

Approved Faculty Senate Minutes
May 11, 2007
4:30-6:00
Room 26

Members Present	Members Absent	Others
V. Bournazian	T. Khorozyan*	M. Lackie
V. Petrosyan	S. Sivasubramaniam*	
D. Georgievski	A. Simonyan*	
L. Galajyan	R. Agajeenian *	
S. Knyazyan		
Y. Amirkhanyan		
K. Hovanissian		
A. Hambaryan		
G. Mkrtchyan		
S. Khachatryan		

Ex-Officio Members Present

L. Danielian

* Indicates absence excused

AGENDA

1. Quorum Call
2. Approval of Past Meeting Minutes
3. Approval of Agenda
4. Executive Committee Report:
 - a. Report on Status of Recommended Policies
 - b. Summer Quarter Meeting Schedule (Bring your teaching schedules)
 - c. Faculty General Assembly Date: June 15??
 - d. Compilation of Policies – Administration
 - e. Grade Appeal & Student Rights or Grievance
 - f. Grade Appeal Policy
 - g. Recommend Referring Student Rights Policy to EGC
5. Summary of Academic Program Reviews & Concluding Statement
6. Curriculum Committee: Probation, Dismissal, Withdrawal
7. Ethics & Grievance Committee Report

MINUTES

1) Quorum Call: A quorum of 8 was present to start the meeting.

2) Review & Approval of Past Meeting Minutes

FS members unanimously adopted the Minutes without modifications.

3. Approval of Agenda

Motion for approval of the minutes was presented by Georgievski and seconded by Hovhannisian. FS members unanimously adopted the proposed agenda.

4. Executive Committee (EC) Report

a) *Report on Status of Recommended Policies*: The EC reported that the President received and approved two policies: the Research Centers Policy and the Graduation PPM. The Graduation PPM specifies that the Commencement Ceremony should take place at the end of the last quarter. The President suggested de-coupling Graduation from the Commencement Ceremony. He added that it would be possible to have the Commencement Ceremony at the end of the last quarter (In May or June) when all academic programs switch to a fall start. The FS Chair mentioned that the Curriculum Committee (CC) discussed the fall start issue and prepared a report. There was a suggestion to share that report with the FS and take up this topic for discussion.

b) *Summer Quarter Meeting Schedule*: FS members decided to meet twice a month on Wednesdays. The first meeting of the summer quarter will be held on June 6, 4:30-6:00pm.

c) *Faculty General Assembly Date*: The General Assembly (GA) was scheduled for June 13, 4:30-6:00pm. The FS Chair will circulate among the faculty a notice about the GA and request for agenda item proposals. At the June 6 FS meeting the FS will finalize the agenda and vote on it.

d) *Compilation of Policies – Administration*: In response to a FS question the Provost mentioned that the Office of Institutional Research compiles all the approved policies; policies are incorporated into the Faculty Handbook or the Catalog as appropriate.

e) *Grade Appeal & Student Rights or Grievance*: During the last FS meeting there was a consensus to draft a process for grade appeal. EC came to consensus that there is a need for two separate policies: grade appeal and student rights or grievance.

f) *Grade Appeal Policy*: EC presented the policy for FS members' discussion. A few suggestions were made on the number of days within which appeals should be filed. After amendments were made the motion for the vote on the policy was presented by Petrosyan and seconded by Amirkhanyan. Vote: yes 6, no 1, and abstain 1.

g) *Recommend Referring Student Rights Policy to EGC*: EC came up with a draft policy on student rights and asked the Ethics and Grievance Committee (EGC) to consider the draft, enhance it and make suggestions for incorporating it into the Student Handbook. The Provost emphasized that the current Student Handbook states student responsibilities but not the rights. EGC will consult with the Director of Student Affairs while working on this policy.

5. Summary of Academic Program Reviews & Concluding Statement

The FS members noticed the following commonalities between the 6 academic programs at AUA:

- a) Some of the programs did not have a student information manual.
- b) Different level of student integration into activities of research programs. It is recommended that the overall of AUA should be more involvement of students in research center activities.
- c) All programs are seeking for more international recruitment. In response to this observation the Provost and the Registrar mentioned that the AUA Enrollment and Recruitment Plan is ready; it includes trip to Georgia, India, and Russia during 2007. They mentioned that each program should coordinate with the Registrar about their recruitment activities.
- d) Lack of financial resources for academic programs was mentioned as a common problem. Ramifications of this problem are lack of electives in all academic programs and lack of faculty development opportunities. With additional resources available the programs could develop elective courses and create opportunities for faculty development.
- e) The importance of internship programs was also mentioned as an important part of academic programs.
- f) FS created a working group (Bournazian and Galajyan) that will draft a letter to the President summarizing FS discussion of academic program reviews and its conclusions. When the draft letter is ready, it will be circulated among FS members.
- g) The Provost thanked the FS members for a thorough review of the reports and important observations.

6. Curriculum Committee Report

The CC met once and revised the Pending Policy on Probation, Dismissal & Withdrawal. On May 24, the CC will finalize the document, vote on it and present to the FS for voting.

7. Ethics & Grievance Committee Report

The EGC did not meet. The EGC Chair met with the EC to discuss the Grade Appeal Policy.

Motion to adjourn presented by Galajyan and seconded by Amirkhanyan.

Meeting adjourned at 5:40p.m.

Respectfully submitted by V. Petrosyan