

Faculty Senate Draft Minutes
July 21, 2006
12:42-14:10
Room 26

Members Present

V. Bournazian
P. Sen
T. Samuelian
V. Petrosyan
E. Bunker
V. Ohanyan
T. Grigorian
S. Khachatryan
R. Dodge
A. Hambaryan

Members Absent

T. Khorozyan (excused)
L. Galajyan (excused)
R. Richer (excused)
K. Muradyan

Others

Ex-Officio members present

L. Danielian

AGENDA

- 1. Adopt Past Meeting Minutes**
- 2. Adopt Proposed Agenda**
- 3. Executive Committee Report**
 - a. **Next Quarter's Meeting Day & Time: Wednesday Afternoons??**
 - b. **Course Syllabus Format Policy – Adopt as Revised or Reject**
- 4. Curriculum Committee Report**
- 5. Ethics & Grievance Committee Report**
- 6. Research Policy Working Group Report**
- 7. Policies:**
 - a. **Course Description & Syllabus Examples**
 - b. **Credit Unit Definition**
 - c. **Course Proposal Process**

MINUTES

- 1) Adopt Past Meeting Minutes, July 7, 2006**

Minutes, as amended, were adopted by consensus
- 2) Adopt agenda**

The proposed agenda was adopted by consensus
- 3) Executive committee report**
 - a. Executive committee proposed that the Faculty Senate meet on the 1st and 3rd Wednesdays of each month from 4:30PM to 6:00 during the Fall Term, thus the first meeting for the Fall Term would be on Wednesday, September 6th.
 - b. Committee discussed how to proceed with the course syllabus policy, as President Armenian had returned the policy. Committee discussed some minor revisions. Motion was made to adopt policy as revised. Motion was carried: 6 for, 2 against.

4) Curriculum committee report

Ed Bunker requested that 5 minutes be granted to present and explain the policy on “Rolling Admissions Notification for Highly-Qualified Candidates.” [Time was so granted by consensus.] After explaining the purpose and nature of the policy, he requested that the Faculty Senate vote on the policy electronically so that it could be expedited for forwarding to the new registrar and so that the “One-Step” Admission policy – to which it is attached – could be implemented.

Ed also updated the committee on progress that was being made on the issue of “Fall Start” and on the work the Curriculum Committee was doing to conduct program audits.

5) Ethics and Grievance committee report

Varduhi Petrosyan reported that the Ethics and Grievance committee recommended the creation of an Ad-Hoc committee to review the Student Code of Ethics as it relates to cheating. Membership of the committee was discussed, and it was suggested that a student should be appointed to the committee. Faculty members on the committee will include: Teresa Khorozyan, Tom Samuelian, and Mary Lackie.

6) Research Policy Working Group Report

Tom Samuelian reported that the Working Group had reviewed policies on Ethics, Patents, and Copyright – all policies of interest to faculty. With regards to Copyright, it was explained that a presumption exists that faculty will have Copyrights for any document they write individually. Patents, however, are considered “works for hire,” and are therefore considered to be the university’s unless otherwise specified by contract.

The committee agreed to vote on the policies by e-mail

The Working Group was officially thanked and disbanded.

7) Policy review and presentation

Committee discussed and revised a policy on course descriptions for the catalog. Motion was made to accept changes as proposed. Motion passed: 9 for, 0 against.

Committee discussed and revised a policy on credit unit definition and guidelines for assigning credits to courses. Work on this policy will continue at a future meeting.

Motion to Adjourn: 2:10PM