Undergraduate Studies in Education
December 11, 2012
Minutes

Agenda—There is a typo on the agenda- Meeting starts at 1:30pm, not 2pm as noted on agenda emailed earlier. Minutes Approved.

Minutes—Please review the minutes as emailed by Ana Garcia Nevarez, prior to each meeting. Approved. J Raskauskas abstain

Garcia Nevarez announced that in the Undergraduate meetings, we do keep attendance via a sign in sheet. This is public record, but not included in minutes and available upon request. Also, meeting minutes will soon be available on College of Education website.

Stone questioned if website still contains CHDV, for example, for information for specific students. Yes, program information will be remaining as listed now by program.

Discussion Items

Faculty Home

- Faculty need to select a “home” for workload, personnel issues, etc.
  - New Division/Branch codes have been assigned which means that we will need to add faculty to these new codes.
  - Other chairs may be scheduling appointments with faculty to discuss workload.

Hembree stated that she understand the purpose of a “home” for paperwork, but wants to make the distinction that this home does not apply to voting rights and a voice.

Garcia Nevarez responded yes those two are different. In addition to RTP related issues.

Gomez suggested that the next discussion regarding voting and RTP, curriculum and such matters will be the bigger discussion. Offered some suggested options for voting ‘homes’ including having a primary and secondary home.

Hembree notes that leadership should not be the only deciding factor in where the voting home is.

Garcia Nevarez added that the chairs would like to find out who are the consistent interested participants.

Beddow reminded that faculty may not attend all meetings due to course scheduling conflicts, which does not equal lack of interest. Conversation continued.

Garcia Nevarez added that some things cannot be decided solely in an UG meeting. Some decisions may impact other branches. Some things may need to be put to a college wide vote. Hembree suggested that we may have to introduce a proxy voting option. Many agreed.

Egbert suggested the need to consider that some faculty, such as deaf studies, may not be involved in other branches.
2012-2014 Contract

- Garcia Nevarez reported her attendance HR and CFA meetings to discuss current/new contract. There are a lot of changes. Please take a look at the website link that should have been emailed out to you for the full language.

- Changes for 3 year lecturers include:
  - In addition to the chairs evaluation, the Dean will also evaluate each 3 years.
  - Language reads: “Requires peer review committee evaluation as well as evaluation by appropriate administrator.”

- Changes to all Faculty:
  - Student evaluations of teaching will change to have all classes evaluated.
  - Language reads: “default standard is that ‘all classes taught’ are evaluated (replace current standard of minimum of two class to be evaluated).”
  - Garcia Nevarez noted that this change is still pending the president’s signature.
  - Horobin announced a proposal of having this in affect next semester to have option to evaluate 2 or all courses. The contract allows for a provision for each campus to allow a decision by campus to require all courses taught OR 2 courses. This new contract with these policies will start next Spring semester.
  - Discussion continued regarding how many courses are required to be evaluated.

- Garcia Nevarez read additional language: “Campuses may agree through shared governance to review fewer classes; if so, consultative process to determine which class will be evaluated.”

Raskauskas expressed that she doesn’t mind evaluating every class IF the tool is reliable. The tool is not reliable to gage my ability to teach.

Stephenson added that faculty should please note that paper/scantron evaluations can only be complete during the one class period offered. Students may not do “make up” evaluation at a later date. Online evaluations can be done during a set time period- 2 weeks at the end of the semester.

- Additional changes in the contract include:
  - Faculty may apply for early promotion: “a faculty member may be considered for early promotion (prior to six years) without requirement of positive department (primary) recommendation.”
  - “Full-time faculty must now report outside employment in writing each semester (every 3 months for 12 month faculty).”
    - Discussion continued regarding why the university may need to know an employees involvement.

Spring 2013 Schedule

Garcia Nevarez reported that the Spring semester is very full.

Discussion continued regarding waitlist and enrollment:

- Over enrollment: Please try to add graduating seniors; suggestion is to add at least 1 if possible
- Waitlist: The waitlists are removed Friday evening before the semester starts. Please print for your record.
• Holding seats: some sections of select classes have been set with a lower enrollment to allow room for grad seniors to be added later.
• Credential students: There is a known issues with pre requisites for classes, i.e.100a/b. Department staff is aware and are able to help students enroll in classes.

Area Group Updates
Area group updates postponed, due to time.

Reminders and University Updates
• Faculty senate needs alternate representatives for CHDV and EDS (could be a faculty from DEAF or Special Ed). Please express interest as soon as possible by contacting Ana Garcia Nevarez.

• Grading is due at 11:59pm on January 2, 2013
Please submit grades on time. It’s recommended that they be completed before the 2nd.

• SacCT 9.1 will be gone by December 31. Please migrate all the classes that you need information to Blackboard. If you do not the information will not be saved.

• Commencement is this Saturday, Dec 15 at 4:30pm. Please RSVP to the Dean’s office if you can participate.

• Next Semester’s meetings are the 2nd Tuesday of the month, 1:30- 3:00:
  February 12,
  March 12,
  April 9,
  May 14

Question asked: Will there be any meetings before teaching begins?
The college is planning a “soft opening” sometime during the Spring semester. You will be notified of any meetings prior to the semester starting.

Meeting adjourned.

Minutes Submitted by: A. Stephenson
Approved By: Ana Garcia-Nevarez