

**CHFA Senate
October 3, 2005
Minutes 267**

Present: Phil Fass, Bruce Plakke, Julie Husband, Deirdre Heistad, Julia Trahan, John Swope, Reinhold Bubser,

1. Minutes #266 were approved as corrected.
2. Dean Bubser's Remarks - Dean Bubser expressed his willingness to interact with the Senate, but stressed that he does not wish to interfere with senate business.
 - Office of Academic Assessment – The senate will need to name a college representative for the University Student Outcomes Assessment Committee. Dean Bubser suggested the senate may wish to invite Bev Kopper to a future meeting to find more information about the Office of Academic Assessment.
 - Strategic Planning – Dean Bubser would like to have a strategic goals discussion with the senate at a future meeting.
 - Office of Sponsored Programs – The new Office of Sponsored Programs, led by Jill Trainer, will put a larger focus on grant-writing. They will provide help with grant writing. Dean Bubser encouraged senators to visit the OSP website to learn more about the office. He also sees a need for the senate to examine how each discipline would evaluate faculty grant writing in terms of promotion and tenure. Chair Trahan asked each senator to forward a copy of their departmental promotion and tenure guidelines/faculty portfolio descriptions to her before the next meeting.
 - The CHFA Dean's Office will make arrangements with Roy Behrens for his presentation as the recipient of the CHFA Faculty Excellence Award.
3. Old Business
 - Status of Dean Lubker's Review – Since the review was not completed last academic year, the senate will contact Provost Lubker and President Koob, if necessary, to determine the correct course of action.
4. New Business
 - Phil Fass will serve as Vice-Chair of the Senate for the Fall 05 Semester. Deirdre Heistad will assume the duties in the Spring 06 Semester. John Swope offered to fill in as secretary as needed for the year.
 - Senators will confirm the name of their department alternate members for 2005-2006.
 - Possible Agenda Items for 2005-2006
 1. Review of By-Laws – Chair Trahan asked senators to review the current by-laws before the next meeting.
 2. Curriculum – Though the curriculum changes were approved last year, the University Curriculum Committee may have questions as they review the CHFA package.
 3. Faculty Awards – It would be helpful for the senate to establish a timeline and review the guidelines for the CHFA Faculty Excellence Award.
 4. Discussion of Establishment of Standing Committees – Would it be advantageous to form several standing faculty committees within the college who would report to the senate? Some possible committees would be Curriculum, Faculty Awards, Elections, Committee on Committees.
 - Parking fines conversation – A faculty member from English will make a parking policy presentation to the University Faculty Senate on October 24. The request is to institute a \$50 fine for people parking in an A lot without an A sticker.
5. Future meetings:
 - October 17 – Dean Bubser will be our guest to discuss strategic planning
 - November 7 – Promotion & Tenure guidelines
 - November 21 – Bev Kopper will be invited regarding the Office of Academic Assessment
6. The meeting adjourned at 4:42 p.m.