Present at meeting: Jonathan Buse, Gloria Faltstrom, Paul Field, Sarah Hadmack, Mark Hamasaki, Snowden Hodges, Liko Hoe, Ron Loo, Toni Martin, Ben Moffat, Bryce NimtzMyers, and Janice Nuckols.

Minutes: The minutes were passed around the table in order to add faculty present at our last meeting and classes to be assessed this academic year. The minutes were approved.

1. Clarification: Janice addressed the concern that assessment of SLO’s may be tied to promotion. Deans are talking about re-writing the criteria for promotion to include involvement with assessment. However, assessment results will not be tied to promotion.

CAAC: Minor changes are being made to the catalog. The CAAC is deciding on a uniform language for courses.

1. Motion One: Janice proposed a motion to be put to Faculty Senate. If a faculty member writes a note indicating that a student has been attending his/her classes and requests that the student be permitted to add his/her course after the end of the registration period, then the student should be allowed to register even though there may have been problems. Examples of problems provided by Janice included not having the money at the time or not being aware of the 24-hour limit on the instructor overload option. Janice proposed that the student should be allowed to register until the Monday or Tuesday of the second week of classes. After Toni requested that the date be moved to Friday due to art classes that only meet on Thursday and Ben reminded the group of Norm’s class on Saturdays, the request was extended to the end of the second week. The motion was approved.

2. Motion Two: A second motion was proposed due to Snowden’s request that a student should be allowed to register if he/she accidentally withdraws and has the support of the instructor. After establishing that in this case, the instructor must ‘bat for it,’ the motion was approved.

DC’s Meeting: Gloria reported that the official headcount for enrollment this semester is 1,779 students with a total of 15,304 SSH. Regarding handling emergencies, such as being late for class, Gloria explained that if an instructor is not present for class 15 minutes after its starting time, then the students should know they can leave. Ben informed the group that faculty can call x433 in the evening to report tardiness.

Old Business:

1. DC Election Policy: Some science faculty thought they had appointed a chair but Linka, Dean of Instruction, appointed someone else. Gloria requested that the group refer to the Board of Regents paper, which states that faculty makes recommendations, not votes. The faculty can consult with the Dean and in most cases the Dean will accept the faculty’s decision. Gloria asked whether or not this was acceptable to which she received the answer that it was fine.
2. **Rebates Policy:** The department was provided with a handout on rebates available to the college’s departments. Gloria asked if the group wanted to take deficits from the entire pot or keep it the way it is. It was decided to keep the money in our department. Snowden would like to use the money to pay movers in order to set up the printing press. The department was informed that if we do not spend the money, we lose it for good. Gloria also asked if we want to offer our students classes that are typically under enrolled because they may need the course. Another issue that was raised was whether or not it is fair for one instructor teaching 20 students to be paid the same amount in the summer as another instructor who is only teaching seven students.

**New Business:**

1. **Space Assessment:** Gloria informed the department that Hale Manaleo will need to be vacated when construction starts. The learning center needs space and faculty/staff may need to share offices, among other space demands. Gloria requested the group to look for spaces allotted to the department that can be given away. There was also a request to consider whether or not one’s office could be shared.

2. **Schedule of classes:** Janice requested that art instructors agree to place the Watercolor class on a Friday or Saturday morning. Toni said that this move might cause competition with her Art 108 course. Bryce offered to teach a 6-hour sculpture studio on a Friday if it would help the scheduling crisis. At present, we have too many classes during the same time slots resulting in ‘cannibalizing’ one another’s workload.

Meeting was adjourned at 1:40pm