**Faculty Development & Policy Committee**

College of Education, Health & Human Services (CEHHS)

Minutes – December 6, 2018

10:45 a.m. - 11:45 a.m. in UNIV 449

**Committee Members:**

|  |  |  |  |
| --- | --- | --- | --- |
| X | Alison Scheer-Cohen, Co-ChairSchool of Health Sciences & Human Services |  | Elvira Gomez School of Nursing |
| X | Rebecca Brooks, Co-ChairSchool of Education |  | Geri SchmotzerSchool of Nursing |
|  | Fernando SorianoSchool of Health Sciences & Human Services | X | Madeline LeeAt-Large |
| X | Laura Wendling School of Education | X | Emiliano Ayala, DeanCEHHS ***(Non-voting)*** |

Guest(s):

**CALL TO ORDER** (SCHEER-COHEN)

 Establish quorum: Yes

**APPROVAL OF AGENDA** (SCHEER-COHEN)

 Agenda Approved as is.

**APPROVAL OF MINUTES FROM LAST MEETING** (SCHEER-COHEN)

 November 1, 2018 minutes were approved with change in adjournment time.

**RTP: Feedback from Units** (FDPC COMMITTEE MEMBERS)

* Alison Scheer-Cohen
	+ Her unit inquired as to why an RTP document for the college was necessary if it is similar to the University document. Is it possible that only unit level documents are necessary?
	+ Faculty pointed out that some of the policies and procedures might be better left as advisory/guidance (consider collaboration with the Faculty Center).
	+ Faculty recommended that PRCs be modified to have at least one member that has previously served on a PRC.
	+ Alison mentioned the Academic Senate voted on a position paper on faculty mentoring and service on PRCS resolution pertaining to mentorship by faculty serving or had served on PRCs.
		- Madeline mentioned using the Faculty Center as a resource to obtain mentorship on her WPAF outside of her unit.
* Rebecca Brooks
	+ SoE agreed with inquiring why an RTP document is needed at a college level.
		- Dean Ayala explained various uses for a college RTP document (e.g., used as template for new units). He also thinks there may be a regulation that mandates a college RTP document.
			* Dean Ayala will research this regulation.
	+ SoE addressed the need to define ‘period under review.’ They also discussed possible training modules for the PRC members to understand their roles/responsibilities. These modules could also define/describe the procedures in the policy.
	+ SoE avoids cluttering their RTP submissions with a concise and streamlined approach. Are the SoE files ‘weaker’ by comparison to other units that may ‘overload’ their submissions?
		- Dean Ayala pointed out that the quality of the evidence submitted is emphasized over quantity.
* Madeline Lee
	+ Social work met and discussed the document. SW believes that the unit level document would provide the specification and detail relevant to the unit while the college RTP will be more general.
	+ SW also addressed whether there is a need for changes this year (given the documents recent 2017 revision).
* Emails from non-present members pertaining to RTP unit feedback were reviewed and the similarities to topics previously discussed were noted.
* To further explore and obtain detailed information from junior faculty across the departments, the committee will create a poll/questionnaire. The poll/questionnaire will focus on the needs of junior faculty during the RTP process. A working document on SharePoint will be developed. Members should add questions to this working document (e.g., How often do you utilize the Faculty Center? Do you have a mentor helping you with your WPAF?). This document can be found at: [https://csusm.sharepoint.com/:w:/r/sites/college\_of\_education\_health\_and%20\_human\_services/deans\_office/administration/Shared%20Documents/Governance/Standing%20Committees/Committee\_FDPC/2018-2019%20Working%20Documents/Questionnaire%20for%20Junior%20Faculty.docx?d=w5ec6fb1fdc83478fb4324076c9e0f231&csf=1&e=dWxP6s](https://csusm.sharepoint.com/%3Aw%3A/r/sites/college_of_education_health_and%20_human_services/deans_office/administration/Shared%20Documents/Governance/Standing%20Committees/Committee_FDPC/2018-2019%20Working%20Documents/Questionnaire%20for%20Junior%20Faculty.docx?d=w5ec6fb1fdc83478fb4324076c9e0f231&csf=1&e=dWxP6s)
* FDPC will create a working document on SharePoint of suggested changes to the RTP document. This document can be found at: [https://csusm.sharepoint.com/:w:/r/sites/college\_of\_education\_health\_and%20\_human\_services/deans\_office/administration/Shared%20Documents/Governance/Standing%20Committees/Committee\_FDPC/2018-2019%20Working%20Documents/Suggestions%20for%20college%20RTP%20document.docx?d=w228e53dba1fb4761b98d312daf90793b&csf=1&e=5teh6t](https://csusm.sharepoint.com/%3Aw%3A/r/sites/college_of_education_health_and%20_human_services/deans_office/administration/Shared%20Documents/Governance/Standing%20Committees/Committee_FDPC/2018-2019%20Working%20Documents/Suggestions%20for%20college%20RTP%20document.docx?d=w228e53dba1fb4761b98d312daf90793b&csf=1&e=5teh6t)
* Dean Ayala recommended presenting the idea of modifying the representation on FDPC to have members that are currently sitting FAC also sit on FDPC. This representation will increase communication at the college and university level and reduce redundant and incongruous work between the college and university level.

**RTP PROCESS FOLLOW-UP AND NEXT STEPS** (BROOKS & SCHEER-COHEN)

* Spring All College Meeting
	+ Three options to consider:
		- Present removing the college RTP document, discuss removing the college document, proceed with vote after the meeting.
		- Present changes to the college RTP document, discuss changes to the college document, proceed with vote after the meeting.
		- Do not make any changes to the current college RTP document

**ANNOUNCEMENTS**

* CEHHS Holiday Celebration today at 4:00 p.m.

**ADJOURNMENT** (SCHEER-COHEN)

11:30 a.m.

*Next Meeting: February 7, 2018*