Chairs/Directors Committee Meeting  
February 10, 2015  
Minutes  

Present: Joe Belch, Janie Chang, Annette Easton, David Ely, Gary Grudnitski, Davette Kawachi, Kathy Krentler, John Putman, Larry Rhyne, Mehdi Salehizadeh, Nik Varaiya  

1. Approval of minutes, January 27, 2015  
MSP  

2. Interim Associate Dean’s Report  

- Spring Enrollment. As of February 10, Spring 2015 FTES for the College is at 2,903, or 3.4% above target.  
- Applications to graduate programs stands at 821. MBA and MSA applications are down from this stage in the Fall 2014 application cycle; however the gap is smaller now than at earlier points in the cycle. MSIS applications have doubled relative to Fall 2014.  
- Enrollment in 19 ALI special session sections is at 638; up from 615 in Spring 2014. A total of 197 classroom seats in the regular sections have been given to ALI students; this is down from 268 in Spring 2014.  
- Procedures and criteria have been established by the SDSU Senate to implement Article 20.37 of the Collective Bargaining Agreement, Assigned Time for Exceptional Service to Students.  

3. AACSB Seminar on Continuous Improvement  

Gary, Nik, and Janie attended the AACSB Seminar on Continuous Improvement Report on February 7th. The takeaways from the seminar include:  

- SDSU’s Continuous Improvement Review Application is due June 30.  
- The CIR Report is limited to 50 pages plus appendices  
- The importance of mission was stressed numerous times during the seminar  
- The Executive Summary must cover institutional engagement, innovation, and impact  
- Demonstrating the impact of faculty research is critical.  
- Institutions are expected to measure quality in the classroom using more than student evaluations of faculty/courses; but it is unclear what measures should be used. While once discounted, it is now the norm to include indirect assessment measures in the report.  
- Institutions are encouraged to include input from community constituents (e.g., advisory boards might review learning outcomes or provide feedback on the skills students need).  
- We will need to list programs that should be excluded from the review.  
- When defining the standard for participating faculty, institutions need to be careful that lecturers are truly participating. Is our standard high enough?  
- The impact of research on scholarship, practice, and community should be discussed.  
- A guiding principle is: “Tell your story”
4. Equipment and Instructional Equipment Replacement for 2015/16

Instructions and forms have been distributed to department chairs to request equipment and instructional equipment for 2015/16. The deadline is February 27. Summer delivery is hoped for. Equipment purchased prior to 2012/13 is what is to be replaced. Equipment purchased 2012/13 and 2013/14 are on a five-year replacement cycle. Beginning 2014/15 we are on a three-year replacement cycle.

The university will be taking an inventory in late February or early March of computer equipment in the College. Efforts to get old assets back will continue.

5. CurricUNET (Gary)

Gary and Kelly outlined the department chairs’ role in approving BA courses in CurricUNET. In CurricUNET, Gary (undergraduate courses) and Nik (graduate courses) will serve as the “chair” in the approval process for BA courses. All department chairs are on the “curriculum committee” for BA courses so they know when proposals are created and can take those BA courses in their area back to their departments.

Gary has created four trial course-change proposals. Only department chairs will be able view BA course proposals in CurricUNET and will need to copy text of proposals to Word (or something else) to distribute to their department faculty. The department committee will then review the proposal at a meetings. During this process, comments should not be entered into CurricUNET. One pending set of course changes involve removing the prerequisite of MIS 180 from BA core courses; Acctg 325 and 326; Fin 321 and 331; Mgt 352, 355, and 358; and MIS 301.

6. Electronic Boardroom

The committee discussed usage and reservation guidelines for the Electronic Boardroom. Currently, reservations consist of a mix of self-support program classes using the room every week, experiment sessions, student organization meetings, candidate presentations, department meetings, and one-time sessions of a class that needs computers/software. It would be helpful to have some guiding principles on what types of usage have priority, how many sessions can be reserved in advance, etc. Several conclusions were reached; self support programs that routinely use the EBR should provide financial support and more self policing is needed to keep the room clean and in order. The development of guidelines on reservation priority should wait until the impact of the new spaces in SSE is known.

7. Graduate Programs Website Revamp

This topic was postponed until the next meeting due to lack of time.