

# ACADEMIC PROGRAM CHAIRS MEETING

## Notes

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

Members: Simone Aloisio, Terry Ballman, Harley Baker, Bill Cordeiro, Scott Frisch, Marie Francois, Ivona Grzegorzcyk, 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  
CERF-total balance at the end of January was higher than the end of December. The proposal presented at the last meeting is that the income that is left on June 30th will be budgeted for next year. Ivona questioned the need for a plan.

The Dean's Office will find out the cut off date for RGS for 08-09.

Chair elections-Any feedback on staggering terms. Currently only one program has 2 year term for chair. Ideally one-third of chairs would be on two years. Jack what is the rationale on staggering terms. This is in anticipation of changes. No program by-laws will be approved without chair limits.

One-Year Contracts-process still not clear on how to change faculty from unconditional to conditional. We will organize a meeting with those programs that have faculty on unconditional contracts.

Discover CI-UC gives the students an opportunity to pick 10 units. Is this a possibility? More details regarding the e-mail to specific majors to the chairs. Send out Discover CI schedule it was not attached

Dean's Faculty Meeting Friday, March 13<sup>th</sup>. Announcement will be sent out.

3. Disability Services-Damien Pena 9:30am  
Proctored exam-Disability Services currently has a policy that an exam must be returned within 24 hours. Damien asked if Faculty Support Coordinators will be able to sign for faculty members. The Chairs agreed.

Potty Policy-Now the exam form will include a question on if the student will be allowed a restroom break.

Dan will send an e-mail to faculty regarding the testing process for Spring final exams.

What is the process for a student registered for disability services? Currently there are 120 students. Student make initial request. Valerie makes a recommendation for education success. The student then determines what courses or accommodations they would like.

If they have not registered for the resources and do not have the initial review, they cannot be assisted. Disability students are expect perform the same as all students. At this time the campus does not utilize the special admit status for those that are disabled. All students must meet criteria set forth by admissions and should be able to perform academically.

Student crisis interventions sessions are in concert with Dr. Pasternak

Priority registration-students enrolled in the program are able to register the day prior for registration.

Can an exam be placed in a mailbox? It is a question of integrity. It can be placed under your door, however mailbox is a concern. Simone stated that it should be the instructor's call. Professor can also pick up the exam from the center.

Student Assistants are not allowed to handle the exam, only staff.

Damien would welcome to continue conversations with faculty in the Fall possibly Brown Bag or Coffee session regarding disability services. Beth Hartung commented that the DRP has been extremely responsive.

#### Freshman Orientation

There will be a half day to orient the students on the regarding Academic side. Chairs will be involved in the planning of the day. Currently those faculty that having being working with the Orientation committee is Don Rodriguez, Harley Baker, Nitika Parmar, Joan Karp and Sue Saunders. There are only 4 orientation sessions this summer. There will be an invite to all faculty to participate in orientation.

#### 4. Annualized Targets

If you have individual questions or comments please contact Callie. We will be using the annualized targets to determine the 09-10 targets. The 09-10 target will be 3057. We will agendize targets for the next chairs meeting. We will have to do reallocations due to the acceptance of a smaller freshman class.

Currently there is a conversation about Engineering. It is not clear what kind for program it will be. Peter Smith is involved in the conversation. Bill Wolfe would like to be invited to the conversations regarding Engineering.

#### 5. Student Faculty Research Forum

E-mails were sent to faculty and to chairs. We need Chairs help the collection of information for student presentations/posters. Posters and presentation will only take place from 10am-12pmThe luncheon will include the awards and a keynote speaker.

Student awards due to time constraints about 30 students will be recognized. . Chairs stated that some students work in teams, can the team be recognized?

6. Items from the Chairs

Honors Convocation-The Chairs asked what awards will be awarded. Need to emphasize the awards must be for graduating seniors only. Please send draft schedule to chairs when prepared.

Amy Wallace-April 2<sup>nd</sup> will be the Faculty Accomplishments Celebration hosted by the library. Please enter your information in the faculty accomplishments in the database. The Library is working on the institutional repository. You have rights to post publications in the institutional repository, please contact the Library for assistance.

Nursing received funds from the federal stimulus package of \$284,000 for the electronic medical records for the SIM lab

Steve Goodel-EX-CEO of JD Powers will be a MVS School of Business and Economics speaker on Friday

Joan Karp-our institution needs to be a touch point for ethics.

How are we dealing with ethics as a fundamental part of our academic programs? We need to prepare our students to be more responsible and ethical, that is the only way things will change.

Marie Francois-The campus is starting the Hispanic Serving Institution process