Faculty Senate Meeting

December 17, 2015

* Quorum called at 4:36p
  + Present
    - Kevin Adkin
    - Gayane Barseghyan
    - Ara Chalabyan
    - Artur Khalatyan
    - Arto Vaun
    - Jenny Paturyan
    - Hayk Mamajanyan
    - Aram Keryan
    - Irshat Madyarov
    - Don Fuller
  + Absent
    - Mikayel Tovmasyan
    - Varduhi Petrosyan
    - Tsovinar Harutyunyan
    - Aleksandr Grigoryan
    - Arthur Dolmajian
    - Simon Clarke
    - Armen Mktchyan
  + Guests
    - Provost Rhodes
    - Catherine Buon
    - Hilda Grigorian
* Approval of the agenda
* Approval of minutes from November
* Reports from Committees:
  + Executive Committee
    - Discussed general assembly and spring meeting scheduling (which will be discussed later in today’s meeting)
  + Curriculum Committee with Catherine Buon
    - Met Dec. 10
    - 30 new courses approved. Gave breakdown by program.
    - Prioritize course registration in the spring. Juniors will be first to register (open 1/11), then sophomores (opens 1/12), and last freshmen (opens 1/13). On 14th course registration is open to everyone through the end of the add/drop period (1/31). Courses will have set number of seats open and more will open with each new cohort. Ensures juniors will fulfill necessary requirements.
    - Issues with ‘retake’ for physical education that is being reworked as ‘incomplete’.
  + Ethics & Grievance Committee with Arto
    - Resolved a grievance from last year.
    - No new grievances at this time.
  + Extension Committee (info submitted by Mikayel via email) and with Jenny
    - CEP updates are that we are in process of meeting with AUA admin. To discuss the new draft of the charge and at the same time start reviewing the new courses that are in the pipeline at the Extension (in order to optimally use this time of finalizing the charge)
    - Reviewed evaluation of Extension.
  + Student Learning Committee with Artur
    - Topics for Brown Bag discussions: Academic skills and transferable skills.
    - They will lead in March and May.
* Re-appointment of Ad Hoc Advising Committee
  + During last FS meeting Melissa Brown spoke to us about the need to reappointment the Ad Hoc Advising Committee. She spoke of a new document that is in development.
  + Accepted nominations for committee members.
    - Melissa Brown, Garine Palandjian, Sharistan Melkonian, Chaghig Arzrouni-Chahinian, Maria Martirosyan (CHSS), Gayane Zavaryan (BAB)
    - Silent vote with ballots for appointments
    - Top four: Melissa Brown, Garine Palandjian, Sharistan Melkonian, and Chaghig Arzrouni-Chahinian. Will need to confirm their interest in reinstating the committee. Should any of the four say no it would then go to Gayane Z. and then Maria.
  + **Action item: Irshat to contact nominated individuals and ask for their consent on serve on the committee. Recommend that they meet and share a report for the next FS meeting.**
* Discussion of General Assembly
  + Procedures for Faculty Promotion
    - Irshat gave an overview of the General Assembly discussion.
    - During General Assembly, Varduhi Petrosyan gave the history and highlights of the changes in the document.
    - Discussed the change in order to items 5 and 6 (Ad Hoc Committee and Dean’s Review, respectively). Perhaps these two items should be reversed (Dean’s Review followed by Ad Hoc Committee). Discussion at assembly concluded to leave them in their current order so that the Dean does not impact the workings of the Ad Hoc Committee.
    - Provost Rhodes gave administrative update regarding the document.
    - **FS vote - unanimous approval of document.**
  + Faculty Package for Recruitment and Retention
    - Irshat gave the history and highlights of the Ad Hoc Committee’s work at General Assembly and in current FS meeting.
    - Distributed a draft report the Ad Hoc Committee developed for FS.
    - Three main topics at the General Assembly: key concerns regarding recruitment and retention; whether the AUA pay scale should be public information; and, local and international faculty needs.
    - Should we reach out to faculty who have left AUA to gather data/information related to the reasons they left or potential reasons they might have stayed? There are a limited number of faculty to interview and this raised the issue of ethics because it’s likely the person couldn’t remain anonymous. The committee could ask the potential interviewees if they are okay with their name and thoughts being linked.
    - Should AUA develop an exit survey/interview? Would give us hard data rather than anecdotal thoughts.
    - Data from the online survey arrived yesterday. Hence, unable to discuss results at this time.
    - A concern was raised that we many need to differentiate the needs of part-time and full-time faculty. Perhaps this document should prioritize full-time faculty, as Provost suggested, because this is a recommendation in the WASC report, but this would need to be addressed. Issue that some faculty are unclear whether they are considered full or part time.
    - General discussion of whether the university has interest in raising the number of full-time faculty and faculty from international institutions.
    - Definitions of milestones you must reach to reach the next faculty level.
    - A workshop could be developed for the spring around the topic of what the University’s standards are for promotion. What is expected for teaching, research, and service? Provost suggested he could offer such a workshop.
    - Discussion of whether salary should be made public and the issues that were raised during the assembly. Transparency would help applicants know the range of expected salary. Some felt that it should at least be public internally at AUA. Others felt it should remain non-public information due to competitive salary issues in Armenia, primarily at other Armenian institutions.
    - Clarity of what resources are available to part-time and adjunct faculty. The issue of resources available for research, conferences, publishing, etc. Institutional clarity would be beneficial.
    - **Action item: The Ad-hoc committee will finalize the report with recommendations for FS meeting in January.**
* Security and safety on campus
  + There have been several incidents on campus in recent weeks with students and external individuals fist fighting in and outside of the AUA buildings.
  + VP of Operations, Ashot Ghazaryan, is addressing current security flaws.
  + The new entrance to the Main Building (currently under construction) will have turnstile entrances where AUA IDs will grant admittance. Guests will have to sign in and present a form of identification.
  + Issue raised of what is the faculty’s role during an safety threat. Who to call or notify?
  + Do we need more security? Patrolling security - in and out of building?
  + AUA is looking to revise the Student Code of Conduct. This document will come to FS for review in upcoming weeks.
  + **Action item: request the Student Conduct Committee to share this document for January if it is available.**
* Scheduling FS meetings in Spring 2016
  + Worksheet passed around. Faculty asked to indicate what times of the week they are not available due to lecturing or other critical job activities.
  + **Action item: circulate the finalized schedule of FS meetings in Spring 2016 among FS members and other faculty**
* Finalize the topics for FS brown bags in February and April
  + Potential topics: Security and facilities, definitions of faculty roles/contracts, faculty efficiency and management, new AUA counselor
  + **Action item: send out email for further topics**
  + **Action item: an online vote for preferred topics**
* Meeting ends at 6:18

Minutes taken by Kevin Adkin.