

Eastern Oregon University – College of Arts and Sciences
Meeting Minutes – February 2, 2012
3:15 pm ~ BH 142, Huber Auditorium

Presenter	Agenda Item	Discussion	Outcome: Action/Follow-Up
Sarah Witte	Welcome and Call to Order	The meeting was called to order at 3:15 p.m.	None.
Nancy Knowles	Phi Kappa Phi	The EOU Chapter of Phi Kappa Phi has not been visible for the past few years. Nancy reminded CAS of the financial support awarded via Phi Kappa Phi and the academic progress those individuals have made. Since 2009 was the last Chapter activity, it must reorganize immediately or face losing its chapter status. It was noted that Donna Evans has agreed to serve as incoming Chair.	CAS was encouraged to support PKP at EOU.
Tom Herrmann	Curriculum Proposals	<p>Biology:</p> <ul style="list-style-type: none"> • Change: Revise name for BIOL 350 from <i>Animal Behavior</i> to <i>Behavioral Ecology</i> to make it a better fit into the Ecological & Organismal Biology concentration. • Change order of series 341 and 342. Revise prerequisites: BIOL 341 Genetics (5). A detailed justification was provided. • Change prerequisites: BIOL 345 Molecular Biology (5) to now require BIOL 342 Genetics (not BIOL 341). <p>Mathematics:</p> <ul style="list-style-type: none"> • Change assigned credits for MATH 040 Arithmetic Skills (3) to be set at 4 credits. This change matches the way the course is being presented (four hours of class time/week). 	<p><i>Motion to approve all changes as presented; seconded with no discussion required. Approved by unanimous vote.</i></p> <p><i>Motion to approve change as presented; seconded with no discussion required. Approved by unanimous vote.</i></p>
Peter Wordelman	Curriculum Proposals, continued	<p>Media Arts and Communication:</p> <ul style="list-style-type: none"> • Request to untable discussion of MA 343 Screenwriting which was tabled at the 11/17/11 meeting • New: As recommended by CAS, faculty from the Media Arts & Communication program met with faculty from English/ Writing to address how the two programs could effectively present separate screenwriting courses. It was determined that MA 343 Intermediate Screenwriting would be the next level of instruction following WR 243 Screenwriting Fundamentals. No further concerns were noted. 	<p><i>Motion to untable discussion of MA 343 Screenwriting was seconded and approved by unanimous vote.</i></p> <p><i>Motion to approve MS 343 Intermediate Screenwriting as new course; seconded with no discussion required. Approved by unanimous vote.</i></p>
Jeff Dense	Faculty Senate Update	Not available.	None

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Peter Wordelman	Summer Session	<p>Peter reported on the status of discussions regarding how and what to present in a summer session format. Discussions with Interim Dean Dan Mielke (CEB) have included identifying who is our summer audience; what courses have enrolled well in the past; offering fewer courses with more students versus the alternative; Pell Grant supported students (can only claim support for 3 out of 4 terms each year but could claim partial funding for two terms if attending year round. It was noted that we currently have a full curriculum online during the summer months. Residence Life currently has 45 beds reserved for each session plus there are 15 local high school students who may be interested in summer session enrollment. It was also noted that the Center in Hermiston which is currently underutilized and discussion ensued regarding what could be offered at that site and faculty shared comments on past experiences with summer enrollments. Peter concluded his report by noting that it is unknown at this time what the schedule will look like but it will be a limited menu focused upon lower division selections.</p>	<p>CAS faculty were requested to forward suggestions for possible courses each is willing to offer during the summer for two 3-week sessions or one 6-week session. Timeline: submit before next Wednesday, Feb 8th.</p>
Heidi Harris	Statement on Principles	<p>Heidi reported on the results of her investigation into the development of a statement of principles for online courses. (document link). The draft includes six principles for: time commitment, participation, schedule, rigor, availability and course design. This statement responds to the expectations students should have (and need). Discussion ensued regarding:</p> <ul style="list-style-type: none"> • options for distribution of this statement once finalized • suggested revisions to include identifying basic technology in order to succeed and a reminder of communication etiquette, i.e., avoiding text-lingo • audience: Nontraditional students can be as unfamiliar with the college environment as some incoming HS students. • evaluation: concerns were voiced regarding this being the “ideal” but are we assessing our online courses to assure we are upholding our own <i>mission</i>? (It was noted that S12 will involve online course evaluation focus.) It was further noted that adjuncts are provided a statement of expectations though the evaluation process is not as clear cut as it is for tenure track faculty. FPC may be the body to oversee online course 	<p>Dean Witte will follow-up with Admissions and Registrar to see what is in place to alert instructors that some high school students may be over extended with course load (is 8 credit maximum [without being admitted] being upheld).</p> <p>Leandro will take issue of adjunct faculty assessment to FPC as discussion point.</p> <p>Heidi to bring revised draft to next meeting.</p> <p>If college proposes to post statement to web (pending vote), Sarah will take to Dean’s Council for approval.</p>

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		evaluation.	Faculty that are interested in incorporating statement into their individual syllabi are welcome to do so; document is available Google Docs.
Sarah Witte	Hot Button Topics	<ul style="list-style-type: none"> • <i>Course Evaluations:</i> <ul style="list-style-type: none"> • Heidi and Elwyn have been collecting data from online students and will present their findings at a future meeting. • Contact your I-3 rep to get an assessment rubric to get real data. • Faculty Senate will be revisiting faculty evaluation document developed from 2 yrs discussion. • <i>CAS Action Procedure</i> <ul style="list-style-type: none"> • DeAnna requested we implement procedure that an issue is brought to CAS as an information item and then gets presented for action at the following meeting. • Process worked successfully at Assembly. • Currently, an unexpected item can get voted upon with minimal notification to faculty. • <i>Course Scheduling Academic Year 2012-2013:</i> <ul style="list-style-type: none"> • Scheduling is in process and is scheduled to be posted in April for student preview. • Phase 2: CAS Office Staff are updating schedule (after initial planning meeting) to confirm date/times for campus classes. Planned completion: end of February • Phase 3 will be summer schedule. Regina will send an All-Call for requests. • It was requested that timing for summer schedule development be done sooner in the future. • <i>AdAstra Scheduling Capabilities</i> <ul style="list-style-type: none"> • Concerns voiced that room scheduling software does not provide all the features as promised by former Dean. Will software be able to assist with scheduling?? • Dean Witte reported that the software's capabilities are still being discovered as the Registrar's office continues working with the system. 	<p>Will revisit faculty evaluation at upcoming meeting</p> <p>Concern noted.</p> <p>Ongoing</p> <p>Concerns noted.</p>

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Sarah Witte	Announcements	<ul style="list-style-type: none"> • CAS thanked for staying on task with new scheduling process which will ultimately make it less cumbersome in the future. • EOU Budget: To date, the 3.5% budget cut is holding steady which EOU's sustainability plan has accounted for. • No announcements made regarding upcoming performances. 	
Sarah Witte	Adjournment	Meeting adjourned at 4:50 pm.	
	Next Meeting	Currently scheduled for: February 16, 2012	

Submitted by Molly Burke