IAS Faculty Council Minutes
February 14, 2014

Date:          Friday, February 14, 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>
</tr>
</thead>
<tbody>
<tr>
<td>Cheryl Greengrove</td>
<td>Chair (QuESSt)</td>
<td>✓</td>
<td>cgreen</td>
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<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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<tr>
<td>Loly Alcaide Ramirez</td>
<td>CAC</td>
<td>✓</td>
<td>alcaide</td>
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<tr>
<td>Julie Masura</td>
<td>QuESSt</td>
<td>✓</td>
<td>jmasura</td>
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<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>Immont</td>
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<td>Mike Zbaraschuk</td>
<td>PPPA</td>
<td>✓</td>
<td>mzbara</td>
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Ex-Officio Members

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Bill Kunz</td>
<td>Interim-Director, IAS</td>
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<tr>
<td>Bonnie Becker</td>
<td>Associate Director</td>
</tr>
<tr>
<td>Chris Demaske</td>
<td>Chair of Chairs</td>
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<tr>
<td>Kristina Powers</td>
<td>Staff</td>
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</tbody>
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Emily Ignacio

Agenda

1. Review and approval of minutes from 1/24/14
2. Review revised draft of new majors process for final approval (edited by Bonnie)
   • Plan is to show to IAS faculty and get vote on vote for new majors at IAS meeting,
3. Review edits to Scheduling Guidelines (includes low enrollment policy) by Cheryl for final approval
   • Plan is to make roll out at IAS meeting having taken into account their comments from earlier IAS meeting.
   • NOTE: Need to compare this with campus wide guidelines when their revised version comes out.
4. Master Calendar Website (Bonnie)
5. Chris bring implementation document & BMP Psych. Document? (item postponed until a later date TBD)
6. Review IAS Research & Teaching Fund awards call for application & set up BMP
7. How publicize IAS Research & Teaching Fund awards?
8. How publicize accomplishments more generally?
9. What about part-timers for summer? (Kristina)
10. Confirm Faculty Council Meeting dates for Spring quarter.

Discussion

1. Review and approval of minutes from 1/24/14
   • Minutes approved as amended.
2. Review revised draft of new majors process for final approval (edited by Bonnie)
   • Plan is to show to IAS faculty and get vote on vote for new majors at IAS meeting.
   • Changes made based on last discussion.
     i. Changes highlighted in red.
     ii. Bonnie to add subheadings for the phases for clarification.
iii. ICC should be provided notice that the proposal for a new major is coming. 4b (add ICC to alert email)
iv. Section 8: add language about director’s approval to move forward
v. A venue is necessary for documents are available for faculty to have access. Encourage faculty to make comments and discussion before the vote. (#9)
vi. Discussion of what is “significant’ change too place.
vii. What will FC vote on:
   1. Entire curriculum for a major being revamped (over 50%) must go through a vote process for faculty council.
   2. “On recommendation of the ICC…”
   3. Discussion about language – minors also considered and language brought in to reflect minors
viii. Next steps:
   1. Bonnie to make edits, circulate to FC and KP will post to catalyst page. Set up a catalyst to vote (for FC only).
   2. Next step to take IAS faculty to vote on the recommendation.
   3. Bonnie to send to Ginger.
ix. IAS meeting agenda: the vote on the fc recommendation
x. New major and minors to give permission the FC for the vote

3. Review edits to Scheduling Guidelines (includes low enrollment policy) by Cheryl for final approval
   • Plan is to make roll out at IAS meeting having taken into account their comments from earlier IAS meeting.
   • NOTE: Need to compare this with campus wide guidelines when their revised version comes out.
   • Discussion
     i. changes reviewed in the document
     ii. document to be posted on faculty resources page
     iii. document approved by FC
     iv. will be announced at 3/14 meeting

4. Master Calendar Website (Bonnie) (for IAS Faculty Meeting)
5. Chris to bring implementation document & BMP Psych. Document? (item postponed until a later date TBD)
6. Review IAS Research & Teaching Fund awards call for application & set up BMP
   • Recommend/suggest to Bill Kunz to stagger so that one carries over the summer
   • Suggest a year time frame
   • Immediate teaching needs definition:
   • Link catalyst site to faculty resource page to show all funded projects that have been approved. Starting fall 2013 list by quarter.

7. How publicize IAS Research & Teaching Fund awards? (see above)
8. How publicize accomplishments more generally?
9. What about part-timers for summer? (Kristina) (do on catalyst)
10. Confirm Faculty Council Meeting dates for Spring quarter.
    • Dates confirmed.
11. Other Business:
    • Bonnie – faculty governance webpage needs intro. paragraph – Cheryl write (Bonnie did)
    • Lauren brought up grade scale issue from APCC
DO LIST: (CG Organize catalyst site with Kristina)

1. IAS Faculty Council to Review:
   a. IAS Summer money application guidelines, process, best practices and how best to showcase how $$ are being used – in process
   b. Scheduling guidelines and low enrollment policy developed this summer (bring in Emily) – DONE 2/24/14
   c. **New UG majors process – finalize at 3/7/14 mtg.**
   d. By-laws – edits
   e. Salary workgroup recommendations from last year
   f. Space recommendations from last year
2. Should Faculty Assembly Executive Council be representative of divisions in the future?
3. Re-visit extra merit process
4. Create an assessment plan for current IAS structure
5. Follow-up on finding out who will be doing what annual reviews
6. Discuss budget transparency process with Bill
7. Summer:
   a. Who gets to teach?
   b. How is it decided?
8. Guidelines for minimum qualifications for PT lecturer hires
9. $ to Divisions
10. Guidelines for senior and principal lecturer needed – assigned group to research and bring back information and recommendations – Bonnie (replaced by Turan), Lauren Montgomery & Julie Masura
11. Low grade minimum
12. Teaching Evaluation Assessment Guidelines
13. How do we do recognition?
14. Advisory Board priorities input
15. Advisory vote by divisions on T&P?
16. MAIS questions – address at 3/7/14 meeting – invite Riki & Emily
17. Student Representative for shared leadership–how do?
18. Clean-up lecturer voting process
19. How solicit IAS faculty input
20. IAS staffing
21. IAS representation on committees