

**MAFS Executive Board Minutes 10/3/16**

<b>Agenda Item</b>	<b>Notes</b>
<b>Attendance</b>	Present: Mike Doncheski, Ermek Nurkhaidarov, Kendra Sites, Somjit Barat, Hanifiah Harvey, Dan Dandy. Absent: Dr. Achampong, David Seitz
<b>Meeting called to order 12:23</b>	Chair Ermek Nurkhaidarov called meeting to order at 12:23pm
<b>Welcome new Chair elect</b>	Hanifiah Harvey was welcomed as chair elect. The duration of service requirements was reviewed. No further action necessary.
<b>Review of select job duties of full time faculty</b>	<p>Kendra Sites identified a number of unfavorable issues that have emerged while working with her first year students. These issues surround the challenges some students experience when they seek out their instructor for advising-type issues. One such barrier to advising is when a faculty member's office hours are listed as 'by appointment', but the faculty member is unreachable for the scheduling of the advising session. Consequently, Kendra requested clarification of the expectations for full time faculty regarding:</p> <ol style="list-style-type: none"> <li>1. The student advising expectation. When faculty fail to honor their advising obligations, students then seek assistance from Kendra. A practice that is not efficient or as effective as it should be.</li> <li>2. The office-hours expectations.</li> <li>3. The classroom contact expectations: a) contact hours per semester b). classes per semester c). total class-hours per week, d) length of each class.</li> </ol> <p>Mike Doncheski addressed these concerns:</p> <ol style="list-style-type: none"> <li>1. Regarding student-advising noncompliance by certain faculty members: Mike will clarify expectations of this faculty role during MAFS meeting. There may be an element of the faculty not knowing how to use the new technologies (Starfish) regarding advising. This may be addressed through a shortened 'quick guide' -- more to follow.</li> <li>2. Regarding office-hours: He will further investigate what the standards are for office hours -- this is a faculty senate related issue.</li> <li>3. Regarding classroom contact criteria: Mike will clarify at the next MAFS meeting.</li> </ol>
<b>"All In" PSU Event</b>	<p>Somjit Barat reported that the Diversity committee will be supporting and promoting the 'All In' event. He has secured the Heritage room for live streaming of the event. The event is scheduled to begin at 7:15, but does not have a conclusion time. Somjit believes the program will be finished in time for the next group (8:15pm) that has reserved the room.</p> <p>Light refreshments are to be provided.</p> <p>Following Somjit's meeting with Andrea Christopher, it was decided that strategies to improve student attendance might include offering bonus points for the students' participation or for faculty, if applicable, to allow the student to leave class early.</p> <p>Somjit will be making flyers as well as publicizing the event to faculty to improve awareness of, and participation in, this event.</p>
<b>Committee Reports</b>	<p>Somjit reported that during the first diversity committee meeting it was agreed that the committee would collaborate with the campus theme committee when possible as a means of more effectively promoting particular events and activities. The first such activity will be the sponsoring of a 'monthly meal at the Mill' -- which is being slated to begin in the spring semester. Dining services is in support of this proposed activity; an activity that hopes to expose and engage the participants in foods and cultural activities that they might not have experienced before. Somjit to send full DC report to Ermek.</p> <p>The IT committee will report at the next MAFS meeting</p> <p>The Athletic committee is to meet on 10/7/16 to follow-up on their plans for a Faculty / Staff</p>

	<p>Appreciation Event.</p> <p>Campus Planning Committee continues to meet monthly on Tuesday mornings.</p> <p>Faculty Affairs reported during September MAFS.</p> <p>Curricular Affairs: May be charged with disseminating information about the proposed academic majors, including their timelines and stages of development.</p> <p>Academic Affairs: Might be charged with a task. Ermek offered that this committee might work on the expectations for full time faculty when teaching a hybrid course.</p>
<b>Starfish</b>	<p>As noted, an element of student advising noncompliance by certain faculty members may be related to their difficulty navigating Starfish. To address this area, it was suggested that their might be further “How-to” open lab sessions for scheduling of spring courses for students and it might be helpful for there to be a simple, one-page ‘how-to’ version of Starfish instructions available for staff in need of support.</p> <p>Regarding open labs, Mike Doncheski will make a call for volunteers to be in the lab during these sessions if this suggestion comes to fruition.</p>
<b>Spring Schedule for Executive Committee</b>	Chair Ermek will provide the spring semester schedule for committee during the next meeting.
<b>Proposed Academic Majors</b>	Ermek requested the clarity on the status (proposed timelines, where the majors are in the development and/or approval process) of the proposed new majors for the campus be made during the next MAFS meeting. Mike Doncheski will do so.
<b>Adjournment</b>	Meeting was adjourned at 1:18pm