Draft

**Faculty Senate Minutes**

**2:00-3:00**

**October 17, 2012**

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| --- | --- | --- |
| **Members Present**  | **Members Absent**  | **Guests**  |
| Aram Hajian  | Artak Hambarian\*  | Arpie Balian |
| Dana Stevens  | Doug Shumavon \*  | Andrei Guschin |
| Catherin Buon  |  | Anush Bezhanyan |
| Arman Zrvandyan |  |  |
| Albert Minasian |  |  |
| Tsovinar Harutyunyan |  |  |
| Byron Crape |  |  |
| Stepan Khzrtian |  |  |
| Mane Beglaryan |  |  |
| Alen Amirkhanian |  |  |
| Karen Aghababyan |  |  |

\* indicates excused absence

**FACULTY SENATE AGENDA**

1. Quorum Call

2. Approval of Agenda

 a. Standing committee reports

 i. Curriculum Committee

 ii. Ethics and Grievance Committee

 iii. Committee on Extension Programs

 b. Ad hoc committee reports

 i. Ad hoc committee on Recognition of Excellence in Research and Scholarship

 ii. Ad hoc committee on Course Evaluations

 c. Discussion about status of Extension Program re: Faculty Senate membership

 d. Discussion about Archiving Policy

3. Other business

**MINUTES (October 17, 2012)**

**1. Quorum Call**

A quorum was present at 2:05

**2. Approval of Agenda**

The agenda was approved by consensus

 The draft minutes (September 19, 2012) were approved by consensus. The Chair noted that all minutes are archived on the AUA website.

**3. Committee Reports**

 a. Executive Committee: The Chair reported that the Executive Committee meets regularly to discuss agenda items. Senators are invited to make suggestions to any member of the Executive Committee.

 b. Curriculum Committee: Catherine Buon reported that membership for 2012-13 has been expanded. Membership is expected to change next year when undergraduate programs begin. Members for 2012 are:

 Tom Samuelian for CHSS and LL.M

 Aram Hajian for CSE

 Dennis Leavens (Interim) for CBE

 Varduhi Petrosyan for MPH

 Doug Shumavon for PSIA

 Sargis Zeytounyan for IESM

 Suren Khachatryan for CIS

 Catherine Buon for TEFL (and continuing CC Chair)

 There was a brief discussion on a proposed course, PS 348 "Program Evaluation" which had been approved by the Curriculum Committee at the September 26 meeting. The course proposal was approved by consensus.

 c. Ethics and Grievance Committee: The chair was absent, but sent a message that since the last meeting in spring 2012, there were no issues brought to the committee.

 d. Committee on Extension Programs: Byron Crape reported that the Committee needs to meet.

 e. Ad hoc Committee on Recognition: Byron Crape agreed to schedule a meeting.

 f. Ad hoc Committee on Student Evaluations: Alen Amirkhanian was reminded that he is supposed to call the first meeting. The Chair of the Senate reviewed the current evaluation form, and showed a draft work-in-progress evaluation form completed in 2010. The committee will meet, and bring proposals for discussion to the next Faculty Senate meeting. Rubina Gasparyan will replace Catherine Buon on the committee.

**4. Discussion on Status of Extension Program**

The chair reviewed the history of the Faculty Senate and why members have been limited to representatives from degree programs. Arpi e Balian explained that the academic quality of the extension programs has been upgraded. Each course now has a syllabus and appropriate learning objectives. IN addition, the extension program is expanding and needs better communications with the Senate. Two options were discussed: First, changing the by-laws to allow for formal representation of the Extension Program on the Faculty Senate; second, having a permanent member from Extension Programs on the Committee on Extension Programs. Members were asked to discuss the issue with their respective faculty members. Byron Crape volunteered to organize a meeting for discussion purposes.

**5. Archive Policy**

 The Chair explained that the current archive policy of the university is unclear. It needs to be formalized taking into consideration Armenian law, the need for freedom of information, the requirements of WASC accreditation (eg, taking into consideration the 5 year academic program review cycle), and the need to document student progress, especially with the introduction of undergraduate programs. The policy needs to be coordinated with Institutional Research.

 Members were asked to discuss archival needs with their program faculty. Archive policy will be discussed at the next Faculty Senate meeting.

 The Chair also noted that some documents must be retained, especially since there is an appeals policy on grades. In the past, there have been instances where visiting faculty have left before appeals, without providing the documentation needed to consider appeals that subsequently arose.

**6. Other Business:**

There was no other business

**7. Next Meeting**

 The Chair set a tentative date of Wednesday, November 14, at 2PM for the next meeting.

 The meeting was adjourned at 3:00 PM.

Minutes respectfully submitted by Dana Stevens, Secretary