Faculty Meeting Minutes
November 03, 2011
2066 Weimer Hall
10:40 a.m.

In Attendance:
Spiro Kiousis (Chair), Belio Martinez, Kathleen Kelly, Linda Hon, Mary Ann Ferguson, Sora Kim, Moon Lee, Ann Christiano.

Not in Attendance: Deanna Pelfrey & Juan Carlos Molleda

Welcome
Dr. Kiousis thanked everyone for attending the meeting. There were several items to cover at the meeting including:

Meeting Agenda
1. Advisory Council Meeting
2. Textbook Adoptions
3. Academic Assessment Plans
4. Online Evaluations
5. Academic Program Review and College Strategic Plan
6. Faculty Position Requests
7. Old Business
8. New Business

Agenda Item:
1. Dr. Kiousis reminded the faculty that the Advisory Council meeting will be held in a couple of weeks and that the schedule and agenda have been sent out via email for review. He mentioned that final versions of these documents will be coming via email in the next week. He wanted to remind everyone of the dates and to request that they please participate as much as possible. Dr. Kiousis requested that they make it their priority to attend as many sessions during the meeting as possible, especially the business meeting on Thursday afternoon and the Friday morning breakfast. He also asked that they attend the Front Burner Issues session and the Strategic Planning session if possible. It was announced that Dr. Sora Kim will be the featured research presenter during the meeting. He asked the group to keep in mind that we will have about five members that will be rolling off their terms and leaving the group this semester so any recommendations from the faculty for new members should be sent to him via email. He said he would be distributing ballots in early December for new members.
2. Dr. Kiousis wanted to thank everyone who already submitted their text book adoptions and reminded everyone that we must make sure to be in compliance with this or the department will be fined. It is a mandate of the state and he said that all instructors must make sure to meet the deadline. He mentioned that Olga Tripp has been doing a great job of monitoring this and that we should always make it a priority to get it done on time.

3. A handout of the Academic Assessment plan was given to the group. He asked that everyone review the materials. He informed the group that each unit at the university will be required to submit a plan on an annual basis. He said that we will be making decisions based on this academic assessment. He said that in early spring we will need to have a committee formed to tackle this process. Dr. Ferguson mentioned that based on the time line, the planning stage goes from May through August and it will be a challenge because most of the staff are not here during that time. Dr. Kiousis said we will need to have the information gathered by the end of spring and then it will be finalized during the summer.

4. Martha Collada gave a handout with an outline of the Online Teaching Evaluation system and discussed some of the highlights of how it will work. The faculty was given a chance to ask questions and clarifications were made by Martha on the process.

5. Dr. Kiousis informed the group that the idea is for the department to contribute and give input on the college strategic plan and use it as a reference point for our departmental plan. He said that we will have a department meeting to discuss the college strategic plan as a group in the spring.

6. Dr. Kiousis told the group the good news that we have 2 positions approved by the college for hiring. The first is for a position that will be funded by the College and the second is a position that will be centrally funded. After some discussion, the next step would be to form a committee to do these two searches. Dr. Kiousis said for both these searches we need to have a committee of the whole department and we should all be involved. We will need to move quickly and proactively towards this. After extensive discussion, Dr. Kelly offered a motion that Dr. Ferguson and Dr. Hon co-chair both committees and Prof. Christiano second the motion. The vote was taken and six were in favor of the motion. One person abstained and no one was opposed. The motion passed. Dr. Kiousis then announced that a separate meeting will be held where the charge to the committee will be addressed.

7. Prof. Christiano asked if there are particular things that the accreditation people are looking for when they come to see you instruct a class. Dr. Kelly said that they are looking to make sure that the instructors are giving instruction to students and that the students are engaged. Dr. Lee asked if this is this only for undergraduate classes. Dr. Kiousis said no, it is also for graduate level courses.

8. Prof. Christiano reminded everyone about Allison Byrne Field’s visit and that she wants all to come to dinner with her. More details to follow. She also invited the group to come to her presentation. Dr.
Kiousis mentioned the upcoming meeting with Embanet Compass Knowledge, which is the group that is managing the MAMC distance learning initiative in global strategic communication. He asked that everyone join the meeting if possible.

Respectfully submitted by Martha R. Collada
Approved at the department faculty meeting on December 1, 2011