Minutes

Attendance: Gardner, Goodwin, Vicars, Gonzalez, Stone, Sun, Mehta, Fredenburg, Tath, Beddow, Va, Carinci, Dillon, Pan, Ives, Lee, Walters, O’Hara, Lambating

Meeting started at 1:35pm

I. Approval of the Agenda and Minutes

Branch Updates:

II. Faculty Senate – Amber Gonzalez-sent out an email to everyone. Senate has not met since last meeting. If anyone has any questions or concerns or didn’t get the email let Amber know.

III. Other Senator is Deidre. She will do a second term. Sarah Ives if the alternate.

IV. MLSK- got $24,000 grant from chancellor’s office. They will be using it to redesign two MLSK courses. Gearing up for summer math classes. Starts June 22-Aug 6. Summer bridge starts June 29th.

V. CHDV update- 4th candidate scheduled to present 4/15 at 1:30. Committee will make decision after all presentations are done.

VI. DEAF Studies update- they are currently missing 3 faculty members. They should all return in the fall. Don is on sabbatical, Jennifer and Lisa are on medical leave. Bill is doing all the advising. Need to see who will be coordinator for next semester.

VII. EDUC update- Carinci- May 8th is area meeting. Faculty clusters to talk and debrief about practices, redo reader and get ready for fall. Sherri Carinci is going up for EDUC coordinator for the next 3 year term as well as Ravin.

Term for coordinators is up - for EDUC & MLSK- they are a 3 year term. A vote will be held online, same process as the Senate vote. CHDV coordinator is a 2 year term. Karen is in her first year. Bill was placed in the position of coordinator mid-year because Jennifer went out on medical leave. Not sure who will continue with position in fall, Bill or Jennifer? There are monthly meetings for assessment and to review GE. GE is in area D – will follow up with Sherri Meyer.

VIII. Several faculty will be ending their FERP. Hoping to have a whole college get together to celebrate with all the FERPers

Discussion items:

IX. Procedure and Criteria for summer courses request:
   Criteria
      a. Bottleneck courses
      b. GE Upper Division
c. Graduation requirement

d. Foreign Language Requirement

e. Remedial courses mandated by the Chancellor’s office

Summer registration began on Monday April 13th. Students will be looking for Summer courses. We have several courses hidden. Credential Students have priority. Undergraduates will only be admitted if they are a Summer graduates, have proof of graduation date and need the class to graduate Summer 2015. After credential students have had a chance to register, an email will go out to CHDV students if any spots are open after incoming credential students register. Protocol if the student is an Undergrad, is to tell the student to email Ana or Phillip and if they verify the student will graduate Summer 2015 then they can register them.

Another issue with summer is students are traveling and on vacation and looking to do online classes. There is a call from the Chancellor’s office to train faculty in online classes. Bottlenecked and high impact courses can be taken from any CSU (course match) as long as class is articulated 100% and is 100% online course. The money for these courses comes to the University or the college but not the individual professor. There is a call for course matching. The Chancellors office is asking programs if they want to articulate. For online classes for articulated courses the cap is at 15. Julie is thinking it’s a good idea but how do we do it when we don’t have enough seats for our own majors?

Advantages for articulating and doing online courses are: it broadens our sphere and there is great training and tools to make a better online course and recognition of heavier workload. Program is in its infancy and people are either for it or against it. New faculty are coming in with online experience already. It may be easier for them since they are already trained for online classes and have experience.

Discussion ended about benefits of different software packages to use for online.

University will be reducing applications this year. University is seeing that we have less students in the region, 60% of students will be recruited from out of region. Reducing students by 2000 less overall. This creates a different demographic of students and we don’t get our normal local commuter students.

Criteria- bottleneck courses, pre-req for upper division courses, GE courses, graduation requirements, foreign language requirement class, writing intensive, remedial courses. Group agreed criteria is good. Talk ensued about the procedure. Talk about risks of trying something new. If you don’t make enrollment then you have to cancel the class. Good enrollment is 25 or more. Cap is usually 30 for summer. Procedure is to make an announcement of what summer courses will be taught by the first meeting of the Spring. Summer classes need to be presented to the Dean early in the Spring semester. Faculty can create a proposal of a class they would like to offer for summer and submit it to the Chair and Dean. Classes need to meet the criteria.

X. EDUC 199/CHDV 199 and Deaf 199 (develop a syllabus template)

To avoid getting audited it is suggested to have a template syllabus with similar objectives. Need to have a template to distribute to faculty or attach to the 199 form. It needs to make clear what can and cannot be done with a 199 class. Many see this as extra work and want to either get rid of the form or use a template. Right now if we get audited there are too many 199’s being used. Discussion ensued about uses of 199 amount of work needed to make an all-
inclusive syllabus. Idea was suggested to go back to redo 198 form A to meet the needs of the department for TA’s and Research help. Sherrie, Amber and Lynda are going to coordinate working together on the forms.

Announcements/Open Forum

**Travel forms:**
Announcement about travel dates and procedures. Also the importance of getting Unfunded forms 30 days before travel and what is needed to fill out a travel Claim.  
**PowerPoint link:** [http://www.csus.edu/coe/forms/assets/instructions-submitting-travel-20150107.pptx](http://www.csus.edu/coe/forms/assets/instructions-submitting-travel-20150107.pptx)

**Travel Deadlines (See Attachment)**
Last day to submit International Travel Justifications – **March 20, 2015**  
Last day to submit Domestic Travel Justifications – **May 1, 2015**  
Last day to submit Travel Expense Claims (with all receipts) – **June 12, 2015**

Julie announced that everyone who engages in research with students needs to fill out training. It lasts for 3 years. If it’s a class activity then it’s not required to do human subjects CIT

Reviewing Student Scholarship applications is going to be on Thur. 4/16. There are about 800 applicants. Need help to process scholarships. The Assoc. Dean will write a letter for RPT service. If you want to help but can’t go to training then contact Sheri Hembree

Multi-Cultural conference coming up

Spring Semester UG Meetings: 2nd Tuesday of the month  
May 12  
April 25 Multicultural Conference  
May 15 Last Day of Instruction  
May 18-22 Finals Exam week  
May 22 COE Commencement @ 5pm

Meeting adjourned 2:55pm  
Reviewed and approved by: Ana Garcia-Nevarez