Call to Order – Chair Mayfield called the meeting to order at 3:30pm.

Attendance
ASFC Present: Liz Roth (ART), Janette Steets (BOT), Michael Boyle (CDIS), Barry Lavine (CHEM), Blayne Mayfield (Chair, CS), Rebecca Damron (ENGL), Erik Ekman (FLL), Allen Finchum (GEOG), Daniel Lao Davila for Priyank Jaiswal (GEOL), John Kinder (HIST), Roger Zierau (MATH), Babu Fathepure (MICR), Lori McKinnon (MSC), Jeff Loeffert (MUSI), Apple Igrek (PHIL), Flera Rizatdinova (Secretary, PHYS), Stephen Nemeth (POLS), Matt Alderson (PSYC), Beth Caniglia (SOC), Carla Goad (STAT), Lloyd Caldwell (TH), Jennifer Shaw (ZOOL)

Administration present: Dean Bret Danilowicz, Associate Dean for Instruction and Personnel Bruce Crauder

Minutes of the Nov. 5, 2014 meeting were discussed and approved.

Current agenda: Chair of P&P Committee Barry Lavine suggested moving the report from P&P committee to the new business section. The proposed change has been accepted. Corrected agenda was approved.

Reports of Standing Committees:
1) The Curriculum Committee met on November 20 and approved two new degree programs. One of the committee members introduced an issue with the current format of the degree sheets that causes confusion for students and advisors. On the BS degree sheets, the foreign language requirement is merely mentioned in a footnote on the document and not listed among the degree requirements. Additionally the upper-division General Education requirements also are a footnote item. The committee discussed the possibility of including these items in the College/Departmental or Electives sections of the degree sheet. Departments are soon to review and revise their degree sheets, and the proposed text will be included in the new drafts of these forms for departments to consider. More discussion of these topics will likely occur during the Spring 2015 semester.
   Discussion: (12 minutes)
2) The Policy and Planning committee’s results will be reported under new business.
3) Rules and Procedures Committee: nothing to report
4) Scholarship Committee: nothing to report

Old Business: no old business
New Business:

1) **Ranking of renovation**
ASFC Chair Mayfield proposed changes to voting procedures: (a) Councilors should not vote for their own departments; (b) Military and sciences should be considered as a part of social sciences sub-unit; (c) All proposals in sub-unit should be ranked only by councilors belonging to a sub-unit. During the discussion of the proposed changes, a question to the Dean arose as to how the Dean's office is ranking proposals. The Dean replied that the ranking provided by the ASFC is very important input for the final decision. Also, there was a question if we need to ask departments for an estimated budget. The Dean's opinion was that it would not be useful, especially if proposals require expensive renovations.

Chair Mayfield reminded councilors to vote using ranking sheet during the next week. Carla Goad will perform the analysis of voting. Mayfield will submit the ASFC ranking to Dean Danilowicz.

2) **P&P Committee** – Chair Barry Lavine announced that the P&P Committee completed their task. He has sent an e-mail with documents on proposed changes to the 2005 College Personnel Procedures document, rationale for the proposed changes and the 2005 College Personnel Procedures document. The proposed changes have been discussed by councilors, Dean Danilowicz and Associate Dean Crauder. The Dean suggested to have at least one iteration of the proposed changes with The Dean's office to ensure that they are consistent with the University’s RPT document. It was stressed that the Departmental RPTs should be in agreement with the College RPT. Dean Danilowicz and Associate Dean Crauder pointed out that, according to the new University’s RPT document, the CAS RPT committee should have 6 full professors, which is not the case at the moment. This represents a large challenge for those faculty members who are up to promotion to the rank of a full professor this year.
A motion was made to charge the P&P Committee to come with recommendations on how to compose the College RPT Committee with the specific goal to reach 6 full professors on the Committee for this academic year. Councilors voted for this motion. Motion passed.

3) **Secretary's Report of ASFC recommendations to the Dean** – nothing to report.

4) **Report from the Dean’s office (presented by Dean Danilowicz):**
   a) The Dean expressed his concerns about quality of online instruction. As the number of online courses increases, the College needs a document on how to assess the quality of teaching of these courses. He suggested creating a committee and charging it with the task of identifying criteria for evaluation of quality of online education. Some Councilors recollected that the University is going to hire a person to deal with online education. A Councilor asked if there is a policy for evaluation of on-campus courses.
The answer was that there are no such policy to assess the instruction. Every department is doing it in its own way. Questions raised during the discussions were: What is the definition of online courses? What kind of aspects of assessment should be addressed in the first place? How are other universities dealing with the assessment of their online programs? The Dean suggested a committee for online education to look at different sources and come up with initial thoughts, which can later be developed deeper.

b) Ranking of resources: The Dean explained in detail how he made his decisions on faculty/personnel positions. He used input from ASFC and Department Heads rankings to make the final list.

c) The Departments of Art, Music, and Theatre have proposed to join together as the new School of Visual and Performing Arts. The formation of the School would add no new administrators, and the Heads of the involved Departments would serve as Director of the School on a rotating basis. The Dean polled the Department Heads present, and none objected to the change (taken from Heads meeting’s minutes). Liz Roth from the Department of Arts expressed their concerns that this school will not be a “real” school. Dean explained that it will help marketing the arts at OSU. The Music Department representative said that their department discussed this suggestion and found it very useful, since it will help representing all arts in a cohesive way.

Adjournment – Meeting adjourned at 5:10 pm.