Chairs/Directors Committee Meeting
July 7, 2015   9:00 am
Minutes

Present:   Joe Belch, Janie Chang, David Ely, Annette Easton, Tita Gray, Gary Grudnitski, Davette Kawachi, Larry Rhyne, Mehdi Salehizadeh, Nik Varaiya

Guests:  Clarence Singh, Heather Bendinelli, Beverly Bracker, Patricia van Damme, Alex DeNoble

1. HR Training
   Clarence Singh and Heather Bendinelli (HR) provided training on managing staff work hours

   MSP

3. Student Affairs (Tita)
   • Tita will send a document to the chairs later today showing the number of orientation reservations by day.
   • The university is changing how incomplete grades are handled. When an Incomplete grade is entered, faculty will need to submit a form within the SDSU webportal that lists all unfinished work.
   • The university is considering making greater use of the Leave of Absence process to better track why students do not return. One change under consideration is to ask students to submit a Leave of Absence request even if stopping out for just one semester.

4. Associate Dean’s Report
   • Fall registration starts on July 14. Graduate students start on July 16 and seniors start on July 21.
   • Lists of courses that have not been offered in 2 and 3 years have been distributed.
   • The College’s AACSB Continuous Improvement Review applications have been submitted.

5. Faculty-led study-abroad courses

Interest in faculty-led study-abroad courses is increasing. There is broad agreement that international travel experiences benefit students and that short-term programs provide a good option for students who cannot participate in traditional foreign exchange programs. Committee members recommended developing a protocol for approving faculty-led study-abroad courses, similar to what colleges are expected to do when courses are offered in an online modality for the first time. The committee plans to discuss this further at our next meeting on July 28 and will invite faculty teaching courses in this modality to attend.