**California State University San Marcos**

**College of Education, Health and Human Services**

**Faculty Development & Policy Committee**

**Minutes, May 5th, 2016**

**10:45am – 11:45am, UH 449**

**MEMBERS & GUESTS:**

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| --- | --- | --- | --- |
| x | Alice Quiocho (SHSHS) | x | Pat Hinchberger (SoN) |
| x | Gail G. Salvatierra (SoN) | x | Jacky Thomas (At-Large) |
| x | Kathy Fuller (SHSHS) | x | Sinem Siyahhan (SoE) (Chair) |
| x | Moses Ochanji (SoE) | x | Janet Powell, Dean (Non-voting) |
| x | Heidi Jones (Admin. Support) |  |  |

* **APPROVAL OF AGENDA & MINUTES**
  + Approve minutes for 04/07/2016- **Approved**
  + Approve agenda for 05/05/2016**- Approved**
* **REVIEW OF SUPERVISION FORMS: Reviewed changes made on forms.**
  + Speech Language Pathology- Approved- FDPC chair adding “Additional item added by Instructor/ Supervisor”
  + School of Education- Approved- FDPC chair adding - “Additional item added by Instructor/ Supervisor”
  + Need to decide what would be our plan of action for other departments/schools   
    - After approved at FDPC forms are moved to senate for approval. Then the forms can be used for evaluating faculty/ supervisors and placed in files.  
    - School of Nursing has evaluation forms for Preceptors and Clinical Faculty. (These need to go through FDPC and then be approved by Senate).
* **AGENDA ITEMS FOR FALL 2016:** 
  + RTP Language with respect to Service Credit (Jacky Thomas has taken the lead on this.)   
    -Need to edit RTP Documents to be inclusive of “All Units.” (Currently Social Work and SLP not listed and MPH will need to be added soon).  
    - Issue with the online publication- peer review?  
    - Service Credit – specific credit (years when awarded) role of service credit. Years 2 & 4 are retention years and the other years are “feedback years.”  
    \*Jacky Thomas to check with Marie Thomas on highlighted section. Separate section for associate/ assistant and a distinction for promotion and full. Early Tenure/ Early Promotion.
  + Develop CEHHS lecturer evaluation policy. Preliminary work include:
    1. The CEHHS draft (copy of CHABBS policy) can be found here: <https://docs.google.com/document/d/14pZqCpG1v1uZDKVgv1x_AYuiRuQ4PRGODj3i1pHzMQI/edit?usp=sharing>
    2. The Lecturer Evaluation Policy per Unit within CEHHS can be found here (under “Temporary Faculty”): <http://www.csusm.edu/policies/active/sorted_division.html>
    3. University Lecturer Policy can be found here: <http://www.csusm.edu/policies/active/pdf/LecturerEvaluationPolicy2014.pdf>
    4. Edit CHABBS Lecturer Evaluation Policy to fit within CEHHS—in Google Docs.
    5. Elicit feedback from Lecturer Advisory Council on the draft.
  + Other Items from the committee?
* **ANNOUNCEMENTS FROM FLOOR**
* **ADJOURNMENT- 11:47pm**
  + *NEXT MEETING: Fall 2016!! Have a wonderful summer break!*- Fall items for discussion: School of Nursing has evaluation forms for Preceptors and Clinical Faculty.   
    -RTP item (Jacky Thomas follow up w/ Marie Thomas).  
    - Send university & college RTP document to each school/ department for changes. (asking for revisions)  
    - Speak about the RTP at the Leadership Council Meeting in the fall.  
    - At the Fall Convocation All College Meeting Sinem to explain the survey. Send out electronic ballot for vote.