Minutes
Meeting commenced at 1:35pm

Attendance:
Gonzalez, O’Kane, Gardner, Raskauskas, Lee, Sessoms, Carinci, Va, Goodwin, Ciraulo-Stuart, O’Hara, Chaplin, Gomez, Mejorado, Fredenburg, Pan Mehta, Daley, Vicars, Rayman, Thrapp, Beddow, Walters
Chairperson/Undergraduate Branch Facilitator: Ana Garcia-Nevarez
Undergraduate Branch Recorder: Phillip Booth

Agenda/Minutes: Minutes were not reviewed from previous meeting in May. There were no additions to the agenda and a motion to approve the agenda did not happen

Branch Updates:
Faculty Senate –
- Amber Gonzalez has attended one meeting so far and reported the following:
  - Senate Chair is Reza (with library).
  - Discussed student enrollment which is currently 29,000 students.
  - Talked about operating fund budget and there is less money than last year. Last year was 2.9 billion, this year is 2 billion throughout the CSU. Sac State’s portion is 272 million.
  - Faculty Senate approved electronic voting for positions.
- Deidre Sessoms reported the following:
  - Faculty Senate is looking to make changes of staffing of committees that to have broader representation across campus as well as make opportunities for faculty.

Minor in Education –
- The minor was approved over summer.
- It is a 15 unit minor with 12 units of required courses, and one elective.
- Sherrie Carinci is the advisor. Looking to see if any other faculty who teach these courses are willing to be advisors.
- We will have a special meeting on September 30th from 1:30-2:30pm to go over how to advise students on this minor.
- We hope to have a list of advisors with their office hours by next Branch meeting.
- Discussion ensued about minor.

Assessment Plan –
- Last 2 years the University has been working with departments on how to write the reports for assessment.
- Ana is working with area coordinators on the assessment plan.
Enrollment –
- Enrollment numbers are looking good for everyone.

Spring 2015 Schedule –
- Working on Spring 2015 schedule and will send out a form soon to faculty to see what your preferences are for teaching spring 2015 courses.

Provost’s Student Research Showcase
- Tuesday, October 28th from 9:00am – 3:00pm.
- Deadline to register is October 1st.
- For more info, please visit: [http://www.csus.edu/research/studentresearch/provostsstudentresearchshowcase.html](http://www.csus.edu/research/studentresearch/provostsstudentresearchshowcase.html)

**Discussion items:**

Recruitment –
- Grant for CHDV has been extended indefinitely since we are doing really well.
- Met with grant people and we have met a milestone, but need to meet more milestones and continue to work with Community Colleges.
- Ana has been working with counselors at community colleges and keep them up-to-date with changes at the University level and which courses will transfer.

Future Hornet Day –
- Saturday, October 18th.
- If you want to go, let Ana know. We need to inform students about our programs.

University & College Transfer Day Event
- Thursday, September 25th from 9:30am – 1:30pm at ARC.
- AERO will be going to community colleges in the area on several additional dates to talk to transfer students.

**Action Items:**

E-learning policy –
- Have been working on policy for the last year and a half.
- Minor editorial changes were made last year.
- One big change was made regarding the definition of a Hybrid course. See handout for new definition.
- Discussion ensued.
- Motion to approve – Raskauskas, 2nded Hembree, Motion approved.

Primary RTP nominations –
- Nomination forms were distributed at end of meeting
- Please turn in your nomination forms to Ana

**Announcements/Open Forum:**
Grad School Workshop –
  • Amber Gonzalez is doing a workshop for students interested in attending Grad School. Please let your students know.

Fall Semester UG Branch Meetings (2nd Tuesday of the month)
  • October 14th
  • No November meeting – Veterans Day
  • December 9th
All meetings are in Eureka 223 from 1:30-3:00pm

Meeting adjourned at 3:02pm