Members Present: C. Fong, S Green, R Phelps (Chair), S. Philibosian, J. Tontz, D. Wiley, E. Woodard

Members Absent: E. Brizendine, C. Coulman, J. Davenport

1. **Approval of Agenda:** The agenda was approved: The agenda was approved: Green/Woodard.

2. **Approval of Minutes:** The minutes were approved: Fong/Green.
   Note: Jay Tontz, Emeritus, CBE, will serve as our Emeritus member.

3. **Report of Donna Wiley, Associate Director:** Though we have met our enrollment targets, we are concerned that programs keep getting cut. Accreditation issues have resulted in lower offerings from the College of Business and Economics. We are hoping that CBE can eventually provide us with a five year plan for the Concord Campus. We will be getting a return visit by the CBE Dean next year. We need to let our students know about the MBA courses offered here. The push by the President for more online offerings will hopefully provide solution for business students at Concord. Distance learning might also become a solution for business students needing to take required undergraduate human resources and marketing courses. Though accurate head count figures are difficult to determine, as all figures are now expressed in student credit units, Business is still the largest program at the Concord Campus. Note: only the College of Education and Allied Studies failed to meet its college target this Fall.

   We continue to be concerned about major advising. Until Jeff Newcomb assumed the role, we had never had a major adviser from CBE. We are proposing having advising by telephone. A block of time each week will be devoted to telephone advising for a given major. Advisers will be prepared prior to a telephone session as to student needs. Luckily John Muir Medical has funded advising in Nursing. Ellen Woodard has provided advising in Liberal Studies and has striven to keep the Fast track program going. We would like to get CEAS to help us provide funding for Fast track and Liberal Studies advising.

**Food Services:**

The Food Services truck is still on order. Hopefully it will available by Winter Quarter.
4. **Report of Robert Phelps, Committee Chair:** The Chair is anxious for Committee members to attend our next meeting in December, as Dean Badejo of College of Letters Arts and Social Sciences will be our guest. We need to start a process to get all of the college deans to visit the Concord Campus on a rotating basis. As noted above, we will hope to get Dean Schwartz of CBE here in February and possibly get the new CEAS dean here later in Winter Quarter. We are planning to offer the Mild/Moderate Special Education credential in Fall 2009.

5. **Continue Discussion on Committee Activities for 2008-2009 Academic Year:** Recently, the Chair met with Dean Badejo to discuss the status of the History major at the Concord Campus. He provided the Dean with course statistics prepared by Ellen Woodard, who has been tracking Concord programs for some time. The Chair has been concerned that since some classes had only small numbers of students, these would be no longer offered. He assured that this low head count was due the fact that these were majors only classes. Other classes, used as Liberal Studies GE, had much larger numbers of students. The Chair provided the Committee with a report on the progress of the History major at the Concord Campus, which describes the origins, preliminary agreement with a listing of course requirements, new/revived courses, outreach to local organizations and community college outreach. The report notes that, on the whole, enrollments have been satisfactory, with an average of 30 students at present. The Nursing requirement of one history class, coupled with the needs of the Liberal Studies Fast track program. Majors have increased from 5 to 15 over the past year. Crucial to the success of the program is the outreach to local historical organizations and community colleges mentioned above. Due to the interrelated nature of all programs at Concord, the cancellation of the day program in business, resulted in some harm to the history program, since history provided a valuable source of upper division GE. The Chair remains concerned about a lack of strategic vision among the colleges offering programs at Concord. The ongoing feedback mechanism of a lack of students continues to deprive potential students of programs which would draw more students. After reading the report on the history program, the Dean suggested more short reports of this nature for other CLASS programs offered at Concord.

What continues to make programs offered at Concord viable are the interconnections between courses, but interdisciplinary programs are hard to get started because of disciplinary boundaries. It is difficult to get departments to talk to one another. Ultimately, we would like to all departments to provide an annual schedule so that students can plan their schedules. One problem with a lack of overall planning is the scheduling of too many courses at the same time. All departments and colleges need to meet a Concord standard for enrollment, and if exceeded, departments would be compensated by the University. It must be noted that the University as a whole has met its enrollment target due to Concord based and online courses.
Chair’s Report/Activities for 2008-09 Academic Year, contd.

Other suggestions from the Committee included:
- Separate funding to pay for additional faculty
- Plans for more buildings on campus
- Hiring emeriti faculty to teach here
- Provide department chairs with our “success stories”

For next week: the Chair suggests we ask Dean Badejo for her vision for CLASS at the Concord Campus. We also need to develop a clear statement of what we are as a committee, as a body that advocates for this campus. We need to consider asking for more full time tenure track faculty lines at Concord. The College of Science is doing it for Nursing, why not CLASS? What about online or hybrid course development? For example, Health Science is going to have one online or hybrid course for every on ground course offered. We need to think of any other questions we may have for the Dean. Our hope is to meet with the President in the Spring Quarter after we gather more data and develop a plan of action.

6. **Old Business:** There was none

7. **New Business:** There was none

8. **Adjournment.** 6:30 P.M.

   Respectfully submitted,

   Steve Philibosian, Secretary