Faculty Meeting Minutes
January 20, 2012
2066 Weimer Hall
1:30 p.m.

In Attendance:
Spiro Kiousis (Chair), Linda Hon, Deanna Pelfrey, Mary Ann Ferguson, Sora Kim, Moon Lee, Juan Carlos Molleda, Kathleen Kelly & Ann Christiano

Not in Attendance: Belio Martinez

Welcome
Dr. Kiousis thanked everyone for attending the meeting.

Meeting Agenda

1. Approval of Minutes
2. Faculty Search Update
3. Accreditation Visit
4. Digital Lab Update
5. Graduate Coordinator
6. Online FARS
7. Academic Assessment Plans
8. Old Business
9. New Business

Agenda Item:
1. Approval of Minutes:
   Dr. Kiousis asked if we could have the minutes from the last meeting approved. Dr. Molleda made a motion for the approval of the minutes and Dr. Ferguson seconded the motion. A vote was taken, all were in favor and no one was opposed.

2. Faculty Search Update:
   Tabled until the next meeting.

3. Accreditation Visit:
   Prof. Pelfrey wanted to announce to the group that more students are needed to meet with the accreditation people for the student interviews. Dr. Kiousis will clarify the number of students needed and how many for each meeting as discussed in the email sent by Ellen Nodine. Once he has the correct information, he will follow up with the group.
4. **Digital Lab Update:**
   Dr. Molleda presented slides with information regarding the Digital Lab. A copy of this presentation is included with the minutes. He gave an overview of how the idea for the space came to be and what the vision and mission of the space is. He showed pictures of the layout and an artist rendering of what the space will look like. He explained how the committee discussed the ideas as a group and how they developed a mission statement and a vision statement. He said that they brought on a contractor to help with the conceptualization of the space. Dr. Molleda asked the faculty for feedback on the concept thus far and for feedback on the name, AHA! The Innovation Laboratory was chosen. There was much discussion about the name and how the space would be used and who the audience for this space would be. Dr. Molleda also told the group that this is still a work in progress and that the space will be open for use in February however it will be developed continually through the Spring semester.

5. **Graduate Coordinator:**
   Dr. Kiousis announced that Dr. Molleda will step down as the department Graduate Coordinator as a result of his recent promotion. Dr. Molleda gave an overview of the position and Dr. Kiousis reviewed the bylaws on how the position should be appointed. Dr. Molleda presented and said that the coordinator is a member of the Graduate Committee. He said that they work very closely with the staff members of the graduate division. He said that they are very efficient group and very helpful with this role. He explained that Sarah Lee answers all questions regarding the admissions process and that the Graduate Coordinator answers all questions regarding the curriculum and the program. He mentioned that the coordinator also has the potential to recruit, be a part of the review process and holds a vital role in the selection process for the applicants. He said that they mostly work with the Master’s students and at the Ph.D. level the coordinator suggests reviewers for each Ph.D. candidate. He said that there is lots of consideration in the process and input from the coordinator is vital. Part of the responsibility for this position is the organization of the new student orientation and that you will also serve as a mentor to the students for the first year of the program. The main activities and the majority of the involvement for this position is during the admissions process and orientation.

6. **Online FARS:**
   Dr. Kiousis announced that this semester the college gave the option of filling out the FARS online and that our department will do the process online this semester to test the system. He said that more information would come via email soon.

7. **Academic Assessment Plans:**
   Dr. Kiousis announced that by the end of this semester we will need to come up with an academic assessment plan for our department. At the next meeting we will have more details on this and we will need to work on this. We need to work towards this goal and utilize this tool in the future.
8. **Old Business:**
   Dr. Hon said we still need to do our Departmental Strategic Plan. Dr. Kiousis responded saying that we will revisit this topic at the next meeting when we discuss the Academic Assessment Plan.

9. **New Business:**
   Prof. Christiano informed the group that she is asking Christine Ahearn to come speak at her class this semester and that she would be happy to coordinate her schedule if anyone else was interested.

   Dr. Kelly discussed the proposed curriculum changes for the graduate courses and the order in which the classes are taken. She would like to have this topic added to the agenda for the next department meeting. The issue is with Ethics and Theory in the Fall semester. Also, Management and Research in the Spring.

   Prof. Pelfrey wanted to let everyone know that the Curriculum Committee is back in session and that she should have a report for the department soon.

Respectfully submitted by Martha R. Collada
Approved at the Department Faculty meeting on February 24, 2012