

**Faculty Senate Draft Minutes**  
**July 7, 2006**  
**12:35-14:06**  
**Room 26**

**Members Present**

V. Bournazian  
P. Sen  
T. Samuelian  
V. Petrosyan  
E. Bunker  
T. Khorozyan  
V. Ohanyan  
A. Hambaryan  
K. Muradyan  
R. Richer  
T. Grigorian  
S. Khachatryan  
L. Galajyan

**Members Absent**

R. Dodge

**Others**

**Ex-Officio members present**

L. Danielian

**AGENDA**

- Approval of Draft Minutes for FS Meeting, June 23, 2006
- Adopt agenda
- Executive Committee Report
  - Dismissal as a permanent bar to readmission
  - Admission PPM's
  - Policies adopted
  - Role of executive committee
- Curriculum Committee Report
- Ethics & Grievance Committee Report
- Parliamentary
- Policy Review and Presentation
  - student code of ethics
  - research policies
  - course syllabus format
  - course description and syllabus examples
  - credit unit definition

## MINUTES

### 1) Approval of Draft Minutes for FS Meeting, June 23, 2006

- a. Minutes were adopted by consensus

### 2) Adopt agenda

- a. The role of the executive committee was added as an agenda item. The agenda was then accepted.

### 3) Executive committee report

- a. V. Petrosian made a motion to send the dismissal policy to curriculum committee, P. Sen seconded the motion. Voting was in favor (count not recorded by secretary).
- b. Not all departments have responded regarding the PPM policies and they are requested to do so at the earliest convenience.
- c. V. Bournazian reviewed state of policies recommended for the President's adoption by FS.

College of Engineering: Proposal to waive minor concentration for second master's degree candidates. Forwarded to the Board of Trustees.

Law Department: The pre-requisite for admission to the LLM shall be either an undergraduate law degree or equivalent professional experience in legal services. Adopted and sent to the Registrar and Law Department for implementation

Policy on faculty evaluation implementation was postponed for a year during which time Deans were encouraged to use this policy as a guideline to evaluate faculty performance.

Proposal for streamlined admissions process was sent back to the curriculum committee.

Proposal to accept IELTS scores was adopted and forwarded to the registrar for implementation.

Proposed guideline for admission audits was returned to the University admissions committee.

- i. Policy on grade appeals was sent back to curriculum committee.
- d. The EC is reviewing policies developed by the Academic standards committee in an effort to facilitate the policy approval process. Discussion was concerned with whether the EC is doing too much as outlined by it's charge and maybe the charge should be changed to reflect the editing done by the EC.

### 4) Curriculum committee report

- a. The curriculum committee is currently working on program audits, the calendar change for the fall start and the rolling admission notification.

### 5) Ethics and Grievance committee report: No report was given.

## **6) Parliamentary report**

- a. Rule number 5 of the ethics and grievance committee working rules was redrafted. When E&G renders its final decision that is submitted to the president. The decision remains but documentation is destroyed. If disciplinary action is called for which calls for a change of contract the president makes the final decision. If the disciplinary action is a warning or censure the committee can act and the decision is placed in the personnel file. Confidentiality is retained throughout the process and a brief paragraph is presented at the end of the year. The University will also issue summaries of E&G issues to bring such issues of concern to the faculty and prevent similar mistakes by faculty. An editorial change was made so that the wording was consistent throughout the process. As a result the decision will be distributed to supervisor, party and the president. T. Khorozyan made a motion to approve, E. Bunker seconded the motion. It passed, with 11 votes for and 1 abstention.

## **7) Policy review and presentation**

- a. T. Samuelian made a motion and A. Hambarian seconded the motion to send the Student Code of Ethics back to the E&G committee for a single directed text. Faculty members should send their comments by Wednesday July, 12. Eleven voted in favor with 1 abstention.
- b. It was suggested that the research policy be broken into three policies that deal with research integrity, patent policy and copyright policy. T. Samuelian was reviewing the legal aspects of such policies, particularly patent policy. A working group comprised of T. Samuelian (chair), A. Hambarian and S. Khachatryan was comprised to work on such a policy and the appropriateness of dividing the single policy into multiple policies.
- c. The course syllabus format was modified from its original version and approved by the FS. V. Petrosian made a motion to approve as amended and T. Khorozyan seconded the motion. It passed by a vote of 11 for the policy as amended.

R. Richer made a motion to adjourn and T. Samuelian seconded at 2:06.