**Department of Asian Languages and Literature**

Faculty Meeting: 29 May 2020 - held remotely by Zoom

Minutes

Prepared by Zev Handel

Ahmad, Atkins, Bi, Carlyle (student representative), Cao, Cho, Cox, Dubrow, Hamm, Handel, Iwata, Jesty, Kim, Lü, Mack, Marino, Matsuda, Nishikawa, A. Ohta, K. Ohta, Pahlajrai, Pauwels (on leave, non-voting), Salomon (emeritus, voting), Sandjaja, Schnell (staff), Takeda, , Won, Yoon (staff), Yu

*Meeting called to order at 3:34pm*

**I. Approval: Minutes of regular faculty meeting, held May 8, 2020 (Handel)**

Minutes were approved without objection.

**II. Update: Faculty Senate (Jesty)**

Mike Townsend sent out email about four pieces of Class B legislation a few weeks ago. Today is the deadline for objection. One is about abandoning the requirement of standardized tests for undergraduate admission, one about hardship withdrawal, one about distance learning requirements, and one about S/NS grading. Some of these are directly related to the current coronavirus/remote-learning situation. All four are likely to pass and will be implemented by the registrar, with those affecting grading practices to come into effect in time to be applicable to this quarter’s grading.

**III. Discussion and vote on temporary merit review procedures for this year (Atkins)**

We recently approved new merit review procedures as requested by the College (see March 13 meeting minutes). We sent them to Division Dean Brian Reed for approval, but because of the coronavirus situation, the College has not provided any feedback, let alone approved them. It is therefore not clear which merit review procedures are currently in effect.

We are extremely unlikely to get any salary increases this year (not even the usual baseline 2%), so there will not likely be any practical effect from our new procedures not being formally approved by the College. Yet merit reviews are required by faculty code, so we must still do them. Given the practical constraints of the current situation, an abbreviated one-time-only procedure seems warranted. This will allow us to do due diligence on assessing each other’s performance, assign merit, and satisfy our faculty code requirements, without having to go through a complicated and time-consuming procedure that will likely not affect our salaries.

The one-time-only procedures being proposed were worked out by the Executive Committee and are presented to the full faculty for discussion, revision, and approval.

*Atkins summarized the proposed procedures (see Appendix) and the justification for them. Mack, Dubrow, and Hamm expressed support for the proposal. There were no suggestions for revision.*

The procedures (see Appendix) constitute a motion. Ahmad moved and Hamm seconded.

The motion passed unanimously (no Nos and no Abstains).

**IV. Open Discussion**

Dubrow asked about the provost’s email regarding the survey that the department needs to submit categorizing autumn courses with regard to remote and in-person learning. Atkins provided an explanation of the request that departments classify all their autumn classes as “must be offered in person”, “must be offered remotely” and “could be offered either way”. In the second category automatically go all courses with enrollments over 50 and faculty members in a high risk group.

There was discussion about which of our department’s courses should be listed in which categories. Atkins reminded us that this is a preliminary survey, and will not constrain us to teach courses live if an instructor does not wish to. Bi and A. Ohta asked if students are having input, because running courses live at an instructor’s preference may not be acceptable to students. Atkins was not sure if students are among the stakeholders are involved in the administration’s task force planning. Handel pointed out that all plans for the autumn are tentative and can be changed.

Atkins reminded faculty that they contact him with any requests to have their courses categorized as remote only.

**Appendix**

Motion to Establish Abbreviated Merit Review Procedures

Faculty Meeting

Department of Asian Languages and Literature

May 29, 2020

1.  These abbreviated procedures are valid for this year only.

2.  They are necessitated by the disruption to normal operations due to COVID-19 and the likely prospect that there will be no money available for merit raises.

3.  Each faculty member will be evaluated by a colleague of a higher rank, with the exception of full professors who will be evaluated by colleagues of the same rank. Evaluators will read the online file and succinctly summarize the file at the merit review meeting.  Reports will be oral; there will be no written reports this year.

4.  All faculty members eligible to vote on the case will have access to the digital file, not just the committee members.

5.  Categories on the ballot will include Exceptional Merit, High Merit, Merit, Low Merit, No Merit, and Abstain.

6. We anticipate that most faculty members will be recommended for High Merit.  Discussion should therefore focus on the desirability, if applicable, of a higher or lower rating.  We understand that ratings of High Merit are required for faculty wishing to receive competitive counteroffers.

**Meeting adjourned at 4:04pm**