Chairs/Directors Committee Meeting  
Minutes: November 26, 2013

Present: Belch, Chang, Ely, Grudnitski, Kawachi, Plice, Probett, Rhyne, Salehizadeh, Singh, Varaiya
Guest: Joe Passaretti

1. Approval of minutes for meetings held on November 12 and 19, 2013

2. Development
   Joe Passaretti, Senior Director of Development, provided an overview of the role of his office pertaining to department advisory boards. His office’s duties include identifying potential advisory board members, attending their meetings, and collecting dues. Departments are responsible for ordinary communication with boards. Per university policy, the Campanile Foundation is responsible for receiving payments for dues.

3. Outside employment
   The committee discussed how to gather sufficient information to implement Collective Bargaining Agreement Article 35 that addresses outside employment. Faculty will be asked to complete the Outside Employment Disclosure Form (Appendix H of the Collective Bargaining Agreement) at the beginning of each semester and submit to their department chair.

4. Meetings Spring 2014
   The committee will meet on the following days during Spring 2014: January 7, 21; February 4, 18; March 4, 18; April 8, 22; and May 6, 20. The meeting time will be 9:15 – 11:00 a.m.

5. TT teaching load
   The committee discussed approaches to establishing teaching loads for the 2014/15 academic year. There is agreement on the principle that teaching loads for AQ faculty fall into three categories: 3-3 load for faculty who meet the minimum standard for being AQ; 3-2 teaching load for faculty regularly publishing in quality journals; and 2-2 teaching load for faculty regularly publishing in top journals. This discussion will continue at the next committee meeting.

6. Reception following Commencement
   For the past two years, with financial support from the President’s Office, a college-wide reception was held on the walkway between Don Powell Theatre and the library. Attendance was poor the first year at this location. Attendance was much higher in the second year, but it was a challenge to get through the organized program. Alternative venues will be investigated. An honors reception the evening before commencement will be reinstated with departments splitting the cost of the reception.