

COUNCIL OF CHAIRS
Tuesday, September 16, 2014
3:45 pm - 4:45 pm
CITL

MINUTES

1. Call to order.

Those present: Jeff Altig, Ivan Avramidi, Lisa Beinhoff, Penny Boston, Michelle Creech-Eakman, Iver Davidson, Mary Dezember, Sue Dunston, Tom Engler, Sara Grijalva, Nikolai Kalugin, Corey Leclerc, Lorie Liebrock, Lisa Majkowski, Subhasish Mazumdar, Navid Mojtabai, Shari Montazeri, Warren Ostergren, Frank Reinow, Clint Richardson, Snezna Rogelj, Mark Samuels, Bill Stone, Kevin Wedeward, Andrei Zagrai. Lyndsey Lewis keeping minutes.

The meeting was called to order at 3:45 pm.

2. Approval of April 30, 2014 Minutes

Motion was made by Michelle Creech-Eakman to approve the minutes, seconded by Penny Boston. Minutes were approved unanimously.
There were some typos to be corrected.

3. Announcements

**a. Integrated Planning Workspace and Assessment -
*Mary Dezember***

Part of the accreditation process that is important to work on is the idea of integrated planning and how we are working together. Iver has been working on Canvas with Patrick's help. It will be a place where different types of documents, reports, and forms or templates will be. It would be a place where everyone in the Tech community can go to see what is being done and what areas need support. Draft handouts of 2013-2014 Program Assessment Report for Office/Department were provided. Please [Review](#) and send your notes to Mary Dezember.

b. HLC Accreditation - *Mary Dezember*

There are drafts up on the website for Criteria 1 and 2 for everyone to review. Please go online to review and provide your comments.

c. Canvas Adoption - Iver Davidson

Work space is set up into groups. Faculty and staff will enter themselves into the proper group. Every group will have this workspace to handle the assessments. Everyone in your group can see what you upload. You can then share to other groups where they have access to view only. The goal for next semester is to have it integrated with Banner. Dr. DavidsonHe had a two day work shop where about 40 instructors were trained. He is interested in learning any methods that will help faculty getbe up to speed and will have more workshops available. He would like a wider adoption of Canvas on our campus.

d. Websites serving faculty and students - Iver Davidson

Strategic Planning meetings need a better way to communicate to faculty and administration. There is a new ACT site online. Faculty will create an account on this website and then all the information for that classroom can be shown. It also has calendar that faculty can edit and view. Faculty can create discussions on any topic. Also, it has links to classroomss that lists what types of equipment are available and will work on creating links to the classroom schedule.

Warren Ostergren stated that Dr. Iver Davidson would like to know if there is an interest to use this as a pilot, to get data and foster communications with faculty. It is a controlled entry and can be used to cut back on email. This would be the one place to go to. Dr. DavidsonIver will send out a questionnaire to get feedback.

4. Old Business

a. Dropping ES-111 requirement

Sara Grijalva stated the concern at Faculty Senate was if ES-111 is not a prerequisite for anything, then nothing prevents the students from waiting until their senior year to take the class.

Tom Engler stated that most engineering programs no longer require ES-111. It is being waived by a majority of instructors as it was not necessary. He recommends the programs that do needhave ES-111,use it have it as a

have a prerequisite for some internal course to help alleviate that problem.

Andrei Zagrai stated that this is highly dependent on the instructor who teaches the course. We need to still talk to other departments who teach these classes.

**Andrei Zagrai made a motion to move it to back to the Engineering Chairs meeting for further discussion and to take it off of the council, seconded by Sue Dunston.
Motion Passed unanimously**

5. New Business

a. Curriculum changes Information Technology (see attached) - Subhasish Mazumdar

This is on behalf of the management and CSE department with approval from the Dean of Arts and Sciences.

IT 101 - is not a prerequisite and would like to change it to a prerequisite for all sophomore courses.

IT 113 - have found that students are successful if they take it later right after taking Calculus 101.

IT 122 - has Calculus 132 as a corequisite.

IT 485 - is essentially a research seminar where students look at a new topic. We would like it to be allowed as a regular course but use as a technical elective is limited.

IT 221 - have a problem with the course title and would like to fix that.

**Subhasish Mazumdar made a motion to accept these changes, seconded by Sue Dunston
The motion was unanimously approved.**

b. Curriculum changes for Computer Science and Engineering (see attached) - Tom Engler

Subhasish Mazumdar presented on Tom Engler's behalf, listing essentially the same changes as IT except for CSE.

**Subhasish Mazumdar made a motion to accept these changes, seconded by Kevin Wedeward.
The motion was unanimously approved.**

c. Electrical Engineering requests a catalog change to waive the requirement of the FE exam - *Tom Engler*

It was proposed to change the undergraduate catalog by removing the requirement of the Fundamentals of Engineering exam due to cost reasons and inconvenience. Students will still be strongly encouraged to take it.

**Motion made by Kevin Wedeward to accept this change, seconded by Penny Boston.
The motion was unanimously approved.**

d. Mathematics proposed catalog change (see attached) - *Ivan Avramidi*

A 400 level course that did not have a prerequisite was brought to his attention. He would like to fix this and add the proper prerequisite. Everything else will remain the same.

**Motion made by Ivan Avramidi to accept this change, seconded by Mark Samuels.
The motion was unanimously approved.**

e. Change course title for Phil 120 from “Freshman Seminar in Philosophy” to “Introduction to Philosophy” - *Sue Dunston*

The title of this course is misleading now due to the size of the class.

**Motion made by Sue Dunston to accept the changes to the language in the catalog, seconded by Kevin Wedeward.
The motion was unanimously approved.**

f. BS in Biomedical Sciences program (see attached) - *Bill Stone*

Dr. Stone presented the Biomedical Sciences program. There are basic core classes that every student can take. Next, they will choose an option in Biology, Chemistry or Cognitive Neuroscience. Lastly, they will choose a

concentration in Biochemical Engineering, Bioinformatics, Biomaterials or Biomechanics. This was created by a committee with representation in the fields involved in all the concentrations and options. Faculty from the involved departments will teach the new courses. It will be interdisciplinary team taught. More classes will be offered as we bring more people on board.

Mark Samuels made a motion to approve this program as a whole, seconded by Snezna Rogelj. The motion was unanimously approved.

Sara Grijalva asked if students have to complete an option and a concentration, how it will read on a diploma. A discussion was held that concentrations are not on the degrees but options will be included.

Lorie Liebrock stated that a Bachelor of Science Degree goes in with a formal request to the HED to get a CIP number.

g. Administratively dropping students who don't attend the first two classes - *Bill Stone*

There are classes that are full and he cannot allow students to be let in. Afterwards some students didn't show up, but by the time the students have been dropped from the class it is too late to add other students. He would like to propose that students are notified by email after they missed the first class. Then if they miss the second class they will be dropped.

It was discussed that this will be the instructor's choice, but it would be a policy in the catalog. It was decided to take back to the departments to discuss and will follow up next meeting. Send comments to [Dr. StoneBill](#).

6. Adjournment

By unanimous consent the Council of Chairs adjourned at 4:49 pm.