

Faculty Senate Minutes
12:40-1:35 P.M.
21 May 2010

Members Present

Aram Hajian
Vahan Bournazian
Tatevik Zohrabyan
Melissa Brown
Irshat Madyarov
Tom Samuelian
Arthur Drampian
Erik Guevorkian

Members Absent

Lusine Galajyan
Arman Vatyan*
Byron Crape*
Emil Babayan*
Varduhi Petrosyan *
Gagik Gabrielyan

Guests

Rebecca Carter

* Indicates excused absence

Faculty Senate Agenda:

21 May 2010

- Quorum Call
- Approval of Agenda
- Approval of April 23rd minutes
- ACDO discussion led by Narine Petrosyan
- Committee reports
 - Executive committee
 - Curriculum committee
 - Ethics & Grievance committee
 - Committee on Extension programs
- Ad-hoc committee report: Reviewing the student evaluation forms
- Other business

MINUTES

1) Quorum Call

Quorum present

2) Approval of Agenda

The agenda was adopted by consensus.

2) Approval of April 23rd minutes

The minutes of the 23 April 2010 Faculty Senate meeting have been modified according to Varduhi's comments, after which it was adopted.

3) ACDO discussion led by Narine Petrosyan

Aram asked Narine to briefly introduce the activities of the ACDO. The purpose of inviting her to the FS meeting was for faculty to become more familiarized with the center's mission, intended direction and perhaps suggest various points to make the entire process of reaching out to students more successful. According to Narine, ACDO's mission is to help alumni and current students in their career development, provide career counseling, and facilitate the network between businesses and AUA graduates and students. They provide one-on-one counseling, resume and cover letter writing services, job announcements, and so on. She said that this year they have already organized several job fairs which intended to create a forum for interaction of employers and students. The response to Vahan's question whether the career fairs were for specific profession was that mostly they were for all professions, though there was one IT fair that targeted students/alumni in that particular field. When

Aram asked about the number of students who use the ACDO services, she replied that unfortunately only about 10% of students utilize it and most of them start after graduation. The unemployment rate among AUA graduates is about 6% which is comprised of about 60% job seekers and the rest – ie those not actively seeking jobs. Narine said that they send out job announcements on a daily basis. Aram suggested considering compiling them or making a weekly digest not to clutter e-mail boxes. Another suggestion was to include administrative assistants in each department in the list of recipients of the job announcements which will make it easier to sort out the relevant jobs and be more helpful to students. The last suggestion was to have “unsubscribe” option, but Rebecca said that students cannot unsubscribe. Rebecca was positive that after the relocation of the career center office to the new place where there is a large interview space, students will be more aware and potentially will start using the services more.

4) Committee reports

- **Executive committee**

The first item of the committee was the brownbag seminar series. The next seminar will be held on June 4th, 12:30 by Rochelle Parks, a Fulbright scholar at the Political Science Department. The next issue of the committee was the recruitment feedback. All departments seemed quite content with the number of applicants this year. Open house was another major topic. Vahan suggested that the Law department might start the open house earlier given the department specific issues. He suggested that they would need to reach out students possibly at the end of their 3rd year of undergraduate studies. He also suggested reviewing the general schedule given the nature of rolling admission. Furthermore, Aram asked about the fate of students who finish their army service and immediately try to apply to AUA in June. Vahan suggested that they surely need to take an English test, and if they pass, then it is possible, as rolling applicants. Furthermore, the talks about cut-off date continued and all came to the conclusion that August 16th is probably the last day for admissions, while Rebecca said that December 31st is internally considered to be the last day of rolling admissions for the given year. The admission deadlines also creates questions for the timing of the writing course and Irshat and Melissa suggested that perhaps the course can be provided more than once a year which is a question for the English department.

- **Curriculum committee**

The committee’s work on self-study program has been great but there is still a lot of work to be done within the accreditation framework to translate it into classroom, build capacity, etc. Thus, there is a need to form a committee with subcommittees, such as self-studies, student learning etc. Engineering and Political Science have started developing self-study programs for 2010. Aram reminded all to make sure that each department ensures timely grade submissions at the end of each term. One reason among many to have them on time is the fact that scholarship committee needs to assess the applicants to make decisions.

- **Ethics & Grievance committee**

Nothing additional to report.

- **Committee on Extension programs**

Irshat reported that they are in the stage of reviewing the extension courses, particularly the ones that have not been reviewed before. They try to assess the link between courses in extension and university. The purpose is to make them complement and not conflict. Aram said that it entails a big perception issue which is a great idea to work on.

5) Ad-hoc committee report: Reviewing the student evaluation forms

Nothing to report. Last time it was decided to stop the review process for some time. Obviously there is work needed, but it might make sense to postpone it for the next academic year and wait for the new president’s inputs.

6) Other business

June 18th will be the last meeting of the spring quarter. The date for the next meeting in the fall will be decided on the 18th. Vahan suggested to invite Harout Armenian to the FS meeting on June 18th, and perhaps afterwards, have reception.

Rebecca asked all to remind instructors in their departments to avoid the process of changing grades.

A motion was made to adjourn and seconded without objection. The meeting was adjourned at 1:35 pm.

Minutes respectfully submitted by Tatevik Zohrabyan.