Approved Minutes of the meeting of February 7, 2008

Present: Jiansheng Guo, Barbara Hall, Tony Lima, Colin Ormsby, Jason Singley, Aline Soules, Jay Tontz, Margaret Wright

Apologies: Linda Smetana

Absent: Kim Geron, Denise Wong

Guests: Diane Beeson (Chair, Department of Sociology), Carl Bellone (Associate Vice President, Academic Programs & Graduate Studies), Andrea Lum (Academic Programs & Graduate Studies), Iliana Holbrook (Chair, Department of Modern Languages & Literature)

Meeting convened at 2:05 pm.

1. Approval of the Agenda
   Approved (Lima motion, Tontz second) with the addition of 6.e. CAPR report for Sociology.

2. Approval of the minutes of the meetings of Dec. 6, 2007 and January 17, 2008
   Postponed to item 5.a. Continued after 6.d. December 6 minutes approved unanimously (Tontz motion, Guo second). January 17 minutes approved unanimously (Singley motion, Guo second).

   Skip to 6.a.

3. Report of the Chair
   Postponed to item 5.a. Continued after item 6.e. The chair would like to set up one or more workshops for departments on how to approach the review process. Guo volunteered and she asked him to supply her with a list of unavailable dates, after which she will book a time with Faculty Development.

   The chair also recommended that each committee member contact the department for which they are responsible, reminding them of the March 1 deadline and offering assistance.

4. Report of the Presidential appointee
   Postponed to item 5.a. Continued after item 3. There is a problem getting information to departments in a timely manner. Fall quarter data that they need to do their annual review is getting to them too late to be useful. A short-term solution is to use the previous year’s fall quarter data.

   At this point the chair suggested the committee take up item 6.d.
5. Old Business
   a. New program request from Modern Languages & Literatures:
      World Languages and International Travel Certificate
      Presentation by Iliana Holbrook (Chair), followed by questions and
      answers. Consensus recommendation that Prof. Holbrook consult with
      Carl Bellone’s office and Janet Patterson about the best way to proceed.
      Soules will write a letter to Holbrook, c.c. Patterson, regarding concerns.

6. New Business
   a. CAPR report on Multimedia’s Interim Report
      Postponed to item 6.e. Continued after item 2. Deferred approval.

   b. CAPR report for General Education (if available)
      Postponed to item 6.e. Continued after item 6.a. Motion to approve (Guo
      motion, Tontz second). Discussion centered on the need for additional
      resources to support the GE office. It was suggested that the current
      director is roughly in the position of a department chair. One suggestion
      was that the director should be given a budget of WTUs to hire faculty
      from other departments, but whichever department hires the faculty gets
      the FTE. Removing FTE from departments will not be acceptable.
      Establishing a faculty advisory committee for GE would get some faculty
      commitment to GE. Would this step on the toes of CIC’s GE
      subcommittee, which approves GE courses?

      The 2002 five year report made some strong recommendations that were
      not implemented. One recommendation made in that report was that
      faculty who teach in a cluster be given 4 WTU of release time. That
      recommendation is repeated in this year’s report. Discussion to be
      continued online and probably at the next meeting.

   c. CAPR report for Information Literacy (if available)
      Postponed to item 6.e. Deferred until next meeting.

   d. Annual reports for 2008-2009
      Postponed to item 6.e. Continued after item 4. Should we change the
      schedule for annual reports to reflect the unavailability of data? Share
      thoughts with the chair via e-mail.

      The agenda continued with item 2.

   e. CAPR report for Sociology
      Professors Beeson and Guo discussed the difficulties the department has
      been experiencing. Recommended that the department develop a strategic
      five year plan and put more effort into securing more tenure-track
      positions. There is also a problem with office space. Some tenure track
faculty shares offices with lecturers. Committee members will continue the discussion via e-mail and probably at the next meeting.

The agenda continued from item 3.

7. **Adjournment**
   Motion to adjourn (Lima, Guo second) passed unanimously. The meeting was adjourned at 4:01 pm.

Respectfully submitted
Tony Lima
Secretary