

COUNCIL OF CHAIRS
Tuesday, November 17, 2015
CITL 3:45 pm – 4:45 pm

Minutes

1. Call to order.

Those present: Jeff Altig, Ivan Avramidi, Penny Boston, Aly El-Osery, Iver Davidson, Sara Grijalva, Michael Hargather, Nikolai Kalugin, Tom Kieft, Corey Leclerc, Lorie Liebrock, Lisa Majkowski, Navid Mojtabai, Shari Montazeri, Peter Mozley, Warren Ostergren, Frank Reinow, Richard Sonnenfeld, Mark Samuels, Dongwan Shin, Steve Simpson, Bill Stone, Kevin Wedeward, Andrei Zagrai. Lyndsey Lewis keeping minutes.

Dr. Warren Ostergren called the meeting to order at 3:45 pm.

2. Approval of Minutes

Motion was made by Dr. Steve Simpson to approve the minutes, seconded by Dr. Navid Mojtabai. Minutes were approved unanimously.

3. Announcements/Information

a. Advising Training & Current Student Advising – *Lisa Majkowski*

Lisa Majkowski announced that they had a great turn out of coordinators and administrative assistants for the training. They will be getting their iPad's soon. With these, they can download software that will allow them to dictate the comments instead of typing them for course evaluations. They also had twenty three faculty come to the training review. If there are any new faculty who have never advised, Lisa or Rebecca Clemens will help them. Lisa noted that she has sent out advising lists to everyone. There may be some errors as they are trying to do some clean up. If your department is interested in any group advising events, let Lisa know.

Lisa announced that they have identified incoming new students who are currently placed in Math 101, 103, and 104. The first target is to get students enrolled in a dual credit class for the spring for those who placed in Math 101 and 103.

b. New Faculty Positions – *Warren Ostergren*

We were provided funding from Administration and Finance which allows creation of two new tenure track positions. Based on consultation with the Deans of Engineering and Arts and Sciences and with some reallocation of funds, we are planning to do the following: Convert a visiting math position to tenure track and create a tenure track

biochemistry position supporting our new bioscience initiatives. This position will be housed in the Chemistry Department. Create a non-tenure track faculty position to focus on our ES courses, which would be housed in the Mechanical Engineering Department. Create a regular position in the CLASS department for directing our music program.

We are continuing to progress on institutionalizing two positions that we have funded as part of our HSI-STEM Grant. One is an engineering learning position focusing on freshmen and the other is a math learning position. These will be institutionalized in the fall of next year. The goal is to turn the engineering position into a tenure track position and the math position into an instructor position.

Dr. Ostergren noted that we will continue to look for additional funding opportunities for faculty needs in other departments.

4. Old Business

None.

5. New Business

a. CLASS Catalog Changes – *Steve Simpson*

Dr. Steve Simpson announced that the CLASS department has been going through their catalog and identified a number of changes which were presented.

Dr. Steve Simpson motioned to accept these catalog changes and it was seconded by Dr. Andrei Zagrai. Motion passed.

b. Mechanical Engineering Catalog Changes – *Andrei Zagrai*

Dr. Andrei Zagrai discussed proposed Mechanical Engineering catalog changes. The primary change was creation of a MENG431L to replace MENG351L and reduction of MENG431 credits from 3 to 2. Dr. Zagrai listed options that will be given to students who have already taken MENG351L for completing requirements when these changes are implemented.

Dr. Andrei Zagrai motioned to accept these catalog changes, seconded by Dr. Penny Boston. Motion passed. A friendly amendment was included to add MENG 431L as a corequisite.

c. Earth & Environmental Sciences Catalog Changes – *Penny Boston*

Dr. Penny Boston discussed the Earth & Environmental Science catalog changes.

Dr. Penny Boston motioned to accept these catalog changes, seconded by Dr. Mark Samuels. Motion passed. A friendly amendment was included to add CSE 107L under the new listing of Bachelor of Science in Earth Science with Hydrology Option. Sara Grijalva will clean up the Mineral Engineering and Petroleum Engineering 103 sections.

d. Mathematics Catalog Changes – Ivan Avramidi

Dr. Ivan Avramidi announced that the Mathematics Department is reducing the minimum credit hours required from 130 to 120. The other requirements will remain the same.

Dr. Ivan Avramidi motioned to accept these catalog changes, seconded by Dr. Steve Simpson. Motion passed.

Sara Grijalva explained that students can double dip any undergraduate classes unless the catalog specifies that you cannot. Dr. Lorie Liebrock noted that second degree requirements are a minimum of 130 credits unless we change it. Sara explained that a double major is one diploma with two majors listed. A dual degree is 2 diplomas and must have 160 credits minimum.

Dr. Tom Kieft asked if we have considered the issue of losing formula funding if our degrees have less required credits. Dr. Ostergren explained that it is possible but our students are already taking more credits than are required.

6. Adjournment

By unanimous consent the council of chairs adjourned at 4:38 pm.