

SSIS Faculty Council Minutes
Wednesday December 7, 2016

Present: Örn Bodvarsson (Dean, SSIS), Lisa Bohon (Psychology), Jacqueline Brooks (Sociology), Michael Dowell (Economics), Megan Heinicke (Psychology), Dianne Hyson (Associate Dean, SSIS), Donna Jensen (Gerontology), Ann Moylan (FACS – Family Studies), James Rae (Government), Bohsiu Wu (Chair, Sociology)

Absent: Seunghee Wie (Chair, FACS)

- I. Call to Order: 1:36 pm
- II. Roll noted by Chair Lisa Bohon
- III. Approval of Minutes: Unanimous approval (Anne motioned, Michael seconded).
- IV. Old Business
 - a. **Review of travel award priority** - see **Attachment A** from Donna Jensen & Michael Dowell
 - i. After review by Faculty Council, Örn moved to accept final changes to the travel award priorities. Ann seconded the motion. The changes will take place AY 2017.
 - b. **CCE funding report.** Dianne and Örn would like to discuss the development of a policy that requires departments to inform the Dean's Office about how they plan to spend their CCE allocation each year.
 - i. Örn requested input from Faculty Council regarding a set of guidelines for department planning of CCE funds. Currently some departments maintain high CCE balances. In an attempt to be proactive, Örn and Dianne would like to get a sense of how departments are planning to use their CCE funds, especially given budget restrictions and the possibility that these funds can be "swept."

Faculty Council suggested a one-time data gathering survey that would note what department CCE balances look like, and help evaluate how departments are spending their CCE funds. Faculty Council stressed not "over-reaching" and intruding on a department's autonomy. The Dean's office currently has some data gathered from focus groups that can supplement information gleaned from the one-time survey. With regard to how departments plan to spend their CCE funds, Faculty Council suggests asking if departments plan to use the funds for things such as, capital improvements, faculty development, special events, and other

activities. Discretion in the data collection process and use of survey data was stressed.

Örn emphasized that understanding how departments use their CCE funds is the fiduciary responsibility of the Dean's Office, and this information can be requested at anytime by the Provost's Office.

- c. **Modifying the schedule for evaluating part-time Lecturers.** Purpose: to avoid the problem of a Lecturer deemed "unsatisfactory", but who is still retained the following semester.

- i. The discussion reflects a continuation of past Faculty Council agendas. Two main concerns were addressed: 1) the timeliness of lecturer evaluations, and 2) the need to evaluate lecturers in a systematic way. Council members addressed the fact that performance evaluations for some lecturers, especially those not performing well, are utilized too late in the process. Thus, low-performing lecturers continue to teach for the university due to the lag in the evaluation of work performance. An adhoc review system was suggested that will allow department chairs to review the work performance of "special case" lecturers. It was suggested that Faculty Council clear the adhoc reviews with Human Resources and CFA. A suggestion was made to perform an adhoc review in the fall, and for those lecturers not performing well, impose conditions on spring employment, as a means to ensure success not penalize the lecturer. Another review will take place in the spring, and thereafter lecturers will be reviewed once a year. A suggestion was made to include a peer evaluation in the initial fall review. Lisa & James will take the lead.

Faculty Council will work with the Dean's Office to establish college-wide guidelines for peer evaluations, especially for first-year lecturers, and Faculty Council will work with the Dean's Office to prepare a college-wide statement about adhoc reviews.

- d. **Follow-up to last University Chairs and Directors meeting discussion on Faculty Absence Reporting.** Implications for Faculty Council?

- i. In the last report from the Directors' meeting, it was mentioned that Sac State is the only in university in the CSU system that has not signed on to CMS absence reporting. In response, Faculty Council raised many questions including, how we define "absences," faculty diligence in reporting their absences, and the role of department chairs in keeping track of faculty attendance. The role of Faculty Council in generating a college-wide statement of compliance was discussed.

Michael and James, will create a draft of a college-wide statement that links to the university's strategic plan, and reminds faculty of their work obligations.

- e. **Follow-up to last University Chairs and Directors meeting discussion on scheduling.** Implications for Faculty Council?
 - i. Discussion moved to future Faculty Council agenda.
 - f. **Jackie will report on her meeting with the Race Task Force**
 - i. In a meeting of the SSIS Center for Race, Immigration and Social Justice Task Force, Jackie mentioned that the Dean's Office would be interested in supporting a post-election forum that was held by the task force. Given time constraints, and the prevalence of similar forums on campus, the task force decided to move forward without support from the Dean's office. The event was held on Wednesday December 7th.
- V. New Business
- a. **Potential Dean's Office faculty fellow for spring 2017** – Discussion
 - a. **Slow down the process.**
 - i. Discussion moved to future Faculty Council agenda.
 - b. **Process to replace Ann Moylan who will be on sabbatical in spring of 2017** – Discussion
 - a. Marsha will inform us of the process.
 - i. Faculty Council wished Ann well during sabbatical. A fuller discussion regarding her replacement will take place at a later date.
- VI. Adjourn: 2:45pm meeting adjourned.

Jacqueline Brooks
12/19/2016

Attachment A

SSIS Faculty Council Travel Fund Requests 2017-2018

INSTRUCTIONS

Due by no later than midnight Monday, October 10, 2016

Link to application: [SSIS Faculty Council Travel Fund Request](#)

GENERAL:

Full-time faculty members and all lecturers in the College of Social Sciences and Interdisciplinary Studies (SSIS) are eligible to apply for funding from the College to pay for travel occurring between July 1, 2017, and August 31, 2018. Funding may be used to support faculty travel to professional conferences, training programs workshops, seminars, or other events providing professional development opportunities directly related to their academic assignment in SSIS. *Category of participation* will be the most important criterion for determining amount of funding. Funds received from the College may be used to supplement other travel monies received from outside the College, but *in general, outside sources should be the primary ones with College funds covering additional costs.*

PRIORITIZATION:

- A. In accordance with policy adopted by Faculty Council initially in 2009, the following priorities will be applied to the awarding of funds, with the *highest priority category listed first* and others following in descending order of priority:
 - i. Scholarly Presentation (paper, poster, etc.);
 - ii. Conference Discussant;
 - iii. Leadership Role or Organizational Role in a professional organization (chair, co-chair, officer, editorial member, task force representative, etc);
 - iv. Attending a conference related to academic and professional goals

- B. *Within* each of the above categories, the following priorities will be applied with the highest priority category listed first and others following in descending order of priority:
 - i. Assistant professors
 - ii. Associate professors
 - iii. Full professors
 - iv. Three-year contracted Lecturers
 - v. FERP faculty
 - vi. One-year contracted Lecturers,

- vii. Non-SSIS tenured/tenure-track faculty who teach in the College's interdisciplinary programs on a regular basis.
- viii. SSIS faculty currently assigned to **teach** in other units

C. If funds remain, the Dean's office will consider applications from lecturers with less than an academic year contract. The Dean's office may consider other factors when prioritizing funding requests, including, but not limited to, total budget for the professional activity, awards from multiple funding sources, and participation in multiple conferences within the same funding year.

FUNDS AVAILABLE:

For AY 2016-17 the *maximum award* levels per faculty are:

Presentation* or leadership/organizational role: *up to \$1500.00 in state; up to \$2000.00 out of state*

Attendance at conference, training, workshop etc.: *up to \$1000.00 in state; up to \$1500.00 out of state*

*Note: For presentations/papers, current status of acceptance does not affect prioritization of funding, although lack of acceptance may affect final award eligibility.

TO APPLY:

The application is in a simplified survey format and *does NOT require supporting documentation* to be uploaded at this time. Please provide answers to all questions and submit a separate application for each planned trip. You will be asked to prioritize just one activity per trip, even if you have multiple roles, but space will be provided to describe other roles or information relevant to your application. If you have any questions or problems with accessing the application, please contact Anne Montgomery at amontgomery@csus.edu. Applications are due **no later than midnight on Monday, October 10, 2016.**

Contact Dr. Hyson with any questions you have regarding the guidelines for the award at dhyson@csus.edu.