MINUTES OF THE PERSONNEL COMMITTEE

CALIFORNIA STATE UNIVERSITY, FRESNO

5241 N. Maple Ave., M/S TA 43

Fresno, CA 93740-8027

Office of the Academic Senate

Ext. 8-2743

September 18, 2014

Members Present: B. Tsukimura (Chair), A. Cowgill, K. Forbes, J. Pitt

Members Excused: A. Alexandrou, A. Radford, M. Caldwell (ex-officio)

Members Absent:

Visitors: Dianne Volpp, Kevin Ayotte, Janice Parten

The meeting was called to order by Chair Tsukimura at 9:05 a.m.

1. Agenda - MSC to approve the Agenda.
2. Minutes - MSC to approve the Minutes of 9/11/14.
3. Time Certain discussion with Senate Chair, Kevin Ayotte: APM 237, APM 322, APM 322b, and 322c related to faculty responsibility for accessible instructional materials.
4. Discussion about using the placement of ADA requirement information into a better place in the Syllabus Policy, APM 241 as a means to inform faculty on compliance.
5. Appears a widespread problem in information about ADA requirements, vs University requests for additional ADA accommodation
6. Need to develop a strategy to roll this out to senate and to faculty
7. Problem exists with late appointments of lecturers complying with regulations requiring early announcements of required course materials
8. Jan Parten pointed out that the University philosophy is that all material is accessible, particularly new software and materials.
9. Decision to leave the proposed ADA language out of 322, but to amend APM 237. Options proposed by Kevin Ayotte – to be discussed next meeting.

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1. Communications and Announcements
   1. New MAP will reorganize HR procedures.
   2. Monday’s Senate Meeting will cover policies from last year: Policies for Committee Review – APM 325, 327, 360 –Continued Second Reading.
2. No New Business
3. Examination of Old policies: We will ID policies that are Executive Orders (EO’s) and place them (if they haven’t been superceded already) in a special section for EO’s, then add an explanation of what EO’s are. We will also include MAP’s.
4. APM 320 – Discussions with Jan Parten -

Agenda for the meeting 9/25/14, Meeting in Thomas 117

1. Approval of the Agenda.
2. Approval of the Minutes of 9/18/2014
3. Communications and Announcements
   1. Senate on Monday 9/22 – APM 325, 327, 360 – Personnel Committee. Continued Second Reading
4. New Business
5. Old Policy Review:
   1. Executive Orders: 367, 370, 393
   2. Reports: 321, 357, 358
6. APM 237 – Policy on the Ordering of Accessible Instructional Materials: Discussion of proposed amendments by K. Ayotte (9/18/14).

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Not updated in 8+ years:

308 – Grant-Related Instructional Faculty [2005]

311 – Policy on Teaching Associates [2003]

312 – Policy on Graduate Assistants [2003]

314 – Use of Student Assistants in Classes [1981]

321 – Report of the Faculty Scholar Blue Ribbon Committee

(not a policy, but a report) [1997]

328 – Periodic Evaluation of Tenured Faculty [1995]

331 – Policy on Service Salary Increase Program (FAR’s) [Merit pay] [1999]

336 – University Statement on Faculty Rights and Responsibilities [2001]

339 – Policy on Final Exams [1993]

345 – Guidelines on incompatible activities and conflicts of interests [1998]

346 – Policy on Faculty-Student Consensual Relations [1992]

353 – Policy on the Assignment of Student-Faculty Ratios [1980]

354 – Policy on Assigned Time [2003]

357 – Policy on Center for the Enhancement of Teaching and Learning [1994]

358 – Triad Teaching Improvement Program [1992]

362 – Policy on Professional Travel [1993]

363 – Policy on Faculty Exchange [1987]

367 – Fresno State Affirmative Action Policy [1986]