IAS Faculty Council Minutes
January 24, 2014

Date: Friday, January 24, 2014
Time: 11:00 – 12:30 pm
Location: WCG 322
NOTE: Highlights indicate actions taken/Decisions made
NOTE: Highlights – add to TO DO LIST

Attendees/Invitees

<table>
<thead>
<tr>
<th>Name</th>
<th>Capacity</th>
<th>✔</th>
<th>Contact</th>
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</thead>
<tbody>
<tr>
<td>Cheryl Greengrove</td>
<td>Chair (QuESSt)</td>
<td>✔</td>
<td>cgreen</td>
</tr>
<tr>
<td>Mary Hanneman</td>
<td>Chair-elect (PPPA)</td>
<td>✔</td>
<td>hanneman</td>
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<tr>
<td>Cynthia Howson</td>
<td>Lecturer-at-Large</td>
<td>✔</td>
<td>chowson</td>
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<td>Loly Alcaide Ramirez</td>
<td>CAC</td>
<td>✔</td>
<td>alcaide</td>
</tr>
<tr>
<td>Julie Masura</td>
<td>QuESSl</td>
<td>✔</td>
<td>jmasura</td>
</tr>
<tr>
<td>Johann Reusch</td>
<td>S&amp;HS</td>
<td>✔</td>
<td>reusch</td>
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<tr>
<td>Lauren Montgomery</td>
<td>SBHS</td>
<td>✔</td>
<td>lmmont</td>
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<tr>
<td>Mike Zbaraschuk</td>
<td>PPPA</td>
<td>✔</td>
<td>mzbara</td>
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Ex-Officio Members

<table>
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<tr>
<th>Name</th>
<th>Capacity</th>
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<th>Contact</th>
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</thead>
<tbody>
<tr>
<td>Bill Kunz</td>
<td>Interim-Director, IAS</td>
<td>✔</td>
<td>bkunz</td>
</tr>
<tr>
<td>Bonnie Becker</td>
<td>Associate Director</td>
<td>✔</td>
<td>bjbecker</td>
</tr>
<tr>
<td>Chris Demaske</td>
<td>Chair of Chairs</td>
<td>✔</td>
<td>cd2</td>
</tr>
<tr>
<td>Kristina Powers</td>
<td>Staff</td>
<td>✔</td>
<td>kp23</td>
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</tbody>
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Agenda

1. Review and approval of minutes
   a. 11/27/13
   b. 1/17/14
2. Review revised draft of new majors process – put together by Bonnie, Mary & Chris
3. Scheduling Guidelines review (includes low enrollment policy)
4. How publicize IAS Research & Teaching Fund awards?
5. Bill Kunz items
6. Set IAS Meeting Agenda for 1/31/14 meeting
7. Finalize Faculty Council meeting dates for Spring quarter

Discussion

1. Review and approval of minutes
   a) 11/27/13: minutes approved as amended.
   b) 1/17/14: date needs to be corrected on Catalyst site; minutes approved
2. Review revised draft of new majors process – put together by Bonnie, Mary & Chris
   a) It was noted that the process for new majors is IAS specific however what is missing is input from the IAS Curriculum Committee (ICC). Historically, it went to the faculty as a whole. The process needs to be established before the faculty votes on the new major.
   b) ICC to make recommendations before submitting to IAS FC
   c) A "Notice of Intent" (NOI) document (how to) was requested.
   d) Recommendation:
      a. New major proposals to go ICC.
      b. ICC will review and post new major and recommendation for IAS Faculty. (Does IAS Faculty vote as a whole or will Faculty Council vote as a whole?)
      c. Catalyst site will be created and supporting documents will be posted.
      d. Bonnie Becker will add director approval language
      e. This will be postponed until the February faculty meeting.
3. Scheduling Guidelines review (includes low enrollment policy)
a) A lean task force convened the summer of 2013. It was tasked to revamp how to do scheduling. Subcommittees were formed to address guidelines, guidelines for the implementation were developed.
b) UWT wide scheduling guidelines were put together after IAS guidelines.
c) A later version of the guidelines will be sent out soon.
d) IAS and UWT specific language will be highlighted.
e) Low enrollment policy was discussed taking into consideration the discussion at the January 10 IAS Faculty meeting.
f) Faculty comments:
i) Tie to full year faculty load (FTE)
ii) Division should discuss.
iii) Planning head
iv) Timeline
v) Track low enrollment classes (which are tracked in the MARS report)
vi) Add more caveats (i.e., look at %)
g) Discussion
i) Tracking of data helpful to see if course needs to be redesigned and what the causes are for low enrollment; things should be taken into consideration which could mean some courses should be taken off the schedule.
   (1) Division chairs have this data
   (2) Next year there is a lot more backup and support for classes that need to be canceled due to low enrollment
ii) Changes are happening in advising that will help this as students were being kept from enrolling at the time
iii) Faculty should be apprised for division changes for pre-reqs etc.
iv) All chairs will be able to review as a whole (the schedule) to make sure things are conflicting w other classes
v) Factors of how it was built into the schedule:
   (1) Looked at different instructors
   (2) Was it listed late?
   (3) Was there a prereq added?
vi) Structure difficulty:
   (1) IAS promises students that students can complete an IAS degree in the evening therefore courses need to be offered in the evening when they are typically low enrolled; this is taken into account so students can earn the general degree
   (2) Final decision is made by director (about canceling a class); director can delegate as appropriate
vii) Director of graduate studies should be added or included in the statement (with the division chairs are mentioned)
viii) Division chairs must discuss with a division as a whole with all regardless of the rank. If division chair is not addressed, it should be brought to the attention of the associate director of faculty.
ix) It is important to protect faculty and there should be caveats that should regulate the warning signs for faculty. A suggestion was made to put in the guidelines a set of steps of how the decision is made and what can be done about it.
x) Web page has a master calendar which has the low enrollment check-points. Check points start 5 weeks out.
xi) # of students mentioned because It was existing policy (vs. %)
xii) Change to a % to allow for more clarity?
xiii) How it appears in the file of a tenured faculty member if a class is canceled? Does not appear in the file.
xiv) The following should be considered/added:
   (1) Courses with new prereqs
   (2) Courses part of a restructure or new major should be considered
   (3) Evening classes
   (4) VLPAs in the evening (add language: such as….)
xv) Add language: combination of history and the mars reports
xvi) Distance learning not addressed in the document
4. How publicize IAS Research & Teaching Fund awards?
5. Bill Kunz items
   a. Call for research and teaching fund. The deadline is February 15. The criteria will be expanded for rewarding funds as it will allow extreme situations for course releases.
   b. Bill will send for research & teaching funds draft to Cheryl Greengrove.
6. Set IAS Meeting Agenda for 1/31/14 meeting
7. Finalize Faculty Council meeting dates for Spring quarter
   a. Tabled until next meeting.
Next IAS FC Meeting:
- Friday, 02.14.2013, 11:00 – 12:30 pm, WCG 322
- Friday, 03.07.2014, 11:00 – 12:30 pm, GWP 215
- Thursday, 04.03.2014, 1:30 – 3:00 pm, WCG 322
- Thursday, 04.17.2014, 1:30 – 3:00 pm, WCG 322
- Thursday, 04.24.2014, 1:30 – 3:00 pm, PNK 212
- Thursday, 05.08.2014, 1:30 – 3:00 pm, WCG 322
- Thursday, 05.15.2014, 1:00 – 2:30 pm, WCG 322

Faculty Meetings:
- Friday, 01.31.2014, Joy 215
- Friday, 02.28.2014, Joy 215
- Friday, 03.14.2014, Joy 215
- Friday, 04.04.2014, Joy 215
- Friday, 05.02.2014, Joy 215
- Friday, 06.06.2014, Joy 215