

SSIS Faculty Council Meeting
December 6, 2017
1:30 – 2:45p.m.

Minutes

- I. Call to Order 1:32 by Donna Jensen.
- II. Roll.
 - a. Present: Lisa Bohon – Psychology; Jackie Brooks – Sociology; James Cox – Political Science; Marya Endriga – Associate Dean SSIS; Tim Fong (Chair Rep) Social Science and Interdisciplinary Studies; Donna Jensen (SSIS Faculty Council Chair) – Gerontology; Ted Lascher – Acting Dean SSIS; Ann Moylan – Family and Consumer Sciences; and Joshua Pryor (Contingent Faculty Representative) – Political Science
 - b. Excused: Jackie Carrigan – Sociology; and Meghan Heinicke - Psychology
- III. Approval of Minutes –

Faculty Council requested future minutes include more substantive information regarding the decision-making process for each agenda item.
Minutes approved by Joshua Pryor and Lisa Bohon.
- IV. Approval of Agenda
 - a. New business was moved to the first agenda item.
- V. Old Business
 - a. **Procedures for written student evaluations** - Attachment A – Ted
Faculty Council suggested minor editing changes, along with the following ideas: include an introductory paragraph and a closing paragraph, include recommendation that faculty walk with two students, include recommendation that whenever possible evaluations should not be kept overnight – use a dropbox when available.

Decision: Donna will edit document, then share with Faculty Council at next meeting.
 - b. **Grievance Policy** – Attachment B – Marya & Donna
Faculty Council suggested the following: change title of document to include language that reflects “academic rights;” use “Dean’s Office” consistently throughout the document, rather than “Dean, or one of the associate deans;” separate items 1 – 2 into “informal” actions; separate items 3 – 4 into “formal” actions; in item 4 include language that states it is the dean’s discretion to take disciplinary action against faculty.

Decision: Donna will edit document, then share with Faculty Council at next meeting.

VI. New Business

a. **Request from Outstanding Faculty Awards committee for revision of award criteria** Attachment C. (Danielle Martin, OFA chair: 1:30 time certain)

Danielle Martin requested Faculty Council's assistance in standardizing the review and selection process for the Outstanding Faculty Award. Danielle Martin highlighted that the award process has a short turnaround time; thus, improving efficiency is important. Faculty Council reviewed the current process, and made minor editing suggestions, along with suggesting that the narrative portion of the application become required. Currently, the narrative is optional.

Decision: Danielle Martin will incorporate Faculty Council's suggestions into a new document. Donna will share the edited document with Faculty Council at the first meeting of spring 2018.

b. **Nebrisa Fish – SSIS Development Officer (2:00 time certain)**

Nebrisa Fish met with Faculty Council to discuss her office's role in assisting SSIS with fund raising. This role includes monitoring how donor funds are utilized by recipients. Nebrisa Fish clarified that her office works along with the dean's office to prioritize which projects receive support from fund raising efforts. Faculty Council asked how individual departments can include their projects among those that receive support from fund raising. Faculty Council suggested that Nebrisa visit Faculty Council several times throughout the academic year. Nebrisa suggested meeting once during each semester. Nebrisa shared information regarding Swarm funding, a crowdfunding platform that will become available in February. Before concluding her visit, she indicated that her office assists with alumni fund raising as well.

c. **Request for financial support from the SSIS University Use Funds (UUF) for Recognition of Native American Graduates** Attachment D

- i. **Supporting Documentation** Attachment E & F
- ii. Request forms and/or cost information regarding both the Alumni Center and the Julia Morgan House have been added to the college web page for all to access.
- iii. <http://www.csus.edu/ssis/documents/alumni-center-form.pdf> Annual UUF \$2000
- iv. <http://www.csus.edu/ssis/documents/julia-morgan-house-rates-2017.pdf> Annual UUF \$3200. Requests for the JMH must first be requested via email to James Martin, Event Coordinator - University Union. jamesm@csus.edu .

Faculty Council voted unanimously to provide funding for the Recognition of Native American Graduates.

VII. Adjourn

Meeting adjourned at 2:45 pm.