Faculty Affairs Committee
Minutes of 12 December 2007, Meeting, 10 a.m., 1270 FAB

Present: W. Crossland, D. DeGracia (Policy Committee liaison), L. Keashly, K. Padmanabhan, A. Popadic, R. Parnell, P. Kernsmith, L. Romano (Administration liaison), M. Sengstock.
Absent with notice: M. Amjad, M. Hamre, G. Kuhn, B. Markman, E. Puscheck
Absent: G. DeBlase, R. McIntyre (AAUP/AFT liaison).
Note: information contained in {_ } was communicated after the meeting.

Agenda

1. *Approval of Minutes of 13 November 2007 meeting of the Faculty Affairs Committee*
    a. *Information added: McGill response rate, SET commercial systems*
        Dr. Romano inquired about the cost of the Digital Measures SET software component. The figure of $30,000 actually applies to a package being considered for another purpose. The Chair will ask Tom Wilhelm (Director of Testing, Evaluation and Research Services) for this information. {Matthew Bartel of Digital Measures responded to Tom Wilhelm's questions that for a school with over 100 FTEs, the cost would be $4,500/year with discounts available for contracts signed for 3 or 5 years (15% & 20% respectively) or for signing up more than one school or college.}
        Minutes were approved.

2. *Retirement forum - progress (handout)*
    Date & venue (Drs. Keashly and Padmanabhan):
    Consensus was to try for a Wednesday afternoon (2:00 pm to 4:00 pm) time, February 20 or 27, with a storm date backup.
    Sites: Community Room in Undergrad library (limited seating ~ 50-75 people) (Padu)
        Manoogian lecture hall and Italian room - (Loraleigh)
        Welcome Center? (Padu)
        Old Main??
        Law School Auditorium (Padu)
        General Lectures - rm 150 but heavily used (??)
        Student Center Bldg. large rooms (Padu)
        Try to reserve "snow day" the adjacent Thursday
    Potential speakers:
        Steps for retiring: Brett Green, Mary Ann Wilson, both from HR
        Medical/insurance/benefits: Brett Green, Mary Ann Wilson
        AAUP/AFT: Michelle Fecteau
        Faculty Retirees suggested for preliminary contact:
            Tony Hough (Biology) [Aleksandar]
            Gerry Dunifer (Physics) [Padu]
            Bert Stein (Physics) [Padu]
            Henry Bohm (Physics) [Padu]
            Louis Kibler (Italian) [Bill]
            Sheldon Alexander (Psych) [Loraleigh]
            Karmen Brown (OT) [Regina]
            Don Gelfand [Mary]
            Dave Rorabacher (Chem) [Lou]
        After making preliminary contact, let Bill know what they say.
        Retirees will need parking arrangements.

Working Title: A Retirement Forum: Reports from the Front Lines

Publicity: Announcement in Pipeline, email announcement with reminders, paper notices on bulletin boards or other conspicuous places. Also put an advertisement on the Employee Tab of Pipeline as well as Faculty Tab.

RSVP: After beginning of Winter Term [see wording in separate communication]. Make sure subject line is very focused to avoid people deleting it unopened.

3. *Expansion of electronic collection of SET data*
   a. *Summary of SET issues (handout)*
      Regarding lower compliance of electronic SET data submission, it was pointed out that some instructors might see encouraging the students to comply or withholding their grades as objectionable. Furthermore, students might not feel motivated by a lottery they are not likely to win. The committee felt that in the final analysis it is difficult to motivate students to carry out the SET when they must do this on their own without a special formal session in class to fill out the forms. The committee also emphasized that a pre-test of the system is critical to avoid problems when it is used by the students.

   b. *Questionnaire (handout):*
      Edits were made in the text. To be distributed via a Zoomerang Survey after the beginning of the Winter Term (Dr. Kernsmith will construct the survey). An additional question was added, "I would be willing to use whatever method the University selects."

   c. *New developments*
      These were already mentioned at the beginning of the meeting.

   d. *Other thoughts on expanding the electronic collection of SET data*
      It seems likely that at some point in the future, the SET data will be submitted electronically but faculty sentiment must be gauged to determine how quickly to make electronic SET data collection available to faculty throughout the university.

4. *Faculty Tab*
   a. *Announcements and implementation*
      Announcements will be made in Pipeline and via email after the beginning of Winter Term. The revised Faculty Tab will be implemented in later January or early February because C&IT is concerned about unforeseen problems that might disrupt service if changes are implemented at the beginning or end of the term.

   b. *Changes requested by Library:*
      Library requested changes in the proposed Faculty Tab to list "Libraries" instead of "University Libraries" under University Services heading and to list the "Research Services for Faculty" in addition to "Interlibrary Loan" under the Research heading.

5. *Retiree access to library electronic media*
      As communicated to the committee by Dr. Popadic, retired faculty do not have full access to library electronic resources. Dean Yee is working with CIO Joe Sawasky to solve this problem.

6. *New business*

Dr. Padmanabhan reported on security protocols used on campus. WSU police are reluctant to make them public or put them in writing but would be willing to talk to a representative of the FAC. The WSU police have a wireless security alerting system to automatically alert people in time of crisis. Dr. Padmanabhan also brought up the question of FAC role with respect to enrollment. Should we be proactive? Is high enrollment good, is it forcing us to do more with less? Some faculty may think we have too many students now. Views on enrollment may vary from one school to another or one department to another. More students may lead to increase the number of instructors. Should we examine the faculty to student ratio? Effect of increasing enrollment on retention?

7. *Adjourn*
   Meeting adjourned at 11:05 a.m.