Chairs/Directors Committee Meeting
May 12, 2015  9:00 am
Minutes

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

1. Approval of minutes, April 14, 2015
   MSP

2. Associate Dean’s Report

   Summer registration has started. We are at 321 FTES this morning, relative to a final count of 410 FTES last summer. Fall registration starts July 14.

3. BA 100 and 310 (Gary)

   BA 100 - Exploration of Business. In Fall 2014, 5 sections of BA 100 were offered; 3 general sections appropriate for all business students and 2 sections with an entrepreneurship focus. All sections involve student assignments and some sessions conducted by Student Affairs. Rather than having the department chairs involved in teaching the general sections as in past years, a single instructor was assigned. This approach received positive feedback from students. Several dinners are held throughout the semester that give students an opportunity to meet faculty. A goal for 2015 is to increase the number of faculty attending the dinners.

   BA 310 - Foundations of Business in a Global Environment. This new course will be required of all business majors starting with the 2015/16 catalog. Given the time needed for freshman to reach upper division, the number of students in the course will start small and grow over time. Initially, only transfer students will be affected. The completion of BA 310 or concurrent enrollment will be a prerequisite for some core courses (BA 350, 323, 360, 370, and ACCTG 331). Chairs should alert course instructors that a statement on the new prerequisite will now appear in a footnote in the online class schedule and that the prerequisite applies only to students under the 2015/16 catalog. BA 310 is also where students will begin the passport program.

4. Transfer Students Orientation (Tita)

   These orientation sessions are scheduled on August 3, 4, 6, 7, 8, and 10. Chairs and/or other department representatives are asked to attend. During these orientations, lower-division clearing will be conducted so those representing departments need to be able to certify lower division courses.

5. Usage Policy / Practices for EBR (Annette)

   The committee discussed a handout provided by Annette on possible policies and practices to put in place for the Electronic Board Room. The broad goals are to provide fair-share access to all departments, to ensure that any use guidelines do not cause the room to be underutilized, and to welcome uses of the room that generate revenue that offset maintenance expenses.
The sense of the committee is that job candidate presentations should have a high priority; perhaps the room should be reserved on Monday and Friday mornings for these presentations. It should not be used as a regular classroom or for frequent research use as these practices tend to impede the fair-share goal. Alternative meeting spaces, both existing and potential, were discussed. A reasonable approach may be to solicit requests for EBR use prior to the start of each semester, and then allocate space according to established priorities. This approach would likely be an improvement over the first-come first-served approach used now. Easton and Ely will update the Policy/Practices handout based on the discussion for further consideration at the next meeting.