



**FACULTY PERSONNEL COMMITTEE
AGENDA**

**Friday, April 13, 2018
Room L.61, New Building
9:30 am-1:00 pm**

Meeting Open to the Public 9:30 am – 11:15 am*

- I. Welcome**
- II. Approval of Minutes**
- III. Appeals: Update on submission to the College Council**
- IV. Student Evaluation of Faculty**
- V. CUNY Policies Regarding Standards and Rigor (Predatory Journals)**
- VI. New Business and Announcements**

Executive Session – Full Faculty Personnel Committee 11:15am – 11:30am

- I. Fellowship Leaves**
 - Vote on recommendation put forward by Faculty Personnel Review Committees

Spring 2018 FPC/FPAC Meetings

Full FPC

Friday, May 4, 2018

Notes:

***All times are approximate**

FACULTY PERSONNEL COMMITTEE

March 16, 2018

Room L.61, New Building

Open Meeting Minutes

NOT YET APPROVED – will be voted on at the 4/13/2018 FPC Meeting

Allison Pease (ENG), Marjorie Singer (Legal), Ned Benton (PAD)

Open Meeting called to order at 9:45 am

I. Welcome

II. Approval of Minutes

Motion – AC, Second – JLM

Unanimous approval

III. Service Committee Report (Anne Lopes)

Reflections regarding small committee meetings with faculty.

NB- Sharing reflections as a member of the joint committee. Three recommendations related to the FPPG (3 recommendations: Judicious balance in weighting tenure and promotion as it relates to service – particularly in small departments. Clearer expectations of service – align JJC FPPG to University Manual Practice (Bylaws). Table of types of services for faculty.

This will help with the continuous need for feedback about service and reviewing/revising the FPPG. In general faculty are interested in this topic. AL will provide a written report to share this more concretely.

Questions

KM - Will the Service committee come to the April 2018 meeting to report followed by AL's reflections?

AL Response - Yes. This is an iterative process

KM - The committee will hear the report in advance so they can address questions at the next FPC meeting?

AL Response – Yes. Guidelines will not change immediately because it will take time.

GG: Did the committee look at the previous report on College Committee Service?

Response - Yes (AL and NB)

IV. Appeals Process (Karol)

KM- reflecting on her statements regarding the appeals process in December 2017 and discussing the nature the memo to the FPC (dated 3/12/18, sent 3/18/18)

- Proposal: bylaw change request to the College Council to allow persons on the Appeals Panel be deemed as members of the FPC (not permanently) for the appeals. This is open discussion.
- Jay Gates, Jim Cauthen and Jay Hamilton have been looking at how other campuses address appeals committees and that work will continue.

HP- Seems reasonable

AA - What is the current process?

KM - The process is not changing; it will remain the same.

DS - Seems very reasonable as long as the bylaws do not prevent two separate groups

NB - would have liked opportunity to review and share with Faculty Senate before it was discussed today. Two questions: Is it good to exclude some members from the FPC on voting on certain matters legally and open meeting laws? Unsure if this solves the problem or if there is a problem.

KM response: Recognizing Faculty Senate raised issues and as a result conducted her own review. The memo is not a response to the Faculty Senate document, this change is only meant to address the issue of compliance with governing documents. The committee of the 3 Js: J. Gates, J. Hamilton and J. Cauthen, are researching similar processes at other schools to address how we may revise our current process.

JH – Would we have 5 groups: Chair, Deans, At-Large, Alternates and then Appeals members? By expanding the number of members does it expand the determination number we have for meet quorum.

KM Response - The composition of the committee would not change, this is for purposes of the appeals and solely appeals. There is the full FPC. Different groups are represented, but they are the FPC.

They (Appeals Panel members) are not Full FPC members so it does not impact the minimum number for quorum (MS confers)

JC - reflects on what the small committee is doing in their research of appeals processes at other colleges. Open for other FPC members to join small committee.

**Motion to call the question RC, seconded by AM
Unanimous**

V. New Business and Announcements

- a. Labor Management Issues to discuss with committee
 - i. Request to advise FPC in writing NOT to use faculty productivity scores in the reappointment, tenure and promotion process, only use for OAR purposes
- b. Reminding FPC confidentially of “downloading” documents
 - i. External Evaluator letters are only in the hard file and members must read and consult the hard file. The letters are confidential. Chairs or any member of the FPC may not refer to or characterize the letters to faculty.
 - ii. Recommendations to FIDO – disable any ability to “download” works in progress and unpublished works. This is in progress with DoIT.

JC – We should not be able to “download” documents.

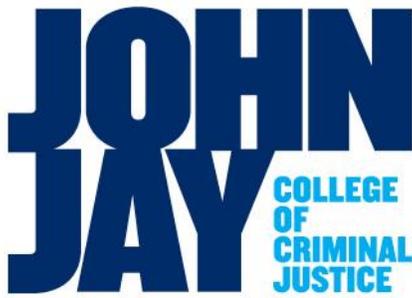
GG- Documents have been stored in her computer files

KM – This may be a MAC feature because it does not occur with a PC

BL- can we restrict media files as well? That should be added to the list.

KM – This is a question of trust and we have to get everyone to understand that we respect the process. Given the technological barriers

Meeting adjourned at 10:19am



Proposal to Include Student Evaluations of Course Sections Offered in Non-Traditional Time Frames in the Personnel Process

Spring 2018

Whereas in December 2014 the College Council approved a “Proposal to Evaluate All Courses Online for a Period of Two Year” beginning in spring 2015 and to be revisited in October 2017;

Whereas that proposal prohibited the results of online student evaluations of “courses offered in non-traditional time frames (e.g. 8 weeks, 4 weeks) and courses offered in the summer and winter sessions” from inclusion in the personnel process or even being “accessible to members of the personnel review committees”;

Whereas the number of courses offered in non-traditional time frames has grown significantly (e.g., in summer sessions and in online graduate programs);

Be it resolved that results of online student evaluations of courses offered in non-traditional time frames be treated in the same manner as student evaluations in traditional 15-week courses. Like student evaluations in traditional time frame courses, student evaluations in courses offered in non-traditional time frames will become part of the personnel process and will be accessible to members of the personnel review committees.

Rationale:

Currently, the College does conduct student evaluations of sections offered in non-traditional time frames (8-weeks and summer sessions), but, these student evaluations are not included in the personnel process. As a result, department chairs and members of personnel committees do not have access to this information to help guide the scheduling of such classes in future sessions. The number of sections offered in non-traditional time frames continues to rise, particularly as John Jay’s online graduate degree programs have grown in number and enrollment. To maintain the academic integrity and quality of these class sections, there is a need to evaluate the teaching in them as perceived by students in the same manner as sections offered during the traditional 15-week semester.

This proposal was approved by the Committee on Graduate Studies on 2/21/18, and by UCASC on 3/23/18. It is being brought before the FPC before going to College Council.