

## ASLC Minutes

October 31, 2012

12:00 p.m. to 2:00 p.m.

Braun Conference Room or Teleconference

Members present: Joy Asamen, Lisa Bortman, Herb Cihak, Connie Fulmer, Charla Griffy-Brown, Connie Horton, Mike Shires

Guest: Christine Tsui

1. Options for conducting meetings – Christine Tsui shared the research she completed on options for conducting meetings. Of the options, IT recommended the use of Skype for visual with the telephone for audio, so we will try this out and see how it works when such an option is necessary.

2. ASLC Charter Amendments – Joy will synthesize the recommendations discussed and review the entire charter for areas requiring attention. A revised copy of the charter will be circulated for review/comment. The areas identified as requiring attention include:

- How faculty will rotate off the Council and how new faculty will be selected to serve
  - Write with more tentative language so the description is mindful of the qualifications necessary to serve effectively yet is sensitive to the diverse ways schools make decision
  - Specify tenured faculty rather than tenure track or full-time status faculty
- Election of chairperson and who could serve as chairperson
  - Should be one of the faculty representatives
  - Must have served on the committee at least 1 year
- Student representatives
  - 1 undergraduate and 1 graduate/professional school
  - Non-voting members
  - Qualifications include leaders in their respective schools/programs with demonstrated commitment to the University's Mission
  - Typically draw students from programs undergoing program review during the year of their appointment
- Meetings – Open meetings will be standard practice but closed meetings can be called at the discretion of the chairperson or requested by Council members

3. Search for student representatives

- Commence immediately
  - Mike will find someone from SPP
  - Connie F. will find someone from Seaver/Social Sciences

4. Mini-grants – Lisa will synthesize the recommendations discussed and review the entire mini-grant app for areas requiring attention. A revised copy of the app will be circulated for review/comment. The areas identified include but are not limited to the following:

- Require a budget – provide a template for creating a budget
- Require a more detailed timeline
- Make explicit the need to provide evidence from the literature to support the importance of the proposal idea
- Release funding in stages
- Require interim progress reports before releasing funds

5. Mini-grant recipients from 2 years ago – Lisa will send out a request for a report of completion.

6. OIE has a number of exciting projects in the works. For example, the 7.1s are being set up as searchable files and the alignment of IEOs down to the course level and the concomitant data are being set up so we can demonstrate how the data collected at the various levels provide evidence that we are meeting the IEOs.

7. Christine Tsui will send out a Doodle notice so we can schedule the November meeting.

*Future event: A retreat on WASC redesign during the Spring semester*