*Minutes*

January 20, 2015 at 10:00 a.m. in I-122

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| --- | --- | --- |
|  | Present | Absent |
| Dr. Denis G. Wright | X |  |
| Dr. Emery Alford | X |  |
| Dr. Marie Collins | X |  |
| Dr. Eileen DeLuca | X |  |
| Jeff Gibbs | X |  |
| Dr. Erin Harrel |  | X |
| Dr. Theo Koupelis |  | X |
| Dr. John Meyer | X |  |
| Dr. Mary Myers | X |  |
| Dr. Laura Weir | X |  |
|  |  |  |
| Michelle Fanslau | X |  |

1. **Minutes from January 6, 2015**
	1. No corrections submitted
2. **Syllabus “approval” process – how has it gone?**
	1. No pushback so far
	2. The Faculty Senate were ok with the process
		1. One Faculty Senate representative mentioned academic freedom issues in the unlocked sections of the syllabi templates
	3. Deans can ask faculty to correct their syllabi
	4. If there is any pushback, deans should let Dr. Wright know
3. **Spring 2015 course cancellations – after class started?**
	1. This issue was brought up by the Faculty Senate
	2. Dr. Wright was not happy to hear about this issue if it is true
	3. Dr. Wright would rather see classes cancelled early rather than later
	4. Dr. Wright does not believe in cancelling classes after they start or the day before
	5. Can the first non-payment drop occur earlier?
		1. The open/close report did not show all people who were dropped because the drop process was still running
		2. How does it help enrollment to wait so late to drop for non-payment?
		3. The late drop process this term has been the most successful in eliminating those students who were not able to pay
	6. It is frustrating to deal with the same students over and over
		1. During the break, four emails were sent to students who still had payment issues
		2. Many of these students paid when we reopened
	7. Barb Perrine needs to change the time of the open/close report on the day of a drop
	8. We can send out a message to all faculty asking them to complete attendance verification again this term
	9. Dr. Alford supports Dr. Deluca’s statement about dropping students for non-payment earlier
		1. If we know before break how many are dropped, deans can make better decisions about dropping classes
	10. Dr. Wright thinks it is best for the drop to occur after the winter break
	11. Can we get a report showing paid and non-paid students?
4. **Curriculum proposals – departmental vetting**
	1. This issue was brought up by the Faculty Senate
	2. Curriculum proposals need to be vetted with all the faculty in the departments
	3. Dr. Wright asked the Faculty Senate to come up with a process for this issue
5. **Summer/Fall schedule building – faculty input**
	1. Set up the schedule, then share it with faculty
	2. At the Academic Technology Committee meeting, faculty asked about scheduling one day of class in a room and another day in a computer lab
	3. We need to consider faculty needs when scheduling rooms
	4. What kind of input are the faculty looking for that they are not getting?
		1. Special room needs
		2. Teaching on Friday and fewer sections of M, W, F classes
			1. If our classroom situation can handle it, twice a week classes are fine
6. **S-25 issues meeting – Wed. Jan 28th at 11 a.m.**
	1. Will include the schedulers and the deans
	2. We will be reviewing the list of issues that need to be resolved
7. **Other Items**
	1. Do we know when we can start scheduling for Fall?
		1. The calendar will be approved by the BOT this month
		2. In the future, we will be working on the calendar earlier
		3. We will be operating on a two-year calendar
		4. Dr. Wright shared the 2016-2017 proposed calendar with the Faculty Senate last week
	2. Can faculty who are not teaching online have online office hours?
		1. There is nothing in the CNA indicating that any faculty can’t have three online office hours.
		2. Any faculty who has online office hours must list the office hours in the syllabus and they must be conducted synchronously.

Next meeting is Tuesday, February 3, 2015 at 10 AM in I-122