Chairs/Director Committee Meeting – Minutes
November 12, 2013

Present: Belch, Chang, Ely, Grudnitski, Kawachi, Krentler, Plice, Probett, Rhyne, Salehizadeh, Singh, Varaiya

1. Approval of minutes, October 29, 2013

2. Dean’s report

The conversion of BA 290 to RWS 290 is on track. The RWS 290 course proposal was approved by the University Undergraduate Curriculum Committee.

The Followings items were discussed at the November 6th Academic Deans’ Council:
• Spring 2013 classes with a relatively high percentage of D, W, and F grades will be discussed at the next Academic Deans’ Council. The focus will be on how to improve students’ success in these courses and prevent them from becoming bottlenecks.
• The Board of Trustees is requesting $237 million to support enrollment growth and student success initiatives. The Governor has indicated the CSU will receive $142, including a 3% compensation pool.
• A new UAW contract covering GA appointments has been ratified. One impact is that time sheets will now be required for GAs.
• Planning continues on the alternative consultative process for a Student Success Fee. In Spring 2014, students will be asked to provide feedback on a new mandatory fee of $200/$300/$400/$500.
• CBA Article 35 requires the reporting of excess outside employment. Faculty Affairs will work through department chairs and deans to ensure this information is tracked. A memo with instructions will be distributed in December. (Article 35 and the associated appendix H are attached.)

A Grant Writing Academy is being formed and will create opportunities for senior faculty to mentor junior faculty.

3. Recruiting. The chairs provided updates on faculty position recruiting activities.

4. The College policy on the selection of faculty to teach in specialized programs was distributed and discussed.
Chairs/Director Committee Meeting – Minutes  
November 19, 2013

Present: Belch, Chang, Ely, Grudnitski, Kawachi, Krentler, Plice, Probett, Rhyne, Salehizadeh, Singh, Varaiya

The meeting was devoted to discussing faculty replacement cost when donations and grants are used to fund assigned time. The committee reached agreement on the following general funding guidelines.

General guideline
- When a lecturer replaces a TT faculty member who is given assigned time, the cost of the replacement lecturer will be used.
- When a volunteer lecturer replaces a TT faculty member who is given assigned time, the cost will be $0.
- When a donor’s gift includes a request for a specific faculty member, that faculty member’s compensation will be used.
- When a course release is funded by the Graduate Fee Grant Program, the cost will be $11,000.

Finally, all gifts proposed to support assigned time for faculty will be reviewed by the Chairs/Directors Committee.
ARTICLE 35

OUTSIDE EMPLOYMENT

35.1 Outside employment shall not conflict with normal work assignments or satisfactory performance of all duties of the faculty unit employee.

35.2 Upon written request directed to an individual full-time faculty unit employee by the appropriate administrator, the faculty unit employee shall provide a written statement of the amount and approximate distribution of time devoted to continuous outside employment during the academic term to which s/he has been appointed. Such requests may be made when the appropriate administrator has determined that such information is necessary to ascertain compliance with provision 35.1 of this Article.

35.3 In addition to the requirements of 35.2, all full-time faculty unit members shall be required to provide a written statement to the appropriate administrator of all outside employment, where such outside employment is expected to amount to more than

a. One hundred sixty (160) hours per semester for faculty holding academic year or ten (10) month appointments at a semester campus.

b. One hundred ten (110) hours per quarter for faculty holding academic year or ten (10) month appointments at a quarter campus.

c. One hundred twenty (120) hours per three (3) month period for faculty holding twelve (12) month appointments.

Written statements shall be submitted using the form at Appendix H and shall be provided to the appropriate administrator within thirty (30) days of the commencement of the semester, quarter, or three (3) month period during which the outside employment is to be undertaken. For faculty holding twelve (12) month appointments the quarter dates for the purposes of reporting shall be July 1, October 1, January 1, and April 1.
Appendix H

Outside Employment Disclosure Form:

This form is to be completed within 30 days of the commencement of each semester/quarter/3 month period as appropriate by full-time faculty to ensure compliance with Article 35 of the CSU/CFA CBA. Article 35 of the CBA requires that

“…all full-time faculty unit members shall be required to provide a written statement to the appropriate administrator of all outside employment, where such outside employment is expected to amount to more than

(i) 160 hours per semester for faculty holding academic year or 10 month appointments at a semester campus.
(ii) 110 hours per quarter for faculty holding academic year or 10 month appointments at a quarter campus.
(iii) 120 hours per 3 month period for faculty holding 12 month appointments.

Written statements shall be provided to the appropriate administrator within 30 days of the commencement of the semester, quarter, or three (3) month period during which the outside employment is to be undertaken. For faculty holding twelve (12) month appointments the quarter dates for the purposes of reporting shall be July 1; October 1; January 1; and April 1.”

Name: ____________________________  Department: ____________________________

☐ 12 Month Appointment    ☐ 10 Month Appointment    ☐ AY Appointment

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Signed……………………….

Dated………………………..

☐ Continuation Sheet Attached