**California State University San Marcos**

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

**Faculty Development & Policy Committee**

 **Minutes, February 04, 2016**

**10:45am – 11:45am, UH 449**

**MEMBERS & GUESTS:**

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

Meeting Opened: 10:50am

* **APPROVAL OF AGENDA & MINUTES**
	+ Approve agenda for 02/04/2016 – a quorum was not present, thus could not be completed.
	+ Approve minutes for 9/24/2015, 10/5/2015, & 12/03/2015**-** a quorum was not present, thus could not be completed.
* **VOTE FOR THE PROPOSED STRUCTURE FOR CEHHS FACULTY AWARDS**
	+ **Proposed Structure:** Three separate awards will be given annually for Teaching, Research/Creative Activity, and Service for Tenure Track Faculty, and one award for Lecturers. Each school within the college will have a peer review committee that will review the applications for the awards, and nominate one person for each category to the Dean’s Advisory Committee. The Dean’s Advisory will chose the recipients of the awards from the pool. There are 3 schools within the college; each school will nominate a person for 4 positions (3 for TT, 1 for Lecturer) if they choose to.
	\*Committee discussed how the Department/ school would compose the PRC for the faculty award committees. Each school or department would choose three persons (2 TT and 1 Lecturer) and they would choose from the nominees. Nominees are email the Dean’s office and Heidi Jones will send them an Email confirmation with instructions and the necessary follow-up (if they confirm). At the appropriate time, the list of nominees will be sent to the PRC’s and they will make the decisions of who gets the awards based on the 4 categories. (3 TT and 1 Lecturer). After the PRC (decided after the nominee process) makes their recommendations, they will send them to the Dean who will relay them to the Dean’s Advisory Council. The Advisory Council will then pick one awardee from each area: Teaching, Research/ Creative activity, Service for Tenure Track, and one for Teaching for Lectures. These awardees will be recognized at the Annual CEHHS Celebration and be given a plaque or something of the sort. A monetary award may be given if the Advisory Council is interested.
* **DEVELOP A PLAN OF ACTION FOR SETTING UP FACULTY AWARD PROCESS**
	+ **Things to Consider:**
		1. The school level peer review committees need to have representatives from different departments.

FDPC needs to come up with a timeline for the award process (e.g. nominations, peer review, etc.) – The target implementation date for awards is Fall 2016.
\* A timeline for the awardee process was created. Sinem Siyahhan created a google doc with a timeline. <https://docs.google.com/document/d/1WFU3sA-4N7qOGj9vHe2_h9D7HC7LmUi9qbpVbaMgydk/edit?usp=sharing>

* + 1. While it is important for the application criteria to be determined at the school level, FDPC needs to come up with a guideline for nominations.
		2. Follow/Adapt the University Faculty Award Guidelines. Review documents here:

<https://www.csusm.edu/president/awards/outstandingfaculty/guidelines.html>

* **DEVELOP CEHHS LECTURER EVALUATION POLICY**
	+ The CEHHS draft (copy of CHABBS policy) can be found here: <https://docs.google.com/document/d/14pZqCpG1v1uZDKVgv1x_AYuiRuQ4PRGODj3i1pHzMQI/edit?usp=sharing>
	+ The Lecturer Evaluation Policy per Unit within CEHHS can be found here (under “Temporary Faculty”): <http://www.csusm.edu/policies/active/sorted_division.html>
	+ University Lecturer Policy can be found here: <http://www.csusm.edu/policies/active/pdf/LecturerEvaluationPolicy2014.pdf>
	+ Edit CHABBS Lecturer Evaluation Policy to fit within CEHHS—in Google Docs.
	+ Elicit feedback from Lecturer Advisory Council on the draft.
* **AGENDA ITEMS FOR NEXT REGULAR MEETING**

* **ANNOUNCEMENTS FROM FLOOR**\* Send out the timeline to all faculty for feedback after the award process and timeline has been created.
* **ADJOURNMENT**

*NEXT MEETING: March 3rd , 2016*