**Faculty Senate Meeting**

**12p-1p**

**March 19th, 2015**

|  |  |  |
| --- | --- | --- |
| **Members** | **Members Absent** | **Guests** |
| Vardan Baghdasaryan | Karen Aghababyan | Anna Karapetyan |
| Sos Bagramyan | Alen Amirkhanian | Sharistan Melkonian |
| Arpie Balian | Aram Hajian\* | Armen Petrosian |
| Mane Beglaryan | Stepan Khzrtian\* |  |
| Melissa Brown |  |  |
| Rai Farrelly |  |  |
| Vahram Ghushchyan |  |  |
| Tsovinar Harutyunyan |  |  |
| Hayk Nersisyan |  |  |
| Varduhi Petrosyan |  |  |
| Vahram Ter-Matevosyan |  |  |
| Mikayel Tovmasyan |  |  |
| Sargis Zeytunyan |  |  |
|  |  |  |

\*Indicates excused absence

**Faculty Senate Agenda March 19th, 2015**

1.      Quorum call

2.      Approval of Agenda

3.      Committee Reports

a.      Ad Hoc Committee on Advising

b.      Ad Hoc Committee on Recognition of Excellence

c.       Working Group to Review Draft Policy on Promotion

4.      General Assembly –schedule for w/b March 30?

5.      Event management procedure for faculty review

6.      Office hours policy for faculty review

7.      Other Business

1. Quorum call
   1. A Quorum present at 2:00
2. Approval of Agenda
   1. Approved with adjustments to discuss Procedure on Promotion first and Event Management procedure second.
3. Committee Reports
   1. Procedure for Promotion:
      1. Suggestion: Under point 6, Ad Hoc Committee 🡪 reconsider ‘ranks higher than the candidate’ because at AUA this will limit committee participation. Decision: leave as is for now; consider “ranks equal to or higher than the candidate” if problematic in the future.
      2. Suggestion: revise language about Point 5, letter d (reference letter is private but may be, under certain circumstances, shared with the candidate) 🡪 to state ‘with consent of the referee’ (i.e., the referee must approve that the letter can be shared with the candidate; if they say ‘no’ - it may not be shared).
      3. Suggestion: Point 5, letter a (or add) “with instructions for submission)
      4. Action Item: amend document; delete comment on Point 6 - we will
4. Event management procedure for faculty review
   1. Unclear: AUA definition of overhead (Point B, 4) - re: outside sources of funding. Language of Point B, 4 needs to be clarified 🡪 “Outside sources of financing”
   2. Chain of command: Do all events require approval of the Provost? E.g., for MPH seminars, should the Provost have to approve all of these or can the Chair not do so?
   3. Action Item: Clarify what costs should be covered by administration and what should be covered by Programs.
   4. Suggestion: Event Management policy should be discussed with Armen, Provost, Deans, Chairs, Administration, and stakeholders to clarify issues, definitions, procedures.
   5. Clarify: Some events get additional promotion via email from Provost - why? There is inconsistency about what events make AUA Insider, Facebook, etc. What is the role of Communications at AUA in relation to Events Management?
5. Office hours policy for faculty review
   1. Recommendation: add ‘course’ to line about coinciding with student schedules; remove last line about posting on office door 🡪 Endorsed by consensus

General Assembly can’t happen on March 30th.

The following agenda items are tabled for the following FS Meeting:

1. Committee Reports (continued)
   1. Ad Hoc Committee on Advising
   2. Ad Hoc Committee on Recognition of Excellence
2. Other Business

Meeting adjourned 1:22pm.

Minutes submitted respectfully by Raichle Farrelly, FS Secretary.