**Faculty Senate Meeting**

**2:30pm – 3:45pm**

**November 3rd, 2014**

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| **Members** | **Members Absent** | **Guests** |
| Arpie Balian | Karen Aghbabyan | Armen Der Kiureghian |
| Mane Beglaryan | Alen Amirkhanian | Simon Clarke |
| Sos Bagramyan |  | Catherine Buon |
| Vardan Baghdasaryan |  | Shari Melkonian |
| Melissa Brown |  | Aleksander Grigoryan |
| Byron Crape |  |  |
| Rai Farrelly |  |  |
| Varham Ghushchyan |  |  |
| Aram Hajian |  |  |
| Stepan Khzrtian |  |  |
| Hayk Nersisyan |  |  |
| Varduhi Petrosyan |  |  |
| Mikayel Tovmasyan |  |  |
| Sergey Tantushyan |  |  |
| Sargis Zeytunyan |  |  |

**Faculty Senate Agenda**

1. Quorum call
2. Approval of October 6th, 2014 FS Minutes: Approved by all.
3. Approval of Agenda: one suggested change - move #5 to the top
4. Committee Reports
   1. Executive Committee
   2. Curriculum Committee
      1. Composition
      2. Document: 3 Political Science Courses
   3. Ethics and Grievance Committee
      1. Grievance Procedure Regulations
   4. Committee on Extension Programs
   5. Student Learning Committee
5. President Der Kiureghian [move to top of agenda]
   1. Faculty Involvement in admissions
   2. Faculty involvement in governance
      1. Recognition of Excellence (Faculty Scholarship)
      2. Developing guidelines for student advising
6. Military Deferment

**Faculty Senate Minutes  
November 3rd, 2014**

**2:30pm – 4:00pm**

1. **Quorum call**

A quorum was present at 2:35.

1. **Approval of Agenda**

Agenda approved with one change: Move item 5 (President Kiureghian) to top of agenda.

1. **President Der Kiureghian**
   1. Faculty involvement in admissions
      1. Admissions committees should be organized within FS; should be initiated by FS; should be chaired by an academic individual; the director of admissions should support the committee with data, etc.
      2. Recruitment Responsibilities: Ugrads 🡪 Admissions office; Grads 🡪 Programs. Admissions can provide logistical support, but it’s up to graduate programs to package what they offer.
      3. **Action Item**: Create an ad hoc committee to institutionalize faculty involvement.
   2. Develop guidelines on advising
      1. Advising: All Full Time faculty should be involved - not for rules, regulations - but counseling, course selection, career advising, study skills, academic maturity, etc.
      2. **Action Items**: create an ad hoc committee to develop some guidelines on advising, establish reasonable workloads, calculate faculty-student ratios, outline types of advising that faculty should undertake, etc. Ad hoc committee should include the registrar and other staff.
      3. *Recommendation*: Make sure staff know how to advise Ss effectively.
   3. Recognition of Excellence (Faculty Scholarship)
      1. Funds available for Excellence in Research (5 research initiation grants x $2000 each, to enhance research, attend conferences, hire assistant, buy software, etc.).
      2. Funds available for 2 Teaching Excellence prizes ($1000 each, taxable cash awards) based on competition
      3. **Action Item:** Create an ad hoc committee chaired by the provost to devise a mechanism for selecting awardees on competitive basis (e.g., announce competition, receive nominations, research proposals, plan announcement at graduation, etc.).
   4. Additional Notes:
      1. Build capacity at AUA by involving more new faculty on committees; ensure all faculty are involved in service to the community
      2. Summer Courses: Arrange schedules to offer summer session courses regularly
      3. Promote Interdisciplinary Study at the graduate level: Cross list; combine students from different programs in courses (e.g., business and engineering entrepreneurship), etc.
2. **Approval of October 6th, 2014 FS Minutes**

Minutes approved by all

1. **Committee Reports**
   1. Executive Committee: Met; no updates.
   2. Curriculum Committee
      1. PSIA: 2 Courses - PSIA 367 and 368: *Approved by all*.
      2. PSIA: 1 Course 383, New: Distributive Justice 🡪 clarify prerequisites
         1. Recommendation: reword course description to reflect course learning outcomes (meet with Shari); *approved with minor changes* to course description
      3. Curriculum Committee Composition - Proposed rotation chart for next academic years through 2017; approved by CC and Provost; *approved by 11, opposed by 1, 1 abstains*
   3. Ethics and Grievance Committee
      1. Document: Grievance Procedure Regulations
      2. FS Input on Rule 15 wording - how do we define “exceptional cases”
         1. *Rule 15 approved by all*
         2. **Action Item**: Get it online as soon as edits are complete
         3. *Recommendation*: Look into Whistle Blower policy
   4. Committee on Extension Programs
      1. Committee met; no updates
   5. Student Learning Committee
      1. Brown Bag coming soon
2. **Military Deferment**
   1. Do we need a way to verify volunteer/extracurricular activities (is 10% high)?
   2. *Recommendation*: Admissions send rubrics to show mechanism for awarding military deferment.