Faculty Senate Minutes
1:05 – 1:45 P.M.
Dec. 15, 2011

Members Present	**Members Absent**	**Guests**
Aram Hajian	Vahan Bournazian*	None
Catherine Buon	Eric Guevorkian*	
Melissa Brown	Doug Shumavon*	
Irshat Madyarov	Karen Aghababyan*	
Varduhi Petrosyan	Garegin Gevorgyan*	
Byron Crape		
Syuzanna Vasilyan		
Tom Samuelian		
Gagik Gabrielyan		

* Indicates excused absence

FACULTY SENATE AGENDA

1. Quorum Call
2. Approval of November 18, 2011 Minutes
3. Approval of Agenda
4. Committee reports
    a) Executive committee
    b) General Assembly
    c) Curriculum Committee
    d) Ethics and Grievance Committee
    e) Committee on Extension Programs
       i) Discussion of draft suggestions
5. Scheduling
    a) FS meetings Jan 25, Feb 22, Mar 21? at 12:00 p.m.?
    b) Brown bags
    c) Other business

MINUTES

- **Quorum Call**
  Quorum present

- **Approval of the minutes of November 18, 2011**
  Tom Samuelian moved that the Minutes be approved, and Catherine Buon seconded the motion. The minutes were approved by consensus.

- **Approval of the agenda**
  Aram Hajian moved that the agenda be approved and Byron Crape seconded the motion. The agenda was approved by consensus.

- **Committee Reports**

  o <u>FS Executive Committee</u>

    General Assembly was held on Dec. 2, 2011 (see the notes from the General Assembly in Appendix A). There was a suggestion to disseminate information from the General Assembly to the rest of the AUA community.

  o <u>Curriculum Committee (CC)</u>

    CC has proposed an addition to the AUA student handbook that defines grading and graduation policies in the Student Handbook to which the Student Catalog will refer (Appendix B).

    Aram Hajian moved that the proposed changes be approved and Byron Crape seconded the motion. The proposal was approved by consensus.

  o <u>Ethics and Grievance Committee</u>
    Nothing to report.

  o <u>Committee on the Extension Program (CEP)</u>
    CEP put together suggestions for the Extension Program (EP) in light of the on-going search for the Director for the Extension Program. The FS Executive Committee has met and discussed the suggestions and proposed that the suggestions be made more concise or practical for the current stage of the search.

    There was strong agreement among FS members that EP should complement the AUA academic programs and not compete with them. EP may need to create a menu of services for AUA academic programs to promote collaboration between EP and the rest of AUA. The Faculty Senate By-laws may need to be revised to address the current CEP mandate.

EP should be invited to FS meetings to connect better with them as partners and collaborators.

The proposed suggestions from CEP have been revised to reflect the recommendations from FS (Appendix C).

Action item: CEP to revise the list of suggestions based on the recommendations from FS and any other recommendations that could be emailed to CEP. The document to be finalized by e-vote by Dec. 23, 2011.

- **Scheduling**

Proposed FS meetings: Jan. 25, Feb. 22, Mar. 21 starting 12:15 pm.

- **Other Business**

  o <u>Ad-hoc Committee for Student Course Evaluations</u>

  Action item: Aram Hajian to send an email to FS members to invite those interested to join an Ad-Hoc committee meeting

  o <u>Brown Bags</u>

  The last brown bag on technologies attracted a lot of people. It was suggested that FS continue inviting AUA staff and EP faculty to brown bags. If there is a sense that collegial in-depth discussion is affected by this mixed makeup of brown bags, this issue will be addressed again.

Catherine Buon moved that the meeting be adjourned, and Byron Crape seconded the motion. The meeting was adjourned 1:50 PM

Minutes respectfully submitted by Irshat Madyarov

Appendices

Appendix A: Notes from the General Faculty Assembly

Date: December 2, 2011

Present: 25 faculty and leadership members

Topics discussed:

Accreditation Update led by Sharistan Melkonian

The Capacity and Preparatory review report has been submitted and is available online. Proposal for BS in Computational Sciences has been submitted. Proposal for BA in English and Communications is underway and is due in mid-December, 2011, and Proposal for BS in Economics will be due in March, 2012. Re-accreditation site visit is scheduled for February 8-10, 2012.

Update on Administration Matters led by President Boghosian

Ashot Ghazarian has been selected as Vice President of Operations by the Search Committee. Gevorg Goyunyan has been promoted to Vice President of Finance. The Committee is down to two-three candidates for Vice President for University Advanced and Provost. Another search under way is for Director of the Extension Program.

The role of the Extension Program will be adjusted to add new courses and programs and to realign its curriculum and financial model.

AUA is going through restructuring by adding undergraduate programs. AUA will have Program/College Chairs. The fiscal year is being readjusted for be aligned with the academic year. By the end of 2012 academic year, the fiscal and academic years will be in synch. During this transitional stage, many contracts will be getting shorter than one-year contracts to bring them in synch with academic calendar. Multi-year contracts and salaries will be re-examined as AUA proceeds with its restructuring.

The AUA library will double its size and occupy the kitchen area on the ground floor. The kitchen will move to the second floor next to the cafeteria and will be furnished with new equipment. The library will move to the basement of PAB for some 5 months. The cafeteria will close for some three months. Instead Artbridge will open a café.

Some other discussion included: future role of AUA and its academic programs; critical thinking, English writing and presentation skills; preparing experts in economics; creating value for Armenian economy; possibility of opening an AUA gym; seeking opinion of AUA expertise (e.g., Engineering College) for more efficient energy use and remodeling projects; possibility of

Artbridge selling supplementary books for courses; possibility of opening up PAB balcony and patio areas; possibility of installing an LCD screen/sign next to Baghramyan Ave that would highlight AUA news and generate more publicity.

Assembly closed 2:30pm.

Appendix B

GRADES

Student work at AUA is graded according to the grading system set forth in the Student Handbook, under GRADING SYSTEM.

STUDENT HANDBOOK

GRADING SYSTEM

Student work at AUA is evaluated on the basis of letter grades as follows: A (excellent), B (satisfactory), C (minimum passing level), D (unsatisfactory), F (fail), I (incomplete), P (pass), NP (not pass). The grades of A, B, and C may be modified by "plus" (+) or "minus" (-) suffixes reflecting the strength of the grade.   A grade of D has no such modification.

Except for internships, academic writing or as otherwise specified by their program, graduate students may not take courses required for their degree P/NP.

Grade Point Average

Only courses in which the student received an A, B, C, D, and F are counted toward the cumulative grade point average (GPA).   Grades are converted into their numerical equivalent as follows:

A+ = 4.0   A = 4.0   A- = 3.7
B+= 3.3   B = 3.0   B- = 2.7
C+= 2.3   C = 2.0   C- = 1.7
D = 1.0   F = 0.0

The GPA is calculated by (1) obtaining the weighted grade points for each course by multiplying the credits for each course by the numerical equivalent of the grade received for the course, (2) adding the weighted grade points for those courses, and (3) dividing the sum by the total number of credits associated with those courses. GPAs are calculated for the courses taken each term as well as on a cumulative basis.

Final

CATALOG

GRADUATION

Degrees or certificates are awarded once a year.   Commencement ceremonies take place at the end of the academic year, as set forth in the university's academic calendar.

Graduation requirements are set forth in the Student Handbook, under GRADUATION.

STUDENT HANDBOOK

GRADUATION

College and program faculty set requirements for degrees or certificates subject to university-wide requirements.   In order to graduate, students must complete all published course requirements and be in good standing.

Graduate students shall not be permitted to graduate if they have a "D," "F," "NP" or "I" in any course taken while enrolled as graduate degree or certificate candidate.

CATALOG

REPETITION OF COURSES

Students who have received a grade other than A, B, or P in any course, should check the Student Handbook on optional or required repetition or completion of courses.

STUDENT HANDBOOK

REPETITION OF COURSES

Graduate students must repeat courses in which they received a grade of D, F or NP and must successfully complete all courses in which they received a grade of "I" within one year of receiving the "I".

Students have the option of repeating a course, when and if offered, in which they received a grade of C+, C, or C- with the approval of the program dean.

If a graduate student fails to successfully repeat or complete a course within one year of receiving the grade of "I," the "I" will automatically be converted into an F.

When a student repeats a course, credit will be given only once, and only the most recently earned grade will be used to calculate the student's cumulative grade point average.   Students shall pay the tuition in force at the time that they repeat the course.

Graduate students must repeat courses within 3 years of first enrollment, unless the period is extended due to authorized leaves of absence or extenuating circumstances approved by the Provost.

Appendix C

DRAFT FS SUGGESTIONS FOR EP

Given that the AUA Extension Program is the face of AUA for much of the community as a whole, as well as to NGO's, private sector and government agencies, and that the reputation and brand of AUA is intimately tied to this Program, the Faculty Senate is compelled to share their perspectives for consideration during the search for a director of the Program as well as suggestions for consideration for strengthening the Extension Program.

In this document Faculty Senate (FS) members, based on their cumulative experiences, share a summary of suggestions for strengths for the position of director of the AUA Extension Program, as well as providing suggestions for improvements in the Extension Program itself.

FS member suggestions for consideration during selection of the director of the Extension Program include:

Furthermore, FS members suggest the following for strengthening the Extension Program:

1. Further structural clarification of mutual roles, responsibilities and obligations especially with respect to functional relationships with academic departments,
2. conducting market research and exploring new areas to exploit (in part, "beating the bushes"),
3. creating and/or strengthening unified or cooperative leadership and vision in areas of division (such as English courses and similar courses offered by both academic departments and Extension),
4. streamlining and integrating sometimes conflictive-potential (within the Extension Program as well as between Extension and academic departments) course offerings, such as English courses and similar course offerings in the Extension Program to those in academic departments,
5. promoting a principle of complementary not competitive offerings and functions,
6. assuring systematic approaches to providing the highest quality of course offerings given the constraints, and
7. given that the Extension Program is the face and branding of AUA for much of the community, to strengthen and enhance the exploitation of the potential public relations advantage for AUA.