FACULTY COUNCIL ON ACADEMIC AFFAIRS

October 16, 2008

Room SU-217

MINUTES

Present : **Lesa Davis, Cindy Moran, Kim Ambriz, Mostafa Maksy, Jon Hageman, Emannuel Nyadroh, Tim Scherman, Janice Meehan, Angeles Eames, Dan Milsky**

Absent: **Chair Effie Kritikos**

Ex-officio: **Provost Larry Frank, Janice Harring-Hendon**

Guest: **Angeles Eames**

1. Old Business

Minutes. Develop "Action Minutes". Minutes should be succinct and without specification of individual opinions.

Faculty Senate Representative. FCAA must write a letter to the Faculty Senate indicating that Dan Milsky is the FCAA Representative on the Faculty Senate, effective immediately. Note that Mostafa Maksy is an existing member of the Faculty Senate, giving FCAA two votes on Faculty Senate.

Curricular Proposals. Co-Chair Lesa Davis on behalf of Chair Effie Kritikos – New curricular proposals shall be sent to FCAA chair and Curricular Committee co-chairs. The Chair asked Curricular Committee to meet as soon as possible with Cyndi Moran or former chair Brett Stockdale to ascertain protocol.

Title Varies Courses. FCAA must devise a plan for approximately 600 Title Varies Courses that have been taught for two years yet have not traversed full governance review. 25 to 30 regularly taught courses are listed. A course offered three times must be approved. According to a new plan, a course may be taught for two years, regardless how many times offered, but then must be approved or it will be terminated by Banner. By the 2nd or 3rd offering a class should be reviewed and approved. Note that many title varies courses were never taught (as they were former titles that were not deleted). Inactive courses not taught during the past three years must be deleted. Departments should submit names of courses to be institutionalized. Phase 1 – Identify and delete inactive courses. Phase 2 – Possibly review all departmental syllabi which require review as a single curricular action. The Curricular Committee should discuss Title Varies Course issues and then report recommended action to FCAA. Courses taught

prior should be held to new course standards. (to assure coordination with program, etc.).

Another memo will be distributed to disseminate procedure to establish a new course.

WIFAC – FCAA was asked to revisit all writing course syllabi after 3 years to assure that a 'writing intensive' standard is upheld. Dialogue regarded best practices at other colleges, FCAA formal review issues, assessment issues, and program versus course review. Send comments to FCAA Chair Kritkos. Subcommittee will review comments.

Cyndi Moran (Tim Scherman) moved to approve that FCAA respectfully decline support of a request to review WIFAC syllabi every 3 years. Motion approved.

Jon Hageman (Janice Meehan) moved to approve an amendment to the aforementioned motion for FCAA to decline to review of WIFAC syllabi and encourage a non-specified form of program assessment. Motion approved.

Global Studies Task Force.
Jon Hageman submitted a handout that amended language of three alternative letters written by the Chair to specific types of (relatively inactive) members of the GSTF. If no response to letter, then move the individual to an advisory committee by a given date – as active members are needed to handle workload. If a member prefers not to be on the advisory committee they must contact FCAA.

Change the last sentence in the second paragraph. Instead, substitute "we value your contributions but given the amount of work that members of the task force face, we plan to forward your name as a member of the advisory group unless we hear from you before October 29th."

Remove the first sentence of the last paragraph.

Send the third letter to two people who resigned from the committee who intend to hold a place for their department. Change the last bullet point to "shifting to a more electronic / minimal paper process."

2. **Approval of October 2, 2008 Minutes**
   Motion for approval of minutes. Passed

3. **Report from Chair**
   Co-Chair Lesa Davis reported for Chair Effie Kritikos (absent).

4. **Report from Provost**

Abstained from comment.

5. **Report from Dr. Angeles Eames, Executive Director, Assessment and Institutional Studies, Assessment Committee**

   Prior, an Outcomes Assessment Task Force actively reviewed assessment plans and helped departments with the assessment process by addressing methodology and interpretation issues. For academic excellence, NEIU needs a mechanism through which faculty may assist other faculty with this process. Dr. Eames advocates an on-going outcomes assessment committee (similar to a task force). She is available to help with professional development yet believes the voice of faculty peers is important – in line with common practice at other universities. Members need specialized expertise in assessment planning and program evaluation. Members will assist but not write assessment reports. The group will respond to requests for assistance. This will help NEIU satisfy North Central standards.

   Mostafa Maksy (Tim Scherman) – Moved that FCAA recommend that the Provost organize an Outcomes Assessment Resource Group that should include one representative from the College of Business, two reps from the College of Education, three reps from the College of Arts and Sciences and one resource professional (to deal with data), that Angeles Eames shall serve ex-officio, and that the group will make a summary report of its activities annually to FCAA and the Provost. Members shall serve a two-year term. Motion approved.

6. **New Business**

7. **Adjournment**

   Mostafa Maksy (Dan Milsky 2nd) – Moved to adjourn. Meeting closed at 3:05 pm

Respectfully submitted,

Mostafa Maksy
Secretary