Minutes -- Chairs/Directors 2/21/12

Present: Singh, Belch, Krentler, Shore, Salehizadeh, Cunningham, Varaiya, Plice, Williams, Lightner

Excused: Tomic

Absent: None

Agenda:

1. Constitute committee
2. Action update
3. Board meeting
4. T2 and class coverage
5. Freshman seminar
6. Dean’s list

The committee convened under the new policy file. Members of the committee include: Singh (Chair), Cunningham, Williams, Belch, Shore, Plice, Lightner, Salehizadeh, Tomic, Varaiya, and Krentler. The committee is responsible for:

☐ Projecting enrollment and offering courses to meet the FTE target of the College (in consultation with the directors of the undergraduate and graduate programs);
☐ Establishing and utilizing a transparent and objective framework for evaluating assigned time requests and communicating the expectations and evaluation criteria for assigned time allocations to faculty;
☐ Ensuring that departments coordinate, cooperate, and share resources as appropriate to allocate assigned time and staff each of the courses offered in the various programs of the College;
☐ Overseeing the policies and operations of the College departments to ensure that the policies of the Executive Committee are being implemented appropriately;
☐ Reviewing and discussing faculty line proposals prior to their being brought forward to the Dean for possible approval; and
☐ Deliberating and providing advice to the Dean as requested to resolve operational issues coming before the College that require faculty involvement and consultation.

Action from last meeting: Each department has scheduled a meeting with the President and Provost to discuss: what the department is proud of;
its strategic plan and goals; and questions and concerns. Dean Cunningham reported that his discussion with Dean Wong on the IB program will continue, with the goal to create a framework for cooperation. Each chair/director will submit the six-month plan for the department/program using a common template. The committee continues to discuss the best way to honor students who achieve the “dean’s list” designation. Bruce Reinig (MIS), Kuntara Pukthuanthong (Finance), and Damon Fleming (Accounting) were selected by their departments as “outstanding faculty” and Mark Snell (Sempra), Jim Sinegal (Costco) and Linda Lang (Jack in the Box) were selected by the dean’s office as “outstanding alums.” Each department has removed any “hidden” prerequisite to open minors in their respective areas.

Dean Cunningham explained the format of the 2/24/12 Board meeting, which will include a breakout session where each sub-committee will discuss pre-determined questions to help the College move forward. Each committee is made up of 5-6 members (including a chair). Each department chair (and the associate dean) sits on a sub-committee. For the board meeting, 6 students will participate as note takers. The results of the discussion within the sub-committees will be reported back to the entire board.

The committee agreed that T2 forms (absence from campus) should contain an attachment with an explanation of how classes will be covered.

Williams reported that she is assembling Freshman Seminars and would appreciate faculty participation. She also asked the committee to continue to deliberate on how best to honor our “dean’s list” candidates beyond the much appreciated letter.

The meeting convened at 9:30 and adjourned at 12 noon.