

SSIS Faculty Council Minutes Wednesday, February 1, 2017

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), James Rae (Government), Seunghee Wie (Chair, Family and Consumer Sciences)

Absent: Bohsiu Wu (Chair, Sociology)

Sabbatical Leave: Ann Moylan (Family and Consumer Sciences)

- I. Call to Order: 1:34 p.m.
- II. Roll: noted by Chair Lisa Bohon
- III. Approval of Minutes: Unanimous approval (James motioned, Michael seconded)
- IV. Old Business
 - a. **Continuing: 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 – Lisa & James (**See Attachment A**)
 - i. Attachment A was reviewed. Discussed “mandatory” mid-semester teaching observation. Faculty Council suggested to change it to “recommended” mid-semester classroom teaching observation and student evaluation using standard department form.
 - ii. Question was raised: Which format of evaluation letter will be provided? Email in writing or check-list containing ratings of more than satisfactory, satisfactory, unsatisfactory
 - iii. The updated draft will be sent to all Council members and Kevin Wehr for his review and input.
 - b. **Tabled: Follow-up to last University Chairs and Directors meeting discussion on Faculty Absence Reporting.** Michael & James
 - i. This was taken care of at the University level. HR sent out the message regarding the Faculty Absence Reporting to all faculty.
 - c. **Follow-up to last University Chairs and Directors meeting discussion on scheduling. Implications for Faculty Council?**

- i. Dianne updated the status of the exceptional class scheduling requests:
 - 200 courses from SSIS were proposed;
 - With approval of 4:30 p.m. start-time, it was lowered to 8 courses;
 - Chairs are working on the remaining courses.

d. Potential Dean's Office faculty fellow for spring 2017 – Discussion

- i. Orn explained the need of the Dean's office faculty fellow: Excessive workload in the Dean's Office; reassignment of Dianne for one day per week to another project; providing opportunities to faculty who pursue an administrative career. The faculty fellow will be expected to begin work later in the semester. Compensation will be considered as either summer stipend and/or assigned time for fall 2017.
- ii. Dianne discussed examples of the projects the faculty fellow will be assigned to do: space issues; IT security; management of call-out data; working with the SSP for peer mentors; etc.
- iii. Discussed scope of the time period. Faculty Council suggested a "year-long" faculty fellow period that will provide enough time for the experience as well as completeness of the project. Clarified the number and the workload as one faculty fellow with half-time (6 units and 6 units).
- iv. Composed the subcommittee to draft the outline: Lisa, Megan, and Seunghee

e. Process to replace Ann Moylan who will be on sabbatical in spring of 2017 – presented by Marsha

- i. Marsha informed the Council of the process to elect a replacement for Ann Moylan for spring 2017.
- ii. Lisa will send the passage of nomination call to Marsha.
- iii. Nomination will be open February 6-8 and the Call to Vote will be available February 9-13 (close at noon).

V. New Business

a. Request to fund resources to generate preliminary data as part of the award to prepare grants for submission (See Attachment B)

- i. Attachment B was reviewed.
- ii. Discussed an additional support request for preliminary data such as equipment purchase or pilot data collection. Council members suggested this request to be separated from the SSIS Faculty Development Award. An additional funding request can be submitted to the Special Project Fund.
- iii. Consensus was reached

b. Tabled: Discuss SSIS policy for use of Social Media

VI. Adjourn: 2:46 p.m. meeting adjourned.

Seunghee Wie
02/09/2017