FACULTY PERSONNEL COMMITTEE
AGENDA

Friday, September 25, 2020
10:00 am – 11:00 am, via ZOOM

Executive Session – Full Faculty Personnel Committee 10:00 am – 11:00 am*

    I.   Welcome

    II.   Approval of Minutes, 09/11/20 meeting

    III.   Distinguished Professor Appointment

    IV.   New Business and Announcements

Upcoming FPC/FPAC Meetings

<u>Fall 2020</u>

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Faculty Personnel Appeals Committee	Friday, December 4, 2020
Full FPC	Friday, December 11. 2020

<u>Spring 2021</u>

Faculty Personnel Appeals Committee	Friday, February 19, 2021
Faculty Personnel Appeals Committee	Friday, February 26, 2021
Faculty Personnel Appeals Committee	Friday, March 5, 2021
Faculty Personnel Appeals Committee	Friday, March 12, 2021
Full FPC	Friday, April 9, 2021
Full FPC	Friday, May 7, 2021

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Meeting ID: 901 438 1582   **Meeting Password**: 2020123
Full Link: https://jjay-cuny.zoom.us/j/9014381582?pwd=SEt6TzR2bzNBN3lWdHBkdFA0eDJudz09
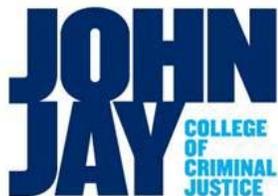
FACULTY PERSONNEL COMMITTEE
MINUTES

Friday, September 11, 2020
11:00 am – 3:00 pm, via ZOOM

Meeting commenced: 11:06 am

Meeting Open to the Public 11:00 am – 12:15 pm*

   I.   Welcome

-Faculty and staff introduced themselves. President Mason welcomed new members.

  II.   Approval of Minutes, 05/01/20 meeting

-Action was motioned by President Mason and approved via ZOOM poll.

 III.   Fall 2020 Personnel Process Updates

-President Mason presented the topic and informed everyone that Angela C. and Kyeanna B., had been leading a project for Faculty Services to scan hard copy files from campus onto electronic platforms, such as DropBox.

-Kyeanna B. detailed the scanning project process: After acquiring needed approval, Faculty Services was permitted on campus to review candidates' hard copy files. FS (Faculty Services) reviewed files in order to pull any documentation that would be otherwise unavailable for faculty to upload on their own to FIDO. Types of documentation included guidance letters and/or information on leaves that may have extended their clock time. Such files would be organized and uploaded to FIDO, but if any documents were found to be of confidential nature, FS would organize and upload it to DropBox instead, such as external letters. Fortunately, many documents are already located on FIDO, such as observations, evaluations, and works of scholarship.

-Ned B. asked if candidates would know what their confidential files contained. He was told that the confidential files would include what they had always included (e.g., external evaluator letters for T&P candidates) with the addition of vote history summary sheets (all candidates). All other materials are not considered confidential.

-Ben B. asked if there was a way to download documents stored on FIDO in bulk. He was told that there is currently no way to view items in that format and reminded that candidate materials were only to be viewed (not downloaded) by reviewers.

-Gail G. asked when appellant files would become available, to which she was answered: that scheduling actions for appellants have not been determined yet, but hardcopy files for these candidates have also been scanned and are on standby when needed.

-Angela C. provided further details on the personnel folder process. She outlined the precautions the department was taking to ensure the confidentially of these files. FS will make folders for each candidate on DropBox. Thus, it is imperative for FPC members to claim their free DropBox accounts. Each reviewer will only have access to the candidate's materials they are assigned to. Folders on DropBox are also timed, after a certain window, access will be taken away. Files are also kept as "view only" documents to avoid tampering.

-President Mason requested that Kyeanna B. send an email to FPC members reminding them to claim their CUNY e-mail accounts.

-Gail G. inquired about the FIDO log-in process, to which Kyeanna B. responded that the login process is the same as past years - no changes to the website in that area. Faculty are to use their JJ e-mails and passwords.

-Ben B. asked which account would be used for DropBox and Kyeanna B. confirmed that JJ email accounts will be used for the immediate future. Moving forward she will email faculty to request their CUNY login usernames (e-mails) so that future DropBox invites will be sent to those accounts.

IV. New Business and Announcements

-Kyeanna B. discussed the status of anticipated updates to FIDO in collaboration with DoIT. The updated FIDO version (FIDO 4.0) will be moved to a dedicated JJ server to provide more security for candidate files. Other updates will include additional data space has also been provided to support all the documents faculty are uploading and cosmetic improvements to make the interface more user friendly. Full implementation for FIDO 4.0 is planned for spring 2021.

-Angela C. went over COACH recommendations on applying different measure for faculty productivity and work life. Gail G. gave feedback, requested more clarity in the details of the recommendations. President Mason suggested getting more feedback from faculty as well. Angela went on to discuss evaluations and shared a rubric that would help with evaluating faculty for online teaching.

-Paul N. recommends that faculty go through training for online teaching and that the rubric should reflect whether or not a teacher was trained.

Meeting adjourned: 12:16 pm