Chairs/Directors Committee Meeting
July 28, 2015
Minutes

Present: Joe Belch, Janie Chang, David Ely, Annette Easton, Gary Grudnitski, Larry Rhyne, Mehdi Salehizadeh
Guests: Teresa Donahue, Seth Kaplowitz, Bernard Schroeder, Martina Musteen, Andy Baker

1. Approval of Meeting Minutes – July 7, 2015

MSP

2. Faculty-Led Study-Abroad Courses

Faculty and student interest in faculty-led study-abroad courses has increased in the College of Business Administration. 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. At the July 7th committee meeting, members recommended following 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.

Teresa Donahue provided a history and described the current process for creating course sections offered in this modality. Seth Kaplowitz, Bernard Schroeder, Martina Musteen, and Andy Baker described how they conduct their courses and similarities to how they teach the course on campus. Written comments were also provided by additional faculty. There was agreement by both the committee members and faculty teaching in this modality that the learning outcomes and rigor should match what exists in campus-based classes. SDSU’s credit hour policy requirements must also be met. (For a 3-unit course, this policy translates into 37.5 hours of lecturer or recitation and 90 hours of student preparation.)

CES already has in place a process for creating faculty-led study-abroad course sections. The department chairs and associate dean will review course syllabi, consult with the instructors new to the modality, and seek advice from faculty as appropriate, to form a collegial process that leads to classes with activities that enable students to achieve the learning outcomes for the course and to match the rigor of campus-based classes. The class activities will generally include pre- and post-travel assignments to ensure credit-hour policy requirements are met. The associate dean and director of study abroad programs will work together to recruit faculty to teach study-abroad courses and to provide assistance through the approval process. Courses will be selected for this program based on student demand for the course and location, demonstration that the course can be taught in a short-term study-abroad format, and the rationale for offering the course in the proposed location.

3. Faculty Recruiting Materials

Chairs described the materials they planned to distribute to faculty candidates at upcoming conferences. Existing brochures, factsheets, etc. will be sufficient.
4. **Electronic Board Room reservations**

   The draft of procedures (attached) for reserving the EBR were reviewed again. The committee agreed that (1) the current draft would provide sufficient guidance for the use of the EBR this fall and (2) that flexibility should be exercised as the procedures are implemented and tested.

5. **Announcements**

   The CBA Teaching Excellence Award has been approved for AY 2015/16.

6. **Fall Committee Meeting Schedule**

   The preliminary meeting schedule is as follows:

   - September 1, 15, 29
   - October 13, 27
   - November 10, 24
   - December 8
   - January 12