

ACADEMIC PROGRAM CHAIRS MEETING

Notes

Tuesday, February 3, 2009
9:00-10:30 AM, Dean's Conference Room

Members: Simone Aloisio, Terry Ballman, Scott Frisch, Marie Francois, Ivona Grzegorzczuk, Beth Hartung, Karen Jensen, Joan Karp, Jacque Kilpatrick, Jack Reilly, Don Rodriguez, Dan Wakelee, Amy Wallace, Ching-Hua Wang, Bill Wolfe

1. Approval of Notes
Notes approved.
2. Announcements from the Dean's Office
 - Please attend one of the AA Strategic Planning Sessions. They are scheduled for Feb. 10 from 10:00am-12:00pm and Feb. 25th from 3:00-5:00pm
 - Library is currently working on acoustics in the classrooms. Please contact them if you notice problems.
 - AdvisorTrac Sessions will be today and tomorrow at noon in BRO 1730
 - CERF balances can be requested however there is no guarantee they will be returned. If a program needs the balances it must provide justification and a plan for spending the funds.
 - Internships - the Organization agreement will be difficult for those organizations that are small and do not have liability. This form would restrict experiential learning. Callie will continue to work with risk management and request additional information from Center for Community Engagement. Don Rodriguez stated that if the University is going to get serious about formal internships there needs to be an internship coordinator.
3. Faculty Student Research Forum
The Dean's Office will e-mail the information regarding the Faculty Student Research Forum. Please forward to faculty and send comments to Callie Juarez.
Quick count: about 180 posters and 65 presentations.

Ivona would like community partners invited to this event. The Dean's Office will request lists of community members from Chairs.
4. Alumni and Friends – Time Certain Tania Garcia
The Chairs reviewed the Policy on University Alumni Groups. Tania discussed the need to have knowledge of other alumni groups. This will help in donor and alumni relations. Currently there are 950 members and 100 friends.

Simone Aloisio asked if Alumni and Friends were still politically active. Currently Alumni and Friends participate in lobbying for the CSU.

Chairs suggested the following: a policy regarding fundraising, not regarding alumni groups; no general oversight of alumni groups, just specifics including coordination of donor requests.

Ashish questioned what would be the consequences of not following the policy and what is the definition of an alumni group. Ashish also suggested a workshop for the chairs on working with alumni groups.

5. Grade Distribution-Terry Ballman

(Distributed Handout of grade distribution for a few programs)

During Program meetings Terry Ballman distributed grade distribution to Communication and Spanish faculty. This started great discussion amongst faculty about what is the definition of each grade. Terry wanted to bring this to the attention of program chairs to suggest a conversation on how programs define grades.

Scott questioned if grade distribution of a faculty member should be a part of RTP policy.

6. Fall 2009 Schedule of Classes

Fall 2009 admission targets are 450 freshman and 450 transfer students. This is lower from Fall 2008 which was 533 freshman and 470 transfers. Please adjust your schedules to accommodate a lower incoming class. Please be aware there will be no transfers in Spring 2010, this will create an imbalanced Schedule of Classes.

7. One-year lecturer Appointments

The Dean's Office will be reviewing all one-year unconditional appointments. Due to the limited enrollment and the likely imbalance between Fall and Spring, the Dean's Office recommends making one-year appointments conditional.