Draft

**Faculty Senate Minutes**

**2:00-3:00**

**November 14, 2012**

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| **Members Present** Doug Shumavon  | **Members Absent**  | **Guests**  |
| Aram Hajian  | Artak Hambarian\*  | Arpie Balian |
| Dana Stevens  |   |  |
| Catherin Buon  |  |  |
| Arman Zrvandyan |  |  |
| Albert Minasian |  |  |
| Tsovinar Harutyunyan |  |  |
| Byron Crape |  |  |
| Stepan Khzrtian |  |  |
| Mane Beglaryan |  |  |
| Alen Amirkhanian |  |  |
| Karen Aghababyan |  |  |

\* indicates excused absence

**FACULTY SENATE AGENDA**

1. Quorum Call

2. Approval of Agenda

 a. Standing committee reports

 i. Curriculum Committee

 ii. Ethics and Grievance Committee

 iii. Committee on Extension Programs

 b. Ad hoc committee reports

 i. Ad hoc committee on Recognition of Excellence in Research and Scholarship

 ii. Ad hoc committee on Course Evaluations

 c. Continued discussion about status of Extension Program re: Faculty Senate membership

 d. Discussion about Archiving Policy

 e. Discussion about Academic Calendar

3. Other business

**MINUTES (November 14, 2012)**

**1. Quorum Call**

A quorum was present at 2:10

**2. Approval of Agenda**

The agenda was approved by consensus

**3. Committee Reports**

 a. Executive Committee: The Chair reported that the Executive Committee met last week to set the agenda.

 b. Curriculum Committee: Catherine Buon reported there was no current business, but there would be documents for discussion in a few weeks.

 There was a discussion on the timing of the next Senate meeting. It was tentatively decided to schedule the meeting for December 18th.

 c. Ethics and Grievance Committee: Doug Shumavon reported that there were no issues to discuss.

 d. Committee on Extension Programs: Byron Crape reported that he plans to resign as chair and arrange for an orderly transition.

 e. Ad hoc Committee on Student Evaluations: There is a draft evaluation being circulated for review. Doug Shumavon indicated that he would test the document on his class, if there is no objection. The chair, Karen Aghababyan, agreed that testing would be useful. There was discussion on when the new form should be introduced. Aram Hajian read an E-Mail from Tom Samuelian criticizing the new and old forms.

Next meeting is November 16th.

 f. Ad hoc Committee on Excellence: Byron Crape reported the met and discussed the need to clarify different types of scholarship, e.g. discovery, teaching, integration, application. He will circulate suggestions to the faculty.

 There was a discussion of money to support conferences. Aram Hajian noted that there has been discussion about a new "office of sponsored research" that should be useful finding money, for conferences and other research activities. However, it has not yet been staffed. Aram also noted that brown bag lunches are a convenient way to share current research with other faculty.

**4. Discussion of Academic Calendar:** Because time was short, the Chair moved directly to a discussion of the Academic Calendar. It was noted that the add-drop period seems too long for the second semester. There is a need to review systemic issues and specific problems. The Chair said that it was his understanding that the Provost will draft changes to the calendar, move towards grid scheduling, and develop a policy on participation in graduation. The Chair invited comments.

 There was a short discussion on the structure of summer term. It was noted by the Chair that for budgetary planning, the summer 2012 is part of the 2012-13 academic year.

**5. Discussion on Status of Extension Program**

 Stepan Khzrtian reported that the preamble to the by-laws does not define "AUA faculty" except for instructors with academic rank. He explained that if the Senate wished to amend the by-laws, any motion to amend needs only a simple majority vote. The motion is then circulated and placed on the agenda for the following month. At that time, the motion needs a two-thirds majority approval. There was discussion concerning the difference between representation and jurisdiction.

The Chair noted that traditionally, the Committee dealt with quality assurance issues by sending issues to appropriate programs for review. It might be more effective to by-pass the Committee and send review materials directly to the programs involved.

As time was running short, the draft minutes were approved by consensus, and the meeting was adjourned at 3:00 PM.

Minutes respectfully submitted by Dana Stevens, Secretary