

**MINUTES**  
**Faculty Affairs Committee**  
**March 4, 2020**  
**3:00 p.m. 411 Axinn Library**

**Voting Members Present:**

Ann Grafstein  
Rina Hirsch (Chair)  
Maureen Houck  
Kris Lotier  
Kevin McElroy  
Rebecca Natow  
Jean-Paul Rodrigue  
Sylvia Silberger (call-in)

**Non-Voting Members Present:**

Elisabeth Ploran (AAUP President)  
Margaret Abraham (Sr Vice Provost for  
Academic Affairs)  
Holly Seirup (Dean, HPHS)

**Absentees:**

Deborah Elkis-Abuhoff  
Russell Chun  
Michael Heiss  
Elisabeth Schlegel

1. The meeting was called to order at 3:03 p.m.
2. Minutes from the February 12, 2020 meeting were unanimously approved.
3. The committee reviewed FPS #47 “Policy on Personal Relationships between Faculty/Other Employees and Students” for changes made by Jen Mone. The policy was renamed, “Policy on Romantic and Sexual Relationships between Faculty/Other Employees and Students.”
  - a. There was extensive discussion surrounding whom this policy is for and whether FAC has the authority and purview to include other “Academic Employees” outside of faculty in this FPS.
  - b. The committee made several recommendations for changes, but agreed that any changes should go back to the Provost’s office and the Union for review, with any subsequent draft of the FPS coming back to the FAC for discussion and a vote.
4. Tabled discussion of:
  - a. Discuss providing peer observation guidance for online delivery courses.
  - b. Discuss having faculty pictures automatically associated with Outlook/Blackboard accounts with an opt-out option.
  - c. Discuss the Speaker of the Faculty position responsibilities and title. (Michael Heiss will bring us the results of his research on what other universities are doing at our next meeting.)
    - i. One responsibility we discussed at our February 12, 2020 meeting is that the person in this position could “train” our senators so that they can bring relevant issues to the University Senate.
  - d. Review FPS #9 “Classes, Faculty Absences, Lateness, Office Hours, Syllabi, Course and Teacher Evaluations.”

- i. Provost Berliner indicated at the SEC meeting on December 4, 2019 that it has been past practice that even adjuncts were expected to schedule one hour for each 3-credit course they teach. He argued that this is a bargaining issue.
  - ii. There was no dispute that the medium of office hours could differ depending on the type of delivery (in-person vs. online) or the availability of the faculty in terms of schedules.
  - iii. *Section V. stipulates, "Faculty shall schedule regular times for conferences with students at least one hour each week for each three hours taught. These scheduled hours shall be kept for this purpose. Adjunct faculty shall be available to students before or after their teaching periods."*
  - iv. *Section V. should be updated to reflect online courses that are sometimes taught by adjunct faculty that do not necessarily have an on-campus presence when teaching online. Can/should online courses offer virtual office hours via Blackboard Collaborate or Zoom?*
  - v. *CBA 6.9 only refers to full-time faculty in this regard, making expectations of adjunct faculty ambiguous.*
5. The meeting was adjourned at 4:08 p.m.