee): Proposed changes to the ARTP document of the Department of Speech Pathology and Audiology have been returned to the unit for suggested revisions. Proposed changes to the ARTP document of the Department of Child Development\* are pending in the unit.

\*Note: The College of Education is in the process of preparing a new ARTP document to reflect its new organizational structure.

## 3. Provost's proposals to amend UARTP Policy.

The Committee deferred discussion of this topic pending requested data about the extent of the problem implicit in some of the Provost's recommendations.

### Adjournment

The Committee adjourned at 4:20 p.m. It will reconvene on Tuesday, February 18, 2014.

These minutes were prepared by Marsha Dillon.