Minutes
Meeting commenced at 1:39pm

Attendance:
Daley, Lee, Raskauskas, Stone, Gomez, Okane, Gonzalez, Mehta, Hembree, Chaplin, Beddow, O’Hara, Tath, Carinci, Vicars, Raymond, Ciraulo-Stuart, Goodwin, Mejorado

Chairperson/Undergraduate Branch Facilitator: Ana Garcia-Nevarez
Undergraduate Branch Recorder: Phillip Booth

Agenda/Minutes – Motion to approve – Stone, 2nded – Gonzalez - Approved, 2 abstentions – Raskauskas and Carinci.

Faculty Senate – Gonzalez –
- Going over impaction policy. Currently reviewing policy and will vote on next week.
- CFA contract – if you’re working beyond your workload with students you can apply for release time. Will be reviewing policy and voting on in the spring 2015 and implementing in fall 2015. There will only be about 20 available to faculty and will be very competitive. Further discussion ensued.
- Nominations are open for faculty to sit on the Board of Trustees. If interested please contact Amber.
- Committee on senate is examining and reviewing syllabi to make sure that students are aware of how their grade will be calculated. Discussing ensued.
- Alternates – we need alternates for Faculty Senate. If interested please contact Amber. Meets on Thursday from 3pm-5pm. We will nominate and then vote for alternates.

New Student Orientation
- Will have 3 orientation sessions in January:
  - CHDV – January 7th & 8th – expecting about 75 students total
  - DEAF – January 9th – expecting about 10 students
- Concern that students are getting the wrong advising from community colleges
- Susan Gomez and Ana Garcia-Nevarez have been working with counselors to make sure the correct info gets relayed to students during advising.

Assessment
- Ana attended the Grad meeting and Amy Liu talked about what is expected in the assessment reports. UG has been working hard to create an assessment plan. Amy is reviewing plan and will give feedback.
- Ana met with WASC committee meeting and discussed outcomes for success with our programs.
There will be workshops in the spring semester regarding assessment.
Further discussion ensued.

Spring Registration
- Many classes in CHDV are already full or are filling up fast. DEAF and EDUC classes are also filling up quickly.
- We will not have a waitlist for the following courses:
  - CHDV 137/137L*
  - CHDV 138/138L*
  - EDUC 124A/124B
  - EDUC 125/125B
- We are not having a waitlist because the waitlist does not work properly in the system. Instead we are going to implement a Reserve Cap once a course fills up so that only Graduating Seniors can enroll in the courses listed above if a seat opens up.
- *We will have an internal waitlist for CHDV 137 & 138, but this is only for graduating seniors. A graduating senior can get on our internal waitlist by coming to Eureka 401 and filling out a blue registration form.
- EDUC 100A/100B – All sections of this course currently have a temporary waitlist that students can enroll into. We have saved seats for Credential students and once they finish enrolling, then we will enroll students from the waitlist into the remaining seats and remove then implement a Reserve Cap with the same stipulations listed above.

TAC – Social Media – Ravin Pan
- Ravin has been working on COE Facebook page.
- He can post fliers, info, workshop info, articles pertaining to field, etc. Contact Ravin if interested in posting.
- Steve O’Donnell is also posting events on COE calendar on the website.

Faculty Request for Services
Please allow time for processing when you make requests for services, events and materials from Academic and Program Services. Staff will do their best to accommodate your request. Below are examples of things to consider when making requests:

Parking Permits
- Must allow 5 days if picking up at an Information Booth or UTAPS.
- Must allow 10 days if picking up at APS – Eureka 401 (Interoffice mailed from UTAPS to APS).
- Must allow at least 14 days if being sent to recipient by U.S. Mail. (Interoffice mailed from UTAPS to APS to Central Receiving to U.S. Post Office)

Room Requests
- For Central Campus Rooms, must allow at least 12 business days for processing. (Staff process and must submit to Space Management no later than 10 business days before).
- For CoE-Owned Rooms, must allow at least 5 business days for processing. (Rooms must be cross-checked in the system and some rooms require the Dean’s approval).
Copy Requests

- Must allow **1.5 days** for copy requests to be completed.

**Announcements/Open Forum**

CHDV Faculty Position is open until filled. Committee will have access on January 5th to review applications. Will review and then send selections to the Dean for approval to interview.

ASC1 position – Will be interviewing candidates on Wednesday, December 10th.

Finals week – next week. The Commencement ceremony is the 20th and faculty needs to be there at 4pm (ceremony starts at 5pm).

Grades are due January 2nd at 11:59pm. Please do not wait till the last minute to avoid system complications.

Books – please order books if you have not done so. Contact the bookstore even if you are using your own reader.

Maria Mejorado – The BA in Career and Tech studies online program has been approved by Curriculum Subcommittee. Currently, we only offer a face-to-face program. The program is being offered through CCE, if you want more information, please visit our website.

UG/EDUC Area Group – meeting on Friday in 307G from 1:30-3:00pm – discussing GE area.

CHDV Area Group – meeting on December 16th at 1:30pm. The meeting will also be a potluck.

Meeting adjourned at 2:51pm