Draft

**Faculty Senate Minutes**

**16:00-18:00**

**February 26, 2014**

|  |  |  |
| --- | --- | --- |
| **Members Present** | **Members Absent** | **Guests** |
| Doug Shumavon | Sargis Zeytunyan | Arina Zohrabian |
| Aram Hajian | Aleksandr Grigoryan | Karina Satamian |
| Melissa Brown | Alexan Simonyan | Dennis Leavens |
| Catherine Buon |  | Don Fuller |
| Arpie Balian |  | Sharistan Melkonian |
| Arman Zrvandyan |  | Varduhi Petrosyan |
| Rai Farelly |  |  |
| Tsovinar Harutyunyan |  |  |
| Alen Amirkhanian |  |  |
| Vahram Ghushchyan |  |  |
| Gohar Stepanyan |  |  |
| Sergey Tantushyan |  |  |
| Sos Bagramyan |  |  |
| Artak Hambarian |  |  |

**FACULTY SENATE AGENDA**

Agenda for FS meeting February 26, 2014

1. Approval of Agenda
2. Policies from the Admissions’ Office
3. Revisiting the A/A+ issue
4. Addressing D/D+ issue

**MINUTES (February 26, 2014)**

A quorum was present at 16:05.

**1. Meeting Agenda**

On Sunday February 23rd, the FS chair sent an e-mail with the updated list of documents to be reviewed and discussed at the Faculty Senate meeting on February 26th. Those included slightly modified versions of the policies sent earlier from the AUA Office of Admissions and four policies from the Registrar’s office.

**2. Policies from the Office of Admissions**

UGADM1.1: ADMISSIONS PROCESS – discussed and agreed upon by consensus with minor suggestions such as defining what “technical eligibility” is and clearly identifying in the title that this policy refers to *undergraduate* admissions process.

UGADM1.2: ADMISSIONS REQUIREMENTS – discussed and agreed upon by consensus with a minor suggestion to rewrite the first admission requirement by clearly classifying prospective applicants into those that are still in the process of finishing their high school and those who already have high school diploma.

UGADM1.3: ADMISSIONS REQUIREMENTS – English Language Proficiency – discussed and agreed upon after detailed discussion, with the following suggestions: 1) research other American Universities abroad (do a peer review) to find out whether other schools use SAT Verbal & Writing scores as a proof of English Language Proficiency; 2) if such instances are uncommon, then perhaps SAT scores can be used at AUA for receiving a waiver of English Language Requirement; 3) if Admissions Office decides to use SAT Verbal & Writing scores as a waiver for some cases, then it should properly and clearly define those cases; 4) for those students admitted on probation, the policy would state that such probation requires attainment and maintenance of a “good academic standing” instead of a “minimum GPA of 2.0”; 5) avoid using “AUA’s Intensive Summer English classes” since the name of the course and the program that offers it are currently undergoing change. Rather, advise those applicants who do not meet the target scores to improve their knowledge of English language before commencing their studies at AUA.

UGADM1.4: ADMISSIONS REQUIREMENTS – English Language Proficiency Test Waiver Policy – this policy was already considered by the FS on November 21, 2013, but a concern was raised whether it is acceptable that alumni of Muskie, Global UGRAD, and FLEX programs are required to have only one year of full-time studies completed at a school, college or university whose primary language of instruction is English to receive a waiver, when the requirement for all other applicants is two years. It was suggested to establish the same standard for all applicants who want to receive a waiver.

UGADM1.5: ADMISSIONS REQUIREMENTS - Math Proficiency – discussed and agreed upon by consensus.

UGADM2.1: APPLICATION – discussed and agreed upon by consensus.

UGADM2.2: APPLICATION DEADLINES – discussed and agreed upon by consensus.

UGADM2.2: APPLICATION FEES – discussed and agreed upon by consensus with the following suggestions: 1) removing the table with the current fees and including an e-link to up-to-date fees instead; and 2) revising the policy statement that establishes the same application fee for ethnic Armenians from abroad (with foreign citizenship) as for local applicants – such policy statement can be interpreted as discriminatory.

UGADM3: APPLICATION STATUS AND ADMISSIONS DECISION – discussed and agreed upon by consensus.

UGADM4: REAPPLICATION – discussed and agreed upon by consensus.

UGADM6: VERIFICATION OF CREDENTIALS – discussed and agreed upon by consensus with two minor suggestions: 1) to find a substitute for the word “weird” that conveys the same meaning; and 2) take into account that some admitted students might not be able to submit official diplomas and/or transcripts for verification if there is a delay from the school’s side – that is, the school does not issue those documents on time, as expected or promised.

UGADM7: RESPONDING TO OFFERS – discussed and agreed upon by consensus.

UGADM8: RETURN OF APPLICATION MATERIAL – discussed and agreed upon by consensus with the note to correct the typo – the name of the policy should be “Return of Application Material” not “Verification of Credentials.”

UGADM9: GIFT GIVING POLICY – discussed and agreed upon by consensus. Concerns re: the name was raised as well.

UGADM10: DECISION MAKING PROCESS – Communication between the Bachelor’s Admissions Committee and the Office of Admissions Recruitment and International Student Affairs – discussed and agreed upon after detailed discussion, with the following points to be considered: 1) the process of selection/appointment of admissions committee members is unclear; 2) the secrecy around the confidentiality of admissions committee members’ identity is at odds with the claimed transparency in the admissions process. It is also of concern as this secrecy is likely undesirable; 3) instead of disallowing AUA staff, faculty and/or Board members to submit inquiries to the Office of Admissions about the status of a particular applicant, the policy should clearly state that all question related to the admission process and/or the status of individual applications should be directed to the Director of Admissions by the applicant him/herself.

**3 & 4. A/A+ and D/D+ issue**

Items 3 and 4 were not discussed due to a lack of time.

**5. Other**

At the end of the meeting, the Chair of the Faculty Senate gave a statement announcing that he decided to resign.

Adjourned at 17:40

Minutes respectfully submitted by Gohar Stepanyan, FS Secretary (2013-14)