Attendance: Baird, Beddow, Gardner, Horobin, Ciraulo-Stuart, Goodwin, Ives, Va, Lee, Christianson, Mehta, Daley, Vicars, Rayman, Pan, Carinci, Mejorado, Hembree, O'Hara, Raskauskas, Sun, Chaplin, Sellens, Gonzalez, Tath, Fredenburg

Meeting started at 1:35pm

1. Agenda– Motion to approve agenda – Gonzalez, seconded by Horobin, Agenda approved.
2. Amend minutes from Feb. 10, 2015 – add Steven Daley, change spelling to Tath & add Ives
3. Minutes – Motion to approve minutes – Gonzalez, seconded by Horobin, Agenda approved.

Branch Updates:

III. Faculty Senate:

Amber reported that award ceremonies were held. Senate has not met yet so they have not discussed absence policy. Amber confirmed that it is unlikely that she will be able to abstain from voting. She will give amendment option. 1st reading amendment to faculty office hour policy. Full time faculty required to give 3 hours per week plus option to meet outside office hours. Online classes should have a mix of hours and make appropriate revisions.

Discussion – office hours should be a convenience to students not just faculty. Amendment can be a mix of options. Do office hours need to be online or in person?

Senate discussed what a concentration is? Tracks and options of special emphases will be considered. Definition for concentrations. Track options are not recognized on official transcripts and diplomas.

Emeritus status policy. Amber will download policies to Undergrad faculty and ask for feedback.

Amber is the new Persist advisor. There are many students in need of money and don’t know how to access scholarships. Amber is offering a seminar to advise students.

IV. First Year Advising-Fall 2015-Spring 2017

There’s an openings for Academic Advising, 3 units release per semester. Current advisor is Karen Davis O’Hara. Position is 7 hours a week in advising center. Focus on 1st year students, 14 appointments per week scheduled. Email Ana if interested. They would like a rep from each college.

V. Senator & Alternate- Fall 2015-May 2017

Senator and Alternate are needed. University requires 2 Senators from each Branch. Amber just started term and her term will be up next year. Deidra’s term is up. Jennifer is the alternate for Amber. Discusses whether Jennifer could be alternate for both Senators. Will have nominations next Tue. March 17th. Senate meets every other Thursday. Spring semester can be
more frequent because so much is on agenda. If you are interested you can send your name or nominate someone to Ana. 2 year nominations start in Fall 2015.

VI. CHDV, MLSK, DEAF, EDUC update - no updates

VII. Revising the CHDV Permit Matrix

Matrix being revised for CHDV permit. April 3rd is deadline. If you’re interested Ana can send link to apply to be part of revision.

VIII. Updating the Online catalog

Online catalog being updated. Revisions for the catalog are due April 2nd. Chris has asked for the Chairs to send in the changes. So far Undergrad is the most up to date. Only minor changes needed. Deaf Studies may have the most changes and a certificate is no longer offered. Please send any changes or corrections to Ana so she can make changes. Very important to have updated catalog because students are coming back and questioning things.

Second Readings:

Summer Workload policy (see attached)

Policy for teaching summer school classes discussed. Ana heard from the other branches that they liked the policy. No major changes needed to be made. The policy has been shared with the other chairs and the Dean. Other branches can decide to adopt or do a similar policy. The other branches don’t have the number of summer school classes that Undergrad has.

Deaf Studies- will they offer summer courses. Ana answered that yes, Deaf 51 & 52 will be offered in summer.

Daley asked for clarification about long discussion from last time about taking “priority” out of the top of the policy and leaving “order” at the bottom. Amber agreed with taking “priority” out.

Discussion ensued about how summer classes will be offered, and how the call will go out.

If numbers are too low for attendance then course will be offered online. Only certain faculty are qualified to teach online. Past criteria for summer teaching is adjunct faculty. Policy has not been voted on yet.

Discussion ensued.

Ana asked if the faculty wants the call to go out to the whole college. Noted that you can request to teach a class for the fall and if you teach it during the fall or spring then you can request to teach it in summer.

Recap:

Daley commented on not using entitlement to teach summer courses.

Policy changes- remove “priority” from first line
Adding face to face language in the new modality.
Reorder the numbering for the definitions
Adding practical for the faculty expertise on the bottom.
Call will go out to whole college or just the branch?
Vote in favor of sending call out to the whole college.

Second Reading Vote- Daley approved the revisions. Baird seconded it. All approved. No objections

Elizabeth Liles- announcing moving EDUC 155,156 & 157 to pre reqs.

Master in counseling would like to move these classes to pre-reqs instead of during 1st year of program. If student is coming from other college or transfer then Liles will do advising for equivalency. Would start this Fall 2016.

Announcements-

Area group meeting EDUC Friday March 20th

Area group meeting CHDV meeting next Tuesday March 17th- 3 confirmed interviews. 4th declined. Deciding between 2 dates. Will probably not have a 5th candidate.

Ravin- applied for a grant. CSU grant approved. Going to be offering summer classes as well.

Meeting adjourned at 2:45pm

Minutes provided by Colleen Mesa

Approved by Ana Garcia-Nevarez