Notes for 9/27/11 Chairs/Directors Meeting

Present:  Shore, Salehizadeh, Belch, Plice, Lightner, Varaiya, Tomic, Ballam, Singh

Absent: Krentler, Cunningham

The committee convened at 9AM to discuss two items on the agenda: Schedule B Database and ALI Solution. Singh reported that the designer is completing the database to manage our Schedule Bs. Most of the elements and concerns have been addressed. He expects that the system will be available before the end of the week for trial. Singh also reported that Dean Cunningham and Dean Shapiro (along with Singh and Wahl) discussed the agonizing process of registering ALI students at the beginning of the semester. Singh proposed a solution based on numerous suggestions from the faculty. For the courses in high demand, CES will set up special sessions ahead of the semester which would take the burden away for the College. For the special session classes, the chair of the department will still be responsible for assigning a faculty. Any and all crashing for the ALI students will be managed centrally by Jim Lackritz. As such, no ALI student will every come into contact with a faculty. Lackritz will work closely with individual faculty to add ALI students if that should be the case. The committee suggested further strategies to manage the situation: centralize all OU crashing; use a unique form to identify ALI students; and provide syllabus ahead of time to make sure that the course is approved by the home institution of the student. The committee agreed that this streamlined system should be used in the Spring, and it should be further streamlined if needed.

The committee reiterated that the ALI students are visitor to our country, and that we should work diligently to make their experience comparable to what we would expect our students to experience abroad.

The meeting was adjourned at 11AM. The next meeting is scheduled for October 4th, 2011 from 9-11 in the DCR.

Gangaram