Minutes

Agenda—Approved

Minutes—previous minutes from 12/11/12, Approved

Updates

- Academic & Faculty support staff
  - ASC I position is vacant; position has been approved and posted to find a replacement. Position closes Feb 20. Will interview and fill soon. This position works directly with faculty for a variety of duties.
  - There is also an ASC I position open related to the credential branch.
  - Another position to be posted is the Credential Analyst to replace Carol, who retired several months back.
  - The president has not approved any faculty positions for the College of Education.
    - Gomez commented that at this point it will be very difficult to conduct a full search for a Full Time Faculty position at this point in time in the academic year for the next year.
    - Garcia-Nevarez will update with information as soon as possible.

- All program/advising forms need to be updated
  - Garcia-Nevarez reported that the EDBM, EDTE, EDS subject codes will no longer be used. The new EDUC, CHDV, DEAF have been approved. All forms, flyers, webpages will need to be updated.
    - Please share updates with AERO for advising related forms.
  - APS staff will be updating advising forms- Special petitions (199, 144, 194)
  - Garcia-Nevarez will be updating forms related to advising, particularly CHDV.
  - Garcia-Nevarez will work on a master list of old course numbers and new course numbers to reference. This list will be distributed to all in order to keep all aware of the old and new.

- Updates from Transition Committee
  - Rose Borunda reported recent updates including:
    - RTP- where is a faculty’s primary “home”
    - Online evaluations- adopting new policy for whole college
    - Communication- Issues related to faculty and staff having to reach out to new people and new duties
• Borunda also reported that there is an active committee working on the Multi-cultural Conference. Please encourage your students to participate.
  o Beddow commented that the event is being put on, just may be on a lower scale to avoid a break for a year. It takes a lot to put this on this event.
  o Borunda added that even with the loss of faculty there is still the expectation to maintain quality education and serve a large quantity of students.
- Beddow asked about the “soft opening” of the new college of education, is the Transition committee working on that?
Conversation continued regarding opening of the “New College of Education.” The opening was originally scheduled to happen in the 2013 Spring semester. This may have been moved to a “hard” or “official” opening in the Fall of 2013.
- Baird commented that it’s important to acknowledge that this college reorganized at the recommendation of the provost and now there is no support for new positions.

• Program Assessment
  o Garcia-Nevarez reported that at the University Chairs meeting it was stated that every program in the university will be involved in assessment this year.
  o The first workshop is being held tomorrow (Feb 13). Garcia-Nevarez has asked that all program coordinators attend. As chair, she will need assistance in learning the programs and completing the reports at the end of the semester from each program. Programs are defined in the same manner as in the IPP reports. This breaks down programs to individual concentrations and minors, etc.

• Minors
  o Coordinators are working on the minors- defining the courses required for each minor. This should be completed by the end of the semester. These will need to be voted on and then advertised to students.
  o Horobin asked if this means we are not taking on any new minors. Or are we taking students in the minors as they currently are?
  o Garcia-Nevarez clarified that 3 minors are healthy and likely not changing: CHDV, Counseling, and Deaf studies. However three that are still pending: BMED, Special Ed, and Teacher Ed

• Course Evaluations
  o As shared at the end of the last semester, the new Faculty contract states that all courses need to be evaluated. The president sent this back to the Senate.
    ▪ CFA has encouraged faculty to evaluate all courses.
  o Gomez added that we should be prepared to evaluate all courses. The expectation is that it will pass as is.
  o Garcia-Nevarez will be sending information to all faculty regarding your preference on the student evaluation, whether it is paper or online format.
  o Because of the staff vacancy, some programs (EDTE, EDS) evaluations from Fall semester have been sent out, some have not. We will work on getting them to each person as soon as possible.
Beddow commented on the fact that faculty are not receiving the results of the evaluations in a timely manner. We cannot use these to improve teaching and noted that it seems like a breach of contract.

Discussion Items

- Process to request for Fall/Spring 2013-2014 Schedule
  - Garcia-Nevarez will send a form to faculty requesting response from Faculty for teaching preferences. Full Time Faculty will received preference, once work load is full, and then course offering will go to Part Time Faculty.

- Waiting list procedures
  - Garcia-Nevarez announced that we will have discussion items including department/branch policy in the future. This will hopefully created a “what to do” for procedures as a Branch Policy. This semester we will discuss waitlist.
  - Michals asked if all three areas, CHDV, DEAF, EDUC have to have the same policy?
    - Garcia-Nevarez responded, “yes we need to have consistency.” Especially regarding wait lists. We need to give students consistent information. This will also result in students contacting faculty to “beg” for seats.
    - Discussion continued regarding the importance of consistency in all undergraduate classes to have the same waitlist policy.

- Purpose of 199 courses
  - This course is not to be used as a “TA” position. These students should not be subjectively grading, conduction class alone, etc. Students should be learning from this course while earning the units.
  - We need to clarify what is the expectation for students enrolled in a 199.
  - Carinci added that there be will change regarding the unit load for 199 students. Would the units go to the faculty? This may involve a union/contract issue.
  - Garcia-Nevarez added that there is an issue regarding the need for faculty to teach and not carry too many 199 units.
  - Gomez added the past policy of CHDV has been to agree that the units go to the Chair to use at discretion.
  - Conversation will need to be had to clarify. This may still need to be addressed as a case by case. Will Part Time Faculty be allowed to enroll students in 199? Will the units be included in workload?
  - Gomez commented that it is a contract issue to allow lecturers to have 199 units. There is a risk of a Part Time faculty/lecturer filing a grievance by asking them to do more work.
  - Forms will be updated before Fall 2013. Only EDUC 199, CHDV 199, DEAF 199 will be offered.

- Add slips and pre-requisites
  - Please continue to use add slips. Faculty should be checking pre requisite courses. Please ask students if they have met the pre-requisites for the courses. Staff are
not able to see all pre-requisites in the system. Staff are also not able to verify course equivalents that are transferred from junior colleges.

- Announcement
  - Students must have 85 units before applying to graduate. There is no longer a late fee for undergraduate applications.
    - Fall graduation should be submitted by Feb 1
    - Spring/Summer should be submitted by October 1.
  - Faculty senate- Foreign language topic is being discussed this Thursday, 2/14/13.

Meeting adjourned.

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