Senate

College of Liberal Arts

Sept. 21, 2015

**CC 3540**

2:30-4:00

**AGENDA**

In Attendance:

Elizabeth Sweet

Muhammad Masud

Sarah Hamblin

Chris Bobel

Bonnie Miller

Reyes Coll-Tellechea

Anthony R. Phelps

Sarah Keller

Maria Brincker

Sana Haroon

Gamze Yilmaz

Avary Carhill-Poza

Maria Aguilar-Solano

Ursula Tafe

Emily Wiemers

Holly Jackson

Luis Jimenez

Xiaogang Deng

1. Approval of Agenda

The agenda was approved unanimously.

2. Approval of the minutes from May 11, 2015

Approved unanimously

3. Moderator’s Report:

* The Senate bylaws haven’t been revised in over 10 years, and the Moderator will be circulating a revised version. The Senate needs to vote to ratify the changes. Senators should share and discuss the proposed changes with their departments. Senators will vote on the changes at next month’s meeting.
* There is progress on creating an electronic One Form. The Dean’s Office is pushing the project and it is in motion. The committee is working with IT, and it will be piloted by CLA and CSM. The workflow is very complicated, so progress will be slow. There will be updates throughout the semester, but the project may not come to fruition this year.
* The Faculty Senate website has many new documents online, providing detailed directions of how to propose a new course or amend a course as well as how to create new programs and make changes to majors/minors. There are simple instructions for how to fill out the One form as well as a syllabus template for faculty seeking to propose a new course or make a change to a course. The information includes all the required boilerplate information regarding Academic Honesty, The Ross Center, etc. Much of the information faculty can cut and paste into their syllabus. This will allow the university the ability to update boilerplate syllabus information across the college since it is all on the Faculty Senate website. This website can be found under CLA on the university website.
* FSU fund information has been sent out by Kelly Ahearn. The information is available online as well.
* The minutes from past Senate meetings have been posted online.

4. Dean’s Report:

There have been questions regarding the cross listing of courses. The Office of Institutional Research and Policy Studies credits the departments based on how the students enroll -- whichever code the student signs up for the course under is the department that gets credit. However, the Dean’s Office credits the department providing the resources and therefore the home department is credited with the total enrollment.

The Dean has received approvals for hires. This is another busy season with twelve replacement hires, seven new faculty, and one faculty moved to full time. There was no redistribution of faculty lines by the Provost.

There is movement on the budget. Departments should expect their budget to be equivalent to least year’s budget. The Provost has sent a budget to chancellor, but there is no movement yet. There is movement taking place in the administration to fix the budgeting procedure.

The Dean’s office is still looking to help large enrollment courses with resources. The Office of Graduate Studies and the Dean’s office provide the TAs based on the task force recommendations. The TAs are allocated before numbers of students in courses are finalized. The Dean’s Office is also looking to have more faculty development for the teaching of LE courses.

The enrollment numbers for CLA are in for this year. For graduate students there are 94 doctoral students, 444 masters students, and in the certificate programs there are 65 students. There are 4702 undergraduate students in CLA, including 1265 new students. Our college serves many of the other colleges too in terms of general education. Due to the high enrollment the Dean’s office tried to funnel students into the lesser enrolled courses.

The relocation of existing building spaces will happen in 2017. The space constraints are not likely to abate any time in the near future.

5. Approval of Senate Committees, AY 15-16

 Approved unanimously

6. Orientation for Senators (remarks from Danielle Bromwich, chair of the AAC, and Emily Wiemers, co-chair of MHSP)

* The Senate oversees the Academic Affairs Committee. The AAC reviews and advises on new courses before the Senate sees them, and reviews all course changes.
* The Senate oversees the Majors Honors and Special Programs committee.
* The Senate oversees the Standards and Credits Committee. This committee sets and administers student policies, admittance, and re-admittance to the college.
* Role as senator:

 1. To represent your department on issues before the Senate.

 2. Act as the main correspondent to your department.

 3. To shepherd departmental proposals to the Senate. Senators speak to why the courses are before the Senate.

 4. Senators approach SEC to get things on the Senate agenda.

 5. In the Senate, changes to majors and minor are voted on by secret ballot.

* Remarks from Danielle Bromwich from AAC

 1. Bromwich has taken over for Jacqui Carlon as chair of AAC.

 2. Course proposals are sent by Kelly to Danielle and then to the AAC as a whole.

 3. The committee looks at the courses in detail.

 4. After approved by the AAC, courses are then sent to SEC and Senate.

 5. Any course changes or new courses require two forms: the One Form and a syllabus.

 6. AAC looks at the justification on the One Form, titles, short titles, and the course description.

 7. One thing often missed on One Form is whether course counts towards the major.

 8. The ACC looks at courses from the student point of view.

 9. The syllabus should contain a phone number for the Ross Center.

 10. The syllabus should contain full citations for course readings.

 11. The Senate shouldn’t comment on whether a course fits into a major.

 12. Senators should be more tentative about commentary on course content.

13. All courses should first go through the department chair before reaching the AAC. The department chair must submit the documents to Kelly.

* Remarks from Emily Wiemers, Co-chair of MHSP

 1. MHSP works on honors (ex. Dean’s List) requirements, major and minor changes

 2. There is not a One Form or standard form to make major or minor changes. MHSP asks for a document containing the old curriculum, new curriculum, and the rationale for changes.

 3. Once the proposal gets to MHSP they discuss it and see if it can be implemented or makes sense.

 4. If you are proposing a new track or major the department must go through a pre- approval from Dean’s office.

 5. MHSP looks at the student impact to see if the proposed solution fixes the problem.

 6. MHSP makes recommendation in whether there are enough resources to support the proposal.

 7. MHSP does look at graduate program changes as well as undergraduate.

7. Motions from the Academic Affairs Committee to approve the following New courses:

* RELSTY 310 Apocalypse and the End of the World

Was approved unanimously.

* THRART 136 Introduction to Acting

Was approved unanimously.

8. Motions from the Academic Affairs Committee to approve the following Changes to courses:

* Motion to approve as a block-approved
* Art 175 Visual Techniques (Name/ Description change)

Was approved unanimously.

* SPAN 304 Spanish for Majors and Minors (Name change)

Was approved unanimously.

* THRART 236 Introduction to Acting I (Name change/ Maj. & Min. only)

Was approved unanimously.

* THRART 336 Introduction to Acting II (Name change)

Was approved unanimously.

* WSG 100 Women, Gender, and Sexualities (Name change)

Was approved unanimously.

9. New Business

Meeting adjourned 3:53

Minutes taken by Anthony R. Phelps