**California State University San Marcos**

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

**Faculty Development & Policy Committee**

**Minutes, September 1st, 2016**

**10:45am – 11:45am, MARK 322**

**MEMBERS & GUESTS:**

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| --- | --- | --- | --- |
| x | Noriko Toyokawa (SHSHS) | x | Nancy Romig (SoN) |
| x | Gail G. Salvatierra (SoN) | x | Jacky Thomas (At-Large) |
| x | Kathy Fuller (SHSHS) \*by phone | x | Sinem Siyahhan (SoE) |
| x | Moses Ochanji (SoE) |  | Janet Powell, Dean (Non-voting) |
| x | Heidi Jones (Admin. Support) |  |  |

* **APPROVAL OF AGENDA & MINUTES**
  + Approve minutes for 05/05/2016- Approved
  + Approve agenda for 09/01/2016- Approved

Introduction of the Committee- new & old members.

* **AGENDA ITEMS FOR FALL 2016:** 
  + Review RTP Language with respect to Service Credit (Jacky Thomas has taken the lead on this.)   
    \*Marie Thomas came to a FDPC meeting last semester and discussed RTP documents with committee. Discussion reflected the confusion of service credit, and the reflection of changes made at the university level. FDPC reviewed the University wide and the CEHHS RTP. Question of “change in associate professor to seek promotion.” Discussion on “Early promotion &/ or tenure” 1 or 2 paragraphs? Should the RTP include the CBA sentence?
  + Members are to look at the College Wide RTP and their unit RTP. Janet to review and give her “blessing” on them. Once Janet has approved, FDPC can take to units to get feedback. Members to make necessary changes based on feedback- bring back to FDPC.
  + Develop CEHHS lecturer evaluation policy. Preliminary work include:
    1. The CEHHS draft (copy of CHABSS 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>   
       \* No RTP for lecturers, no evaluation for lecturers. Use the CHABSS template as a guideline/ model.
    3. University Lecturer Policy can be found here: <http://www.csusm.edu/policies/active/pdf/LecturerEvaluationPolicy2014.pdf>
    4. Edit CHABSS 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
* Vote on Chair of FDPC- Sinem Siyahhan
* Faculty Awards- \* Sinem attended the Leadership Council Meeting and presented the idea to all chairs and directors. Review the document one more time; post documents on website then begin the process. Get clarity on the term “unit.” Each school is able to define these themselves.
* **ANNOUNCEMENTS FROM FLOOR:**

\* Nancy Romig brought the suggestion from CAPC that FDPC host an Annual Brown bag, “Curricular Workshop.” Invite the chair of UCC and CAPC to join. Prototype rollout in spring, to take place annually in the fall.

* **ADJOURNMENT**

*NEXT MEETING: October 6th, 2016  
Meeting adjourned 11:46pm*