**Faculty Development & Policy (FDPC) Committee**

College of Education, Health & Human Services (CEHHS)

Minutes – May 5, 2022

10:45 a.m. - 11:45 a.m. via Zoom & UH 449

<https://csusm.zoom.us/j/81888651961>

**Committee Members:**

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| x | Deanna Schmidt, ChairSchool of Health Sciences & Human Services |  | Katie RobinsonSchool of Nursing  |
| x | Teru ToyokawaSchool of Health Sciences & Human Services |  | School of Nursing |
| x | Moses Ochanji School of Education |  | Christina HolubAt-Large |
| x | Grace McField School of EducationRebecca Brooks – Sabbatical Spring 2022 | x | Jennifer Ostergren, DeanCEHHS ***(Non-voting)*** |

Guests – Dorothy Yang & Madeline Lee (committee member starting Fall 2022)

**10:45am CALL TO ORDER**  (SCHMIDT)

 Establish quorum

 **APPROVAL OF AGENDA** (SCHMIDT)

 **APPROVAL OF MINUTES FROM LAST MEETING** (SCHMIDT)

 **OLD BUSINESS UPDATE**

 **DEAN UPDATE**  (OSTERGREN)

Annual Student Celebration set for May 17, 2022.

 CEHHS has 10 new faculty joining fall 2022. What is CEHHS doing to onboard these new faculty.

**10:50am SENATE UPDATE**  (SCHMIDT)

 Many policies have been revised through FAC.

 The campus is swapping to Canvas in the fall.

 Senate agendas are available online to review.

 Revision to the RTP university level policy, changes are regarding going up for Early Tenure & Promotion. Student evaluations of course instruction will be changed to Student opinion survey. PRC’s may be asked to do some training around interpreting student course evaluations/opinions.

 **CCC UPDATE**

 Met once, focus for the next year will be trying to identify a strategic plan for the college.

**11:00am DISCUSSION** (ALL)

* Take nominations and vote for next Academic Year FDPC Chairperson
* No nominations this time for committee chair, if there are nominations before faculty are off contract for summer that will be a vote by email. If none, this will be first item on the agenda.
* Discuss update to School of Education COVID-related RTP policy addendum.
	+ SoE voted to remove one sentence. FPDC voted unanimously by email in favor of the one sentence revision/removal. Dean Ostergren approved, FAC approved, sent to the Provost from the Senate Office for final approval.
	+ Note: Process now requires Dean of CEHHS to confirm policy changes are approved by CEHHS. FAC Chair required Dean’s confirmation in addition to FDPC vote to revise policy.
* Discuss School Director Evaluation tool.
* The policy says the college needs to create standards for the evaluation. School directors are faculty, they do go through an RTP process. A school director evaluation can only evaluate the role as director, not any part of the faculty job. School directors are evaluated no greater than every 5 years. CEHHS may make referral to FAC to have the director informally evaluated each year and evaluated formally every 5 years. Dean will put together a list of directors’ roles & responsibilities, a survey will be sent to faculty/staff/students, the dean will send a letter to the director, the director is allotted time to respond.
* FDPC will work on this starting Fall 2022
* Discuss use of one-time funds FDPC received, to be used by June 30, 2022
	+ Book *Tiny Habits* for All College meeting?
	+ Software recommendations- list compiled
	+ Gift for Fall welcome back – to be purchased by June 30.
* Update on email to Senate Office regarding number of items that could be added to CEHHS Lecturer RTP evaluation document.
* Senate is doing a big overhaul to the lecturer RTP document next AY, a new revised policy should be in place by fall 2023.
* CEHHS LAC communicated that limiting 3 pages of narrative is too short. Once the university document is revised FDPC will re-look at the lecturer policy.
* Discuss CEHHS Mentorship priorities
	+ Teru is working on draft of CEHHS New Faculty Binder content
	+ Other priorities to implement mentorship in CEHHS next academic year
	+ CEHHS welcome orientation for the new faculty in Fall 2022? -Give them the binders and then briefly introduce FDPC, IPE, CIDE and college level service?

**11:40am FUTURE DISCUSSION ITEMS** (ALL)

**11:45am ANNOUNCEMENTS/ADJOURNMENT** (ALL)

Upcoming Meetings: