

SSIS Faculty Council Meeting Minutes
September 5, 2018
1:30 – 2:45p.m.

Agenda

- I. Call to Order 1:35pm
- II. Roll: Becky Penrod PSYC, Ann Reed (ETHN/NA Studies), Nancy Lapp (POLS), Minchelle Stevens (ENVS), Jackie Carrigan (SOC), Donna Jensen (GERO), Dianne Hyson (Assoc. Dean), Marya Endriga (Assoc. Dean), Ted Lascher (Dean)
- III. Approval of Minutes
- IV. Approval of Agenda
- V. Old Business
 - a. Student Scholarship Application – Dianne tabled from May meeting
 - i. Had a short discussion this year there is no Dean’s scholarship so item is removed from faculty council agenda.
- VI. New Business
 - a. Faculty Council Chair Nominations & Election
 - i. Becky Penrod, PSYC nominated and elected unanimously.
 - b. Review Faculty Travel Application Forms (Attachment B)
 - i. Discussion current faculty travel application form and there did not seem to be any issues with current form. Anne will change dates to reflect AY 2018-19 and proceed.
 - ii. Larger discussion re: the potential to use faculty development funds for publishing expenses if 1) there are travel funds remaining that are unused and 2) an individual faculty member hasn’t used their maximum limit of \$2000.
 1. Putting out a second call with requests for professional development funds to be used for publishing fees (i.e. journals, books, etc). Long discussion about the benefits as well as potential challenges (what would be considered publication costs).
 2. Dianne will write up draft proposal and bring back to council. Faculty Council members will send ideas of what might be considered publication costs to Diane ASAP.
 3. It will be a second call after initial faculty travel funds application is complete.
 - c. Moving administration of Liberal Studies to the College of Education (Ted)
 - i. Ted introduced idea originally shared with SSIS faculty at the SSIS convocation. Discussed the process he has been having. Council had short

discussion and requested that Ted invite Tim Fong to our next faculty council meeting to hear his input. Ted agreed and will invite Tim to faculty council meeting.

VII. Adjourned 2:53pm

ATTACHMENT A

SSIS Faculty Council Travel Fund Requests 2017-2018

INSTRUCTIONS

Due by no later than midnight Monday, October 9, 2017

Link to application: [2017-2018 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 in 2017, 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, Panel Chair, or Moderator;
 - 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. Visiting faculty;
 - vii. One-year contracted lecturers;
 - viii. Non-SSIS tenured/tenure-track faculty who teach in the College's interdisciplinary programs on a regular basis;
 - ix. SSIS faculty currently assigned 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.

- D. *Applications will be accepted only during the designated application period.* If there are funds remaining after the initial application period, the application will be reopened between December 8, 2017, and February 5, 2018. Awards up to the maximum yearly award levels per faculty, listed below, will be considered.

FUNDS AVAILABLE:

For AY 2017-18 the *maximum award* levels that could be provided per faculty are:

Presentation*, discussant, panel chair, moderator, 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. In the event that you are applying for multiple trips, please prioritize these trips in order of importance. 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 9, 2017.**

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

SSIS Faculty Council Travel Fund Request 2018-19

Start of Block: Default Block

Q1 First Name

Q2 Last Name

Q3 Department



Q4 Email address



Q5 Best phone number

Page Break

Q33 Are you submitting more than one application?

- Yes (8)
- No (9)
-

Display This Question:

If Are you submitting more than one application? = Yes

Q34 If you are submitting more than one application, please rank this one.

- 1st priority (1)
- 2nd priority (2)
- 3rd priority (3)
-

Q6 Rank

- Assistant professor (3)
- Associate professor (2)
- Full professor (1)
- Three-year contracted lecturer (7)
- FERP faculty (4)
- Visiting faculty (5)
- One-year contracted lecturer (6)
- Non-SSIS tenured/tenure-track faculty teaching in the College's interdisciplinary programs on a regular basis (11)
- SSIS faculty currently assigned in other units (12)

Display This Question:

If Rank = Visiting faculty

Or Rank = One-year contracted lecturer

Q7 Semester you began teaching at Sac State (year and semester):

Display This Question:

If Rank = Visiting faculty

Or Rank = One-year contracted lecturer



Q8 Total number of units taught in College of SSIS in 2016 - 17

Display This Question:

If Rank = Visiting faculty

Or Rank = One-year contracted lecturer



Q9 Units you are teaching in College of SSIS Fall 2017

Display This Question:

If Rank = Visiting faculty

Or Rank = One-year contracted lecturer



Q10 Estimated units you will teach in College of SSIS Spring 2018

Q11 Are you reassigned to a different department or unit on campus?

- Yes (1)
- No (2)

Display This Question:

If Are you reassigned to a different department or unit on campus? = Yes

Q12 Which other department / unit are you assigned to?

Display This Question:

If Are you reassigned to a different department or unit on campus? = Yes

Q32 How much of your time is assigned to the other department or unit?

Q13 If awarded, funding will primarily be applied to

- Presentation (paper, poster, etc.) (1)
- Conference discussant, panel chair, moderator (2)
- Leadership role or organizational role in a professional organization (chair, co-chair, officer, editorial member, task force representative, etc.) (3)
- Attending a conference related to academic and professional goals (4)
-

Display This Question:

If awarded, funding will primarily be applied to = Presentation (paper, poster, etc.)

Q14 What is the status of the presentation?

- Currently accepted (1)
- Proposed, waiting for acceptance (2)

Display This Question:

If awarded, funding will primarily be applied to = Conference discussant, panel chair, moderator

Q15 Specify role

Q16 Name of conference or activity

Q17 Title of presentation, panel, or primary workshop



Q18 Provide a concise statement describing how the proposed activity is related to your current position and/or professional goals.

Q19 Type of travel

- In state (1)
- Out of state (2)
- International (3)

Q20 City

Display This Question:

If Type of travel = Out of state



Q21 State

Display This Question:

If Type of travel = International



Q22 Country

Q23 Estimated departure date (mm/dd/yyyy)



Q24 Estimated return date (mm/dd/yyyy)



Q25 Estimated total cost of travel, including registration, transportation, lodging, and meals.
(Do not include a \$ - use numbers only.)

Q26 Do you have an external funding source?

Yes (1)

No (2)

Display This Question:

If Do you have an external funding source? = Yes

Q27 What is the source of the external funding?

Display This Question:

If Do you have an external funding source? = Yes



Q28 What is the amount of the external funding?

End of Block: Default Block

Start of Block: Block 1

Q31 Have you attended an SSIS travel workshop in the last year?

Yes (1)

No (2)

Q35 If awarded Faculty Council Travel Funding, I understand that receipt of the funds is contingent on notification of my Department Chair and my College Dean, via the Travel Expense Justification/Request form, **before I travel**, per CSU Travel Procedures & Regulations.

I agree (1)

End of Block: Block 1
