MINUTES
Nov 28th, 2018

Members Present: Ekin Alakent, Ying Guo, Steve Peng, Lan Wu (chair), and Jung You

Members Absent: None

Venue: VBT 458

The meeting was called to order at 09:50 a.m.

Dean’s charges to the FAC
Per email from the dean’s office on Oct 2nd 2018, the FAC committee was delegated with two charges during the 2018-2019 academic year.
1. “review the CBE Bylaws document and recommend changes to update and improve it”
2. “discuss a way to staff BUS courses that do not have a departmental home-these will be suggestions to the Administrative Council”

The committee continued its discussion on the dean’s second charge and approved a recommendation with unanimous votes (see next page).

The committee also discussed dean’s first charge, revising the CBE Bylaws document. The committee decided to hold two meetings open to all CBE faculty, soliciting feedback and suggestions regarding the Bylaws revision.

- 1st meeting: 11:00am-12:00 pm, January 28 (Monday), 2019, VBT 458.
- 2nd meeting: 2:40pm-3:40 pm, February 12 (Tuesday), 2019, VBT 458.

Meeting adjourned at 10:50 a.m.

Minutes respectfully submitted,
Jung You, Secretary
The CBE FAC's Recommendation regarding Staffing of BUS Courses that Do Not Have a Departmental Home

Per Dean Low’s second charge for the FAC 2018-2019 academic year (refer to FAC minutes Oct 15th, 2018), the FAC recommends that the task of “staffing of BUS courses that do not have a departmental home” first be undertaken by program director(s) and chairs of CBE departments affected. If a consensus can be reached through discussion(s), the chairs shall submit an annual staffing schedule to the college’s admin council, before the college’s fall teaching schedule is due every academic year.

Under circumstances where a consensus on staffing is not reached, the FAC recommends that, for each BUS course that does not have a departmental home, its staffing be delegated to a college ad-hoc committee. The committee shall be convened by the Dean’s office on an annual basis or as needed.

The Committee shall, at a minimum, include a representative from the CBE curriculum committee, chairs of the departments affected, director(s) of program(s) affected, and a college administrator who has experience in allocating inter-department instructional resources.

The curriculum committee representative shall provide document(s) regarding the course proposal and approval, course background, contents, and learning objectives. The department chairs shall present faculty teaching qualifications and demonstrate department commitment and faculty resources to offer the course. The program director(s) shall present student enrollment statistics and discuss how the course contributes to program objectives and student success. The administrator shall make the staffing recommendation based on course “demand” and “supply” considerations with appropriate resource implications. The staffing recommendation might include, but not limited to, assigning the course to departments, assigning the course to individual instructors, or co-teaching arrangement(s).