

Faculty Development & Policy (FDPC) Committee
College of Education, Health & Human Services (CEHHS)

MINUTES – Thursday, September 3, 2020
10:45 a.m. - 11:45 a.m. via Zoom
<https://csusm.zoom.us/j/94964906022>

Committee Members:

x	Deanna Asakawa School of Health Sciences & Human Services	x	Christina Holub, Chair School of Nursing (Public Health)
	<i>Vacant</i> School of Health Sciences & Human Services		<i>Vacant</i> School of Nursing
x	Moses Ochanji School of Education	x	Anthony Matranga At-Large
	<i>Vacant</i> School of Education	x	Deborah Kristan, Dean CEHHS (<i>Non-voting</i>)

10:45am CALL TO ORDER (HOLUB)
Establish quorum

APPROVAL OF AGENDA (HOLUB)
Moved Moses, Seconded Deanna

APPROVAL OF MINUTES FROM LAST MEETING (HOLUB)
n/a; minutes attached for review from last meeting 5/7/20

OLD BUSINESS UPDATE

DEAN UPDATE (ALL)

10:50am DISCUSSION (ALL)

- Vacancies for SHSHS, SOE, and SON
Teru, self-nominated for SHSHS, Emiliano self-nominated for SOE.
- Chair for committee
Christina is requesting a chair/co-chair since she has taken on additional roles.
Deanna is willing to co-chair, Anthony moved to approve Moses seconded
- FAC representative, Deanna can give updates from Senate.
- School director evaluation
 - First reading of director evaluation draft policy was approved by senate
Policy is bare, it is being left up to the colleges to coordinate the review.
 - Review feedback from school directors (re: school [director evaluation](#))

Summary Points:

1. Directors would like to be part of the process/feedback on evaluation process and tool.
2. Evaluation should be inclusive of faculty, staff, students (as appropriate per unit), and other outside partners. For nursing, this may also include clinic staff; for education, this may include community members.
3. Recommendations:

- a. Directors and Dean work together on setting goals and initiatives early in the process, for which to be evaluated on. This helps set up a positive evaluation experience.
- b. Order of evaluation categories can also change depending on priorities of unit (e.g., budget high on list for SON, low on list for SOE).
- c. Tool should be more simple, flexible, more barebones, and less prescriptive.

Overall, directors would like to work with Dean on tailoring the evaluation tool specific to the unit's priorities, early in the process, through goal-setting meetings. Even with pre-determined categories, the order of importance of the categories should be flexible and specific to unit. The overarching goal is to create a positive, goal-oriented evaluation process and experience.

- Next steps for FDPC
 - Draft school director evaluation tool, get feedback from stakeholders (FDPC will be mindful that there will be no conflict)
 - Discuss non-traditional TT positions
Topic may need higher level discussions, in the CSU system and University.

11:35am FAC UPDATE (ASAKAWA)

11:40am FUTURE DISCUSSION ITEMS (ALL)

- Start rough draft of school director evaluation tool/standards
- Address changes to RTP document to include wording on the effects of COVID-19. Look at memo that was sent related to RTP, FDPC will address any conflicts in these memos.

ANNOUNCEMENTS (ALL)

11:45am ADJOURNMENT (HOLUB)

Upcoming Meetings:

Oct 1, Nov 5, Dec 3, 2020; Feb 4, Mar 4, April 1, May 6, 2021

As of 8/31/20

Faculty Development & Policy Committee (FDPC)

Meets: Monthly on the first Thursday, 10:45 – 11:45 am

Membership Seat	Member Name	Unit	Term ends	Meeting Dates
Faculty (chair)	Christina Holub	PH (SON)	06/2021	Sept. 3, 2020 Oct. 1, 2020 Nov. 5, 2020 Dec. 3, 2020 Feb. 4, 2021 Mar. 4, 2021 April 1, 2021 May 6, 2021
Faculty	VACANT	SHSHS	06/2022	
Faculty	VACANT	SOE	06/2021	
Faculty	Moses Ochanji	SOE	06/2022	
Faculty	Deanna Asakawa	SHSHS (KINE)	06/2021	
Faculty	VACANT	SON	06/2022	
Faculty	Anthony Matranga	At-Large	06/2021	
Dean (non-voting)	Deborah Kristan	N/A	N/A	

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MINUTES – Thursday, May 7, 2020
10:45 a.m. - 11:45 a.m. via Zoom
<https://csusm.zoom.us/j/94282744069>

Committee Members:

x	Madeline Lee School of Health Sciences & Human Services	x	Christina Holub, Chair School of Nursing (Public Health)
x	Deanna Asakawa School of Health Sciences & Human Services		Geri Schmotzer School of Nursing
x	Garrett Delavan School of Education		Vacant At-Large
x	Laura Wendling School of Education	x	Emiliano Ayala, Dean CEHHS (Non-voting)

10:45am CALL TO ORDER (HOLUB)
Establish quorum

APPROVAL OF AGENDA (HOLUB)
G. Delavan moved to approve, L. Wendling seconded. All approved

APPROVAL OF MINUTES FROM LAST MEETING (HOLUB)
March 5, 2020 minutes/notes
D. Asawaka moved to approve, G. Delavan seconded

FAC/Dean UPDATE (ALL)
FAC update - First reading of director evaluation draft policy was approved by senate. FAC requested work on a program director policy next AY will be researched and referred to FAC (Asakawa)
Dean update – university proposing that faculty receive PD funds for resources related to teaching & learning online via Faculty Center. Projections for enrollment look better than expected.

10:50am DISCUSSION (ALL)

- Review feedback from school directors (re: school [director evaluation](#))
Shared FDPC Director Feedback on School Director Evaluation Process notes from March 5, 2020 – committee feedback - university document for these evaluations will have one document for each school, SON and SOE with individual standards. The tool will go to FAC and Provost for approval. The evaluation tool will not change each year. FDPC will make the standard and receive input from directors as appropriate.
- Next steps for FDPC – fill vacant committee seats. Put together school director evaluation standards. Help faculty with needs related Covid-19. Non-traditional tenure-track positions.

11:40am FUTURE DISCUSSION ITEMS (ALL)

ANNOUNCEMENTS (ALL)

Geri Schmotzer will be retiring at end of AY19/20.

11:45am ADJOURNMENT

(HOLUB)

Upcoming Meetings:

No further meetings this academic year