Faculty Senate Meeting

March 14, 2019

Quorum called at 16:04

**Present:**

1. Arshak Balayan
2. Gayane Barseghyan
3. Norayr Ben Ohanian
4. David Davidian
5. Gagik Gabrielyan
6. Christian Garbis
7. Vahram Ghushchyan
8. Vahe Khachadourian
9. Irshat Madyarov
10. Agassy Manoukian
11. Nshan Matevosyan
12. Satenik Mnatsakanyan
13. Jenny Paturyan
14. Sergey Tantushyan
15. Fanis Varvoglis
16. Arto Vaun

**Excused**

1. Vardan Baghdasaryan
2. Amalya Kostanyan

**Absent**

1. Arman Arakelyan
2. Habet Madoyan

**Guests**

* Gunter Walzenbach
* Alex Gubbins
* Zorair Kirakosian (Staff Assembly)
* Dean Alina Gharabegian
* Provost Randall Rhodes
* Suzanne Daghlian
* Karena Avedissian
* Brett Burnham
* Vahram Ter-Matevosyan
* Simon Clarke
* Dean Varduhi Petrosyan
* Arina Bekchayn
* Hourig Attarian
* Rafik Santrosyan

**Agenda**

* Approval of minutes of the previous meeting
* Finalizing the Faculty Evaluation Policy
* Deciding on the Faculty Assembly topic(s) and time
* Checking in on committees
* AOB

**Notes**

* Minutes of the previous meeting approved
* Check-in on committees
  + Student Affairs: had discussed evaluations and how to get feedback from students that drop out during the add/drop period
  + Ethics and Grievances: identified some gaps in the rules, will present in the next meeting
* Introducing Zorair - Chair of the Staff Assembly
* Faculty evaluations, led by Irshat. Explains the process (3 years of work, various committees), changes to the original document. Randall: 2 issues. Currently, there is duplication of efforts (for promotions, for contract renewals, people have to fill in the same/similar forms). Re-introducing evaluations will also allow for the same information to be used as the basis of promotion. This will also substitute for the process of collecting documents for the contract extension, so having this will reduce duplication. This is also for the merit pay increase.
  + Suggestion: have a section for the Chair/Dean to add something or use it as a way to make recommendations to the administration
  + Irshat: we don’t have rubrics included in the document; we would prefer the colleges to start using it, and meanwhile devise some rubrics
  + What about the faculty that teaches in more than one program, particularly if their teaching load is equally divided between 2 programs? Who leads the evaluation process? The faculty member should be consulted about who should lead the evaluation.
  + Brett: What about new faculty? Those who started in September do the evaluation in January? And then not being invited back to the university, without any feedback from the administration? Randall: that was an issue of renewal. Renewal does not seem to have a formal policy, different programs use different formats.
  + Randall: currently there are 3 procedures: renewal, promotion and evaluation. If we have formal evaluations done properly, we can use the same documents for the renewal and promotion as well.
  + Simon: in the first evaluation since 5 years, can we add things done in the past?
  + Irshat: can we build an online system?
  + Varduhi: who is responsible for creating an online platform?
  + Arina Bekchayn: we are doing staff evaluations through 1C Doc system. Faculty can be added
  + Faculty Affairs committee to implement final suggestions and send back to Shari’s office
* Assembly topics
  + Faculty vision for the next year
  + Transparency of funding sources
  + Collect the ideas about it from all faculty
* AOB
  + Agassy: an issue with the tuition benefits that AUA employees are entitled to after a certain number of years at AUA. Leave of absence and maternity leave should not be interpreted as interruptions in employment. Nshan, yes, legally, those who are on maternity leave should be considered as continuously employed, it is not an interruption. Need to work on the wording of the corresponding policy, then send it to stakeholders. Apparently, there was a case when someone was denied the benefit after the maternity leave.
  + David: Spring Break should coincide with school holidays in Armenia. Everyone seems in favour, but is the time of the school holidays stable/fixed? Or does the Ministry of Education shift it every year based on various considerations? Investigate with the Ministry.

Meeting ended 17:47

Minutes taken by Jenny Paturyan