**California State University San Marcos**

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

**Faculty Development & Policy Committee**

**Minutes, March 3rd, 2016**

**10:45am – 11:45am, UH 449**

**MEMBERS & GUESTS:**

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

* **APPROVAL OF AGENDA & MINUTES**
  + Approve agenda for 02/04/2016 Approved
  + Approve minutes for 9/24/2015 Approved, 10/5/2015 Approved, 12/03/2015 Approved, & 2/4/2016Approved
* **REVIEW THE CEHHS FACULTY AWARD GUIDELINES DRAFT & DISCUSS NEXT STEPS**
  + 1. Review the draft here: <https://docs.google.com/document/d/1WFU3sA-4N7qOGj9vHe2_h9D7HC7LmUi9qbpVbaMgydk/edit?usp=sharing> Committee discussed the draft document and made changes on the google doc.
    2. The guidelines are based on the University Award Guidelines. Review documents for reference here:<https://www.csusm.edu/president/awards/outstandingfaculty/guidelines.html>
    3. The goal is to implement the CEHHS Faculty Award 2016-2017 academic year.   
       Discussion regarding the use of “department/ school” or in the wording of parts of document.
* **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> Did not discuss at this meeting.
  + The Lecturer Evaluation Policy per Unit within CEHHS can be found here (under “Temporary Faculty”): <http://www.csusm.edu/policies/active/sorted_division.html> Did not discuss at this meeting.
  + University Lecturer Policy can be found here: <http://www.csusm.edu/policies/active/pdf/LecturerEvaluationPolicy2014.pdf> Did not discuss at this meeting.
  + Edit CHABBS Lecturer Evaluation Policy to fit within CEHHS—in Google Docs. Did not discuss at this meeting.
  + **Next steps:** Elicit feedback from Lecturer Advisory Council on the draft.
* **RTP DOCUMENT: LANGUAGE REGARDING SERVICE CREDIT** 
  + Marie Thomas will join the meeting at 11:30AM  
    -Recent changes to the RTP mean that a lot of people (all) are out of compliance.   
    - Needs to be changed, service credit awarded only officially at the time of hire.

- There is the ability to go up for early promotion if you have service credit.  
- The time an individual comes in with can be used toward your service credit.  
For the documentation, anywhere it says “at a University” needs to be changed.   
We will send the revised document to all faculties for review after it has been revised.

* **AGENDA ITEMS FOR NEXT REGULAR MEETING**

* **ANNOUNCEMENTS FROM FLOOR**Jacky Thomas will follow up with Marie Thomas (regarding if Senate has passed the document she passed out).
* **ADJOURNMENT 11:45am**

*NEXT MEETING: May 5th, 2016*