

**College of Humanities and Natural Sciences  
Council of Chairs Meeting – Bobet 202  
November 2, 2015 • 3:30 p.m. – 5:00 p.m.**

**MINUTES**

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**Call to Order**

Associate Dean Quesada called the meeting to order at 3:30 p.m. Dean Calzada joined the meeting later.

**Attended:** Terri Bednarz, John Biguenet, Maria Calzada, Eileen Doll, Sonya Duhe, Erin Dupuis, Philip Dynia, Don Hauber, Armin Kargol, Marcus Kondkar, Lynn Koplitz, David Moore, Connie Mui, Connie Rodriguez, Rae Taylor, Jeremy Thibodeaux for Ralph Tucci

**Also Present:** Leslie Culver, Data Analyst, Institutional Research

**I. Approval of Minutes**

Minutes of October 5, 2015 were approved with one change and three abstentions. The change was that Dr. Doll wanted to clarify in Section IV that her department was asked to eliminate all languages except French and Spanish as part of the Financial Equilibrium recommendations.

**II. Leslie Culver – QEP**

Leslie Culver reported that she met with the Courses and Curriculum Committee and they are now finalizing the QEP. She stated that our SAC's review should be smooth. She also said they want to secure approval on using a new data element in SIS. In terms of research we need to be able to report measures, where to go to do assessments, and tie into the strategic plan. All of our students will do two experiential learning activities. Courses will be tagged. Leslie said that she would send out courses via email and ask that they be color-coded. There was further discussion about courses being tagged, and a suggestion that chairs could possibly submit a list of these courses to Leslie.

**III. Fall Open House**

Dr. Quesada reminded the chairs about Open House on November 14<sup>th</sup>. He said that Dean Calzada has been in contact with the departments, and we are still waiting on room assignments. He said that he would find out about any marketing materials that will be created, and urged faculty to bring students with them to the Open House.

**IV. Common Curriculum Update**

Dr. Quesada handed out a copy of the new common curriculum recommendation. He said that it would be formally approved sometime in the near future. He said that we needed input from departments on how the new common curriculum would affect their DPCL's. There was a lengthy discussion that included several comments regarding this proposal being rushed, requirements by division, language and ethics requirements, the number of students enrolled in language courses, and a request for Lydia Voight to come and speak with the faculty to clarify the proposal.

**V. Bulletin**

Dr. Quesada said that he sent DPCL's to several departments for approval in anticipation of the editing of the bulletin. Daniel McBride will be sending the remaining DPCL's out

tomorrow. He said that if anyone has new programs, course title changes, etc., to please let him know. Dr. Rodriguez expressed dismay that faculty are no longer consulted before courses are dropped from the bulletin. Dr. Quesada said that he would talk to Mike Rachal about this.

**VI. Registration – Spring/Summer**

Dr. Quesada said that registration for spring and summer begins this Monday, November 9<sup>th</sup>. Priority will be given to juniors and seniors so that they may graduate on time.

**VII. Vita Updates/Provost Report/Community Engagement**

Dr. Quesada said that vita updates are due December 1<sup>st</sup>. Please send the dean's office an electronic copy so that we can extract the information for the Provost Report, which is due December 15<sup>th</sup>. The vita update form has an additional category this year on community engagement. Dean Calzada said that she is checking into an online portal for vita updates. She said that she would send out the vita update form to the faculty.

**VIII. ALEKS – Math Placement**

Dean Calzada reported on ALEKS, an assessment tool for math placement. She said that a student takes the ALEKS exam, and it lets you know what areas you have not done well in. You can then take practice modules and take the exam again. ALEKS tests knowledge and not aptitude. Students will take this exam the first time before orientation. Dean Calzada said that she would send a link to take the placement exam to anyone who wanted to see how it works. There is a cost of \$25 per student for ALEK, and during the first year of implementation this cost will be shared between Admissions and HNS.

**The meeting was adjourned at 5:00 p.m.**