Council of Chairs Meeting of March 15, 2004
Minutes

The meeting was called to order at 10:07 a.m.

Members Present: Janet Adams (HHD), Julio R. Blanco (SC&M), Doris Helfer (LIB), William P. Jennings Jr. (B&E), Rie Rogers Mitchell (EDU), Sid Schwartz (CECS), and Gregory Velazco y Trianosky (HUM).

Members Absent: David Moon (AMC) (excused.), and Nathan Weinberg (S&BS) (excused).

Substitutes for Members: Edie Pistolesi (AMC) and Greg Truex (S&BS).

Guests: none

Presenters/discussants: none

1. The minutes of the February 09, 2004 meeting were approved with no corrections.

2. It was announced that (1) the Library will introduce the submission of electronic materials for the Reserve Room in the near future. (2) An EPC subcommittee is examining a procedure that addresses the need of students requiring a make-up exam or similar consideration when they cannot follow class schedule because they are representing CSUN at some event. (3) An EPC subcommittee is examining the policy on credit by examination. Discussion about these items followed.

3. The Council discussed the last draft University Licensing policy that was made available. The members felt the policy is a good cost recovery concept. However, it was felt that the policy should be clear and easy to follow. Perhaps a checklist that clearly defines all the necessary steps should be part of the policy. All university auxiliaries should provide costs for their services. Academic decisions should remain within Academic Affairs. It was decided to invite members of the University Corporation to attend the next meeting.

4. MSP. We recommend that the 'Change of Grade Report' generated by SOLAR should also contain: (1) the ticket number, (2) the name of the instructor, (3) the original grade and (4) the grade after the change. The inclusion of this information on the report will permit the chairs to better evaluate changes of grades and verify accuracy from semester to semester.

The meeting was adjourned at 11:45 a.m. The next Council of Chairs meeting will be held on Monday, April 19, 2004 at 10:00 a.m. in the Oviatt Library Room 102C.

Respectfully submitted: Julio R. Blanco, Chair
Council of Chairs