



Faculty Meeting Notes

January 5, 2010
11:00 - 11:45 a.m.
University Hall Room 355

Present: Lori Anderson, Mary Jane Anderson-Wiley, Richard Deaner, Tom Deering, Sekethia Ford, Peggy Ruth Geren, Paulette Harris, Charles Jackson, Wayne Lord, Michael O'Connor, Alice Pollingue, Paulette Schenck, Philip Smith, Carolyn Stephens

The Meeting was called to order at 11:00 a.m.

The minutes from November 18, 2009, faculty meeting were approved unanimously.

Travel changes were made effective January 1, 2010. The expense module will no longer be used. Faculty will not enter travel into At Your Service/PeopleSoft. A handout was provided to the faculty outlining the new process. No changes were made to Flex Spending.

Tom Deering, Paulette Schenck, Mike O'Connor, and Albert Issacs are point people for the Prerequisites and Permissions Review. They will get with the individuals in their programs to compare the information that is currently in Banner to the information that is in the ASU Catalog. The Prerequisites and Permissions Review will be completed by January 19, 2010.

Each program area should review and prepare to submit other catalog additions/changes by January 15, 2010. The faculty was asked to pull out all the incorrect/insufficient information so that these changes can be made.

Faculty was advised to watch for the e-mail sent by Dr. Sullivan regarding fifth day, from which school starts, attendance report. The administration is not happy with the currently reporting of this information so it will now be submitted electronically.

The faculty was instructed to submit their Spring 2010 office hours to Sekethia.

The LiveText and Assessments exit survey was sent out electronically, but we have not received a summary yet.

Faculty was asked to send their syllabi to Dr. Lord within the next couple of days.

A Brown Bag Luncheon will be held on January 13, 2010 at noon in the Lyle Smith Conference Room. The topic will be "Online Courses and Research Agendas." Everyone should bring a sandwich and share what they are doing as far as research standards for online classes.

Faculty was instructed to inform their classes about applying for graduation if they are planning to graduate in May. After January, Fran Sunderland will not accept anymore applications.

The faculty was instructed to ensure all student files are accurate and includes an up-to-date program of study.

The next departmental meeting will be held on January 20th at noon. Items requiring Departmental Review/ Approval are due electronically to the Chair by Monday, January 18, 2010.

Dr. Geren announced that the Life of the Mind Series will have 13 different events. One of them will be held on January 19, 2010 at 6:00 p.m. in the JSAC Ballroom. This will be a lecture by Michael Trimble.

Dr. Lord announced that we have a new full-time temporary instructor for the Counselor Education program, her name is Mijin Chung.

The meeting was adjourned at 11:45 a.m.