Chairs/Directors Committee Meeting  
November 25, 2014  
Minutes  

Present: Joe Belch, Janie Chang, Dennis Cradit, Annette Easton, David Ely, Gary Grudnitski, Davette Kawachi, Kathy Krentler, Nik Varaiya  

1. Minutes for October 28 and November 18 meetings.  
   MSP  

2. Dean’s Report  
   • The development team is complete.  
   • A draft of the strategic plan will be taken to the Steering Committee on December 1.  

3. Student Learning Outcomes in multi-section courses (Kathy Krentler)  
   The Program Assurance Committee (PAC) discussed ways to improve consistency across sections at a recent meeting, something that the last two AACSB visiting teams have said is an area that needs improving. PAC offers two recommendations: (1) ensure that common SLO be used by all instructors of a course and (2) assign course coordinators who routinely meet with each of the course instructors.  
   PAC does not monitor syllabi to ensure that they list the adopted SLOs. Based on a spot check of syllabi available in the university’s syllabus collection, inconsistency of SLOs across sections is not a big problem. However, some syllabi with the wrong SLOs were found. While deviations were generally minor, others were significant. The conclusion by PAC is that something needs to be done to identify and correct the outliers. PAC asks whether administrative staff could verify that the SLOs are correct when syllabi are submitted to departments, and forwarding cases that needed to be corrected to PAC. Rather than administrative staff checking SLOs, the committee decided that (1) the chairs will remind faculty to make sure their syllabi contain the correct SLOs and to submit them within one week of the start of semester and (2) the chairs will encourage new faculty to talk with the Director of Assessment. The Director of Assessment will spot check that course SLOs are correctly listed using the university syllabus collection.  

4. Assigned Time Policy (2009 policy attached)  
   The College’s Assigned Time Policy was last updated in 2009. The committee reviewed and discussed areas of the document that need to be updated (e.g., replacing AQ, PQ references with new intellectual contribution categories). Ely will incorporate the updates into the document and circulate the draft to the committee for further discussion at the next meeting. This document will need to be finalized prior to making decisions on assigned time for AY 2015/16.  

5. Students planning to study abroad  
   The committee discussed several challenges in helping undergraduate students select appropriate classes to take while participating in study abroad programs. Chairs are frequently asked to approve a course taken at a foreign university as a substitute for an SDSU course. While the chair can judge whether the courses are equivalent, they lack the information to catch cases where the student is unprepared to take the proposed course offered by the foreign university. Examples include taking courses before they have completed prerequisites and taking upper-division courses while still in pre-business status. A broader question is whether enrollment restrictions imposed on campus should be applied to students studying abroad.  

6. Adjourn – 11:25 a.m.