

**Faculty Committee on Extended Learning
September 19, 2012**

Minutes

Committee members present: Ardavan Asef-Vaziri, Rick Covington, Joyce Feucht-Haviar, Lynn Gordon, Robert Lopez, Luiz Mendes, Patricia Miller, Lou Rubino, Carol Shubin, Martin Saiz, Shane Stecyk, Theresa White

Committee members absent: Jeanine Minge (excused)

Guests: Kim Badrkhan, Gratia Bone, Karen Girton-Snyder, Michael Hoggan, Jessica Isomoto, Jennifer Kalfsbeek-Goetz, Ravi Roy

Call to Order

Patricia Miller, Committee Chair, called the meeting to order at 11:44 am. The meeting was held in the Executive Conference Room in the Bookstore Complex. A buffet luncheon was served at the start of the business meeting. Patricia Miller welcomed the committee members and began a round of self-introductions of members and guests.

Patricia Miller announced that she will be working with Joyce Feucht-Haviar, dean of Tseng College, next month on the university's certificate policy. A proposal to change the certificate policy had been submitted by this committee last academic year and then withdrawn. Patricia Miller also announced that the approval of minutes from the last meeting would be moved to the end of the agenda to allow time for a quorum of returning members to be present. A few returning members were not present at the start of the meeting but arrived later.

Patricia Miller introduced Michael Hoggan, the Faculty Senate Executive Board liaison, who was attending the meeting in an observation capacity. Michael Hoggan stated his understanding of Tseng College's programs and efforts. He reaffirmed the Faculty Senate's support of the important work done by this committee. He raised the issue of state funding as discussed at the Academic Senate meeting held the previous week. State funding issues will also be discussed at the upcoming symposium to be held on October 11. The symposium on the future of the CSU's will include participants from many CSU campuses and the Board of Trustees.

Old Business

Approval of May 14, 2012, Meeting Minutes by Returning Members

The draft minutes from the May meeting were sent to the committee in advance of the meeting. Patricia Miller announced that she had a few suggested edits and would meet with the administrative support assistant to revise the draft. She asked if there were any other questions or comments about the draft minutes; there were none. She verified that a quorum of returning members was present in order to call for a

vote: eight of nine returning members were present; one returning member was not in attendance but had voted in absentia to approve the minutes.

Board Action: Patricia Miller asked for a motion from a returning member to approve the minutes for the May 14, 2012, meeting. Lou Rubino moved that the minutes be approved and Ardavan Asef-Vaziri seconded the motion. Patricia Miller asked for a vote on the motion by returning members. The minutes were unanimously approved by the returning members.

New Business

Patricia Miller stated that this meeting serves as an orientation for the members to brief them about the programs and business operations of The Tseng College. She introduced Joyce Feucht-Haviar, dean of The Tseng College, who joined the meeting by conference call. Orientation booklets were distributed to each member of the committee. The 2012-2013 Orientation/Overview included the following:

Section I - Faculty Committee on Extended Learning

1. Faculty Senate Committee on Extended Learning Working Guide
2. Annual Report 2011-2012
3. 2012-13 Committee Roster and Meeting Dates

Section II - Tseng College Overview

1. Organizational Chart – Tseng College Overview
2. Organizational Chart – Dean’s Office
3. College Mission Statement
4. Five-Year Vision Statement, 2011-2016
5. Compare and Contrast: State-Side and Self-Support
6. Outcomes Overview, 2011-2012
7. A More Focused Look at the Advanced Professional Education Strategy, 2012
8. College-Level Goals with Achievements, 2011-2012
9. Three-Year Program Offerings and Projected Revenue
10. College-Level Goals, 2012-2013
11. Tseng College Program Offerings
12. Basic Principles of Program Development
13. Select Core Capabilities of the College

Section III - Tseng College Units

1. Graduate and Professional Education and Services
2. Distance Learning Programs
3. International Programs and Partnerships
4. University Access Programs
5. Academic Affairs
6. Administration, Finance and Support Services
7. Marketing and Communications

Joyce Feucht-Haviar began with a look at Tseng College’s organizational chart, pointing out that the addition of staff focusing on external partnerships and sales is

relatively new to the college. This decision was prompted by the realization that the university is underrepresented in the Greater Los Angeles area and, thus, there is a lack of understanding of the university's graduate and professional education and research capacities. Joyce Feucht-Haviar briefly described the "Elevate" campaign and the brochure currently being designed to promote the university's graduate education and applied research programs to an external audience. Other promotional efforts include the research lecture series that started in July, and meetings inviting specific agencies and organizations to visit campus to discuss collaborative opportunities. In the past week, Joyce Feucht-Haviar participated in meetings with the Federal Department of Commerce, the Los Angeles CleanTech Incubator, and the Los Angeles County Metropolitan Transportation Authority.

Joyce Feucht-Haviar discussed the mission statement and "Five-Year Vision Statement," asking the committee to refer to these documents throughout the year in order to help the college to "stay on course." She provided an overview of the self-support model of The Tseng College. She explained the similarities as well as the differences between state-support and self-support. Dean Feucht-Haviar continued by presenting the "Outcomes Overview" and responded to questions and comments from committee members about revenue shares with the colleges, the current state budget crisis, and the plans for the new Tseng College building on campus. Lastly, Joyce Feucht-Haviar presented the remaining documents in the second section of the booklet and allowed time for questions from the committee. Patricia Miller announced that she would share the "Basic Principles of Program Development" and the "Selected Core Capabilities of the College" documents with her department, in keeping with the Committee charge to disseminate information to the colleges.

Joyce Feucht-Haviar announced that the directors from each of the College units would present the programs and goals of their units. In the orientation booklet, the unit sections contained organizational charts and program overviews. International Programs and Partnerships were presented by Kim Badrkhan, deputy dean of the Tseng College, and Joyce Feucht-Haviar. Graduate and Professional Education programs were presented by Associate Director Ravi Roy and Joyce Feucht-Haviar. Distance Learning programs were presented by Director Karen Girton-Snyder. University Access Programs were presented by Coordinator Jessica Isomoto. The Academic Affairs unit was presented by Deputy Dean Kim Badrkhan. Questions and comments were entertained throughout the presentations. In the interest of time, two unit presentations were postponed to the October meeting.

Adjournment

The meeting was adjourned by Patricia Miller at 1:55 p.m.

(No policy changes were discussed or recommended during this meeting.)

Prepared by Jessica Isomoto