**Faculty Senate Meeting**

**2:30pm – 4:00pm**

**December 1st, 2014**

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| --- | --- | --- |
| **Members** | **Members Absent** | **Guests** |
| Vardan Baghdasaryan | Karen Aghbabyan | Arina Zohrabian |
| Arpie Balian | Alen Amirkhanian | Donald Fuller |
| Mane Beglaryan | Sos Bagramyan\* | Catherine Buon |
| Melissa Brown | Stepan Khzrtian\* | Chaghig Chahinian-Arzrouni |
| Byron Crape | Sergey Tantushyan\* | +1?? |
| Rai Farrelly |  |  |
| Varham Ghushchyan |  |  |
| Aram Hajian |  |  |
| Hayk Nersisyan |  |  |
| Varduhi Petrosyan |  |  |
| Mikayel Tovmasyan |  |  |
| Sargis Zeytunyan |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

\*indicates excused absence

**Faculty Senate Agenda**

1)      Quorum call

2)      Approval of November 3, 2014 FS Minutes

3)      Approval of Agenda

4)      Committee Reports

a.       Executive Committee

b.      Curriculum Committee

1. Course proposals
2. CBE- BAB- 1 proposal
3. CHSS- E&C- 3 proposals
4. CHSS- Gen Ed – 4 proposals
5. CSE-Gen Ed- 3 proposals

c.       Ethics and Grievance Committee

d.      Committee on Extension Programs

e.       Student Learning Committee

f.       Ad Hoc Committee on Admissions

g.      Ad Hoc Committee on Advising

h.      Ad Hoc Committee on Recognition of Excellence

5)      Faculty Teaching & Learning Portal

6)      Grade Policies

7)      Policy on Non-Degree Status

8)      Draft Policy for Promotion of Faculty- request from President for faculty comments

9)      General Assembly

10)  Other Business

**Faculty Senate Minutes  
December 1st, 2014**

**2:30pm – 4:00pm**

1. **Quorum call**

A quorum was present at 2:39.

1. **Approval of Agenda**

Agenda approved with one change: Prioritize key issues (i.e., grade policy, new course proposals, non-degree student status)

1. **Approval of Nov. 3rd, 2014 FS Minutes**

Minutes to be approved by email.

1. **Committee Reports**
   1. Executive Committee: Met; no updates.
      1. Action Item: Plan General Assembly; aim for early February after add/drop period
   2. Curriculum Committee
2. CBE- BAB- 1 proposal
   1. Approved with clarification of catalog course description.
   2. Recommendation: Discuss course code numbers for consistency (re: BUS 100)
3. CHSS- E&C- 3 proposals
   1. Approved with consensus
4. CHSS- Gen Ed – 4 proposals
   1. Approved with consensus
5. CSE-Gen Ed- 3 proposals
   1. Approved with consensus
6. Two additional course proposals coming via email soon.
7. **Grade Policy**
   1. Reviewed tracked changes; Chaghig’s comments:
      1. re: retaken/R 🡪 leave as is, but update the UMS so it doesn’t require including previous grade
      2. re: Exempt/EX 🡪 ok
      3. re: GPA 🡪 ok
   2. All approved with consensus
   3. Action Item: include in FS agenda to review Add/Drop, WF, refund schedules
   4. Recommendation: Notify all instructors of finalized policy; immediately update policy in database.
8. **Policy on Non-Degree Status**
   1. Re: refund policy created by former registrar 🡪 not drafted in consultation with ad hoc committee
      1. Action item: Check with accounting; add a processing fee that goes to registrar
      2. Recommendation: Go back to ad hoc committee; within add/drop period, refund 100% less 5,000AMD processing fee.
9. **Committee Reports, -cont.**

a.       Ethics and Grievance Committee

* No report

b.      Committee on Extension Programs

* New charge submitted; need time for review; table for next agenda

c.       Student Learning Committee

* Met; had Brown Bag on Faculty Forum in Moodle

d.       Ad Hoc Committee on Admission

* No activity; organize and meet

h.      Ad Hoc Committee on Advising

* Nothing to report; planning to meet

i.      Ad Hoc Committee on Recognition of Excellence

* Committee members tasked with benchmarking against other universities

1. **AUA Moodle Faculty Forum**
   1. Reminder: tell colleagues; encourage to check out
2. **Draft Policy for Promotion of Faculty- request from President for faculty comments**
   1. Recommendation: FS members talk to constituents; seek faculty feedback and comments
   2. Ad hoc committee organized; Varduhi Chair; Deans recommend others; Rai volunteered to participate
3. **General Assembly**
   1. Recommend: early Spring Semester; February after add/drop

Meeting adjourned 4:10pm.

Minutes submitted respectfully by Raichle Farrelly, FS Secretary.