**Faculty Senate Minutes**

**5-6PM**

**October 10th, 2013**

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| **Members**  | **Members Absent**  | **Guests**  |
| Arpie Balian | Gohar Stepanyan | Bonny Vosu |
| Aram Hajian | Alexan Simonyan | Varduhi Petrosyan |
| Sergey Tantushyan | Aleksandr Grigoryan |  |
| Artak Hambarian | Vahram Ghushchyan |  |
| Alen Amirkhanian |  |  |
| Sos Bagramyan |  |  |
| Melissa Brown |  |  |
| Sargis Zeytunyan |  |  |
| Catherine Buon |  |  |
| Tsovinar Harutyunyan |  |  |
| Rai Farrelly |  |  |
| Doug Shumavon |  |  |
| Arman Zrvandyan |  |  |
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**Faculty Senate Agenda**

1. Quorum call
2. Approval of Agenda
3. Approval of Minutes from meeting of 9/27
4. Results of Vote
5. Amendment to Policy on Credit Hour and Time Policy

**Full time:**  A typical expectation for full-time commitment is 40-50 hours per week. Thus, an expected range for full-time is from 12 to 18 credit hours per semester.  Full-time enrollment for LL.M. and MSE students is at least 6 credit hours per semester.

**Part-time:**  Part-time is defined as enrollment in less than 12 units per semester.  Part-time enrollment for LL.M. and MSE students is less than 6 credit hours per semester.

1. Committees
2. Other Business
3. Next Senate Meeting

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October 10th, 2013**

1. **Quorum call**

A quorum was present at 5:05pm.

1. **Approval of Agenda**

The agenda was approved without any changes**.**

1. **Approval of Minutes from meeting of 9/27**

The minutes from the 9/27 meeting were approved without any changes.

1. **Results of Vote**

Tally of votes on the policy changes: 14 Yes, 0 No, 3 absents for both packages.

All policy changes passed unanimously.

1. **Amendment to Policy on Credit Hour and Time Policy (from Curriculum Committee)**

The following amendments to Policies have been accepted as Senate-approved:

1. **Amendment to Policy on Credit Hour and Time Policy**

**Full time:**  A typical expectation for full-time commitment is 40-50 hours per week. Thus, an expected range for full-time is from 12 to 18 credit hours per semester.  Full-time enrollment for LL.M. and MSE students is at least 6 credit hours per semester.

**Part-time:**  Part-time is defined as enrollment in less than 12 units per semester.  Part-time enrollment for LL.M. and MSE students is less than 6 credit hours per semester.

1. **Amendment to Policy on Grades, Grade Appeals, etc.**

Students who receive a grade of C+, C, or C- have the option of repeating the course with approval from the Program Chair and/or the Dean. Such courses are subject to generally applicable fees.

1. **Amendment to Final Exam Policy**

Regular class sessions may be used for quizzes or mid-term examinations, but not for final examinations.  Faculty and students will be notified of the preliminary final examination schedule at the beginning of each term (replaced quarter).  The scheduling of any final examination outside of the specified period requires the approval of the Program Chair, and/or the Dean.

1. **MSE Proposal:** Proposed changes previously distributed for consideration by Faculty Senate. These are proposed changes to the MS in Economics. The rationale is to offer students more flexibility and a chance to specialize in one area that is relevant to their professional reality/future. The Program Chair also proposed a fall start instead of a summer start. The proposed changes to the MSE program do not change the number of credits required to graduate.

**Discussion:**

* 1. Question presented by Sos Bagramyan: Does the freedom to choose result in a narrow knowledge base?
	2. Response by Catherine Buon that former students expressed feeling forced to take courses outside their interest area. The new proposal allows them to specialize.
	3. Alen Amirkhanian noted that given this is an MS program, specialization is appropriate.
1. **Make-up Policy – 3 Options considered**
	1. **Make up days on a Saturday.**
	2. **Extend the academic calendar to account for holidays and exchange days.**
	3. **Leave the decision to make up classes to each individual instructor.**

**Discussion:**

1. Bonny stated that Option 3 might be easiest for the registrar’s office because of scheduling.
2. Aram updated everyone, noting that this current term the academic calendar was extended to account for these holidays.
3. Melissa noted that option 3 doesn’t work well for undergrad programming because you might have multiple sections of the same class and if all teachers don’t meet, students will wonder why some had to come Saturday and others didn’t. There will also be less consistency in the amount of content they explore in class.
4. Several other discussions ensued on the following topics: the legality of ignoring the holidays; the conflict of Saturday scheduling with the MBA program; potential merging of options 2 and 3; the possibility of adding 5 minutes to every class meeting for an entire semester; a revisit of option 1; and, the issue of staff and ICT support lacking on Saturdays.

**CONSENSUS**: Ultimately, there was consensus that option 2 would serve faculty, students and staff best.

The Faculty Senate recommends that the academic calendar be designed to accommodate for the anticipated holidays and exchange days.

1. **International Political Economy Course Proposed and Senate-Approved. (from Curriculum Committee)**
2. **Committees**
	1. Members of the various committees are charged with establishing initial meeting times and selecting chairs for each committee. Committees should be thinking about their responsibilities, tasks, action items for the year. Senate meetings generally begin with an update from committees.
3. **Other Business**
	1. Catherine Buon suggested a future discussion for continuity of the senate (i.e., the previous Chair should become Vice Chair; the Vice Chair should remain on the Senate for the following year)
	2. Varduhi suggested a discussion on Teaching Credit Points (TCP) and inquired about an ad hoc committee to address issues related to TCP and RPT.
		1. Aram encouraged us to take issues related to TCP and RPT back to our respective programs to ensure that we involve them in these discussions and include them in our decisions.
4. **Next Senate Meeting** 🡪 Week of November 18th .If we need to meet prior to that time, Aram has agreed to chair this meeting in Doug’s absence.

Adjourned at 6:00pm

Minutes respectfully submitted by Raichle Farrelly, standing in for Gohar Stepanyan, FS Secretary (2013-14)