

**COLLEGE OF LIBERAL ARTS  
FACULTY ASSEMBLY**



**MINUTES**

(Draft)

Date: January 15, 2004

Time: 1:00 -3:00 p.m.

Place: HL 101

**Members Present:**

|                          |                   |                    |
|--------------------------|-------------------|--------------------|
| Abordonado, Valentina    | Andrews, Wayne    | erg, Steve         |
| Binkley, Daniel          | Burke, Barbara    | Crane, Ronnie      |
| Davidann, Jon            | Feldman, Jerome   | Frus, Phyllis      |
| Gefroh, Daniel           | Gili, Angela      | Hart, Russell      |
| Jancovic, MerryAnn       | Kazarian, William | Kelley, Michael    |
| King, Phillip            | Leach, Laurie     | Leirheimer, Linda  |
| Madison, Elaine Leilani  | Markowitz, Howard | Matsushita, Marimi |
| Metcalf, Brian           | Muhleman, James   | Ostrowski, Bernard |
| Pavkovic, Michael        | Perry, Patrick    | Puaa, Evelyn       |
| Ross, Deborah (by proxy) | Schnare, Kathy    | Schwartz, Saundra  |
| Seghal, Mani             | Smith, John       | Soong, Micheline   |
| Tsushima, Vincent        | Wilson, Patrice   | Zanella, William   |

**Members Absent:**

|                  |                    |                    |
|------------------|--------------------|--------------------|
| Alfonso, Russell | Askman, Douglas    | Clancy, Patricia   |
| Duprey, Susan    | Fischel, Elizabeth | Geschwind, Norman  |
| Hummel, William  | Johnson, Gregory   | Kearns, John       |
| Knowles, Gordon  | Maltby, Joyce      | McFarland, Valerie |
| NeJame, Adele    | Sheridan, Mary     | Sustana, Catherine |
| Van Gorder, Ed   | Wood, Houston      |                    |

**Guests:**

Leslie Correa

**Minutes:**

Here is the digest of the minutes: Dean Correa spoke about enrollment trends, the impending WASC visit and the importance of participation in the General Education program review and curriculum area program reviews. He addressed faculty concerns about the early cancellation of small sections, the challenges of the switch to web registration, the university's commitment to offering the choices now formally recognized in the general education core, and adjunct pay. The LAFA reached a consensus that the minutes should be detailed but not record the names of those who contribute to the discussion. The importance of having a strong faculty voice on the Academic Support Council was discussed.

This is the full text of the minutes:

**I. Dr. Correa's opening remarks.**

**A. Enrollment**

Enrollment looks fairly flat. HPU has roughly the same number of registrations as this time last year but university wide there has been a large drop in graduate programs especially MSIS. This is due to the difficulty of securing visas for international students. Nursing has experienced a big increase in enrollment. Liberal Arts as a whole has about 27% of the registrations which is down about 1% from last year. Literature and Writing enrollment was down about 11%, but Dr Correa thinks those enrollments will go up because we know some students have not yet registered for required writing sections. Math enrollment is down slightly. There is some

speculation that increasing use of web registration might be allowing some students to register without signing up for needed freshman writing and math courses. However, another possibility is that math enrollment is dropping as some programs start allowing lower level math classes to substitute for more advanced math classes that were formerly required, resulting in fewer students needing to take a series of math pre-requisites before satisfying their math requirement.

#### **B. WASC report and visit**

Copies of the report that HPU prepared for the WASC team visit are to be made available in the Dean's office and in various locations in the colleges so that faculty can read the report. Data elements will be put on the web except for financial data. The WASC visit is scheduled for March 17-19.

#### **C. Liberal Arts Website**

Please make use of the Liberal Arts website. Dean Correa noted that the three year hiring plan is available in pdf format and shows the positions sought and their ranking in terms of priority in hiring. The plan was the result of faculty input through program chairs.

#### **D. General Education and choice**

Various program areas have approved lists of substitutes for courses in the general education core. In most cases we are just formalizing current practice. We are making the choices more explicit. In response to questions about the listing of courses as choices in more than one place, Dean Correa clarified that a course can count for only one option in the core. Not every major has the same core requirements. Many majors require only HUM 1000 for which certain THEA, MUS, PHIL, ARTS, REL and ARTH classes can be substituted. Others require HUM 1000 as well as certain other Humanities courses such as a Music, Art or Philosophy. Faculty members raised some concerns. One is that Humanities actually covers many different disciplines but most of the courses in Music, Philosophy, and Religion, for instance, are not offered for years at a time. It was suggested that there is value to the university in ensuring that these courses are regularly offered so that interested students have a chance to choose them even when enrollments are low. Students will get frustrated if there aren't really choices open to them. One way of trying to make sure the alternative courses go is to offer fewer sections of the default course, but students tend to seek out the familiar and often crowd into other sections or put off taking a general education requirement to avoid being placed in certain alternative courses. Better publicity and more meetings between program faculty and advisors were suggested as ways to promote awareness. Perhaps the registration software could be programmed to remind students (and/or advisors) of alternative courses during the registration process. Dean Correa explained that program faculty can agree to nurture an alternative class by agreeing to raise the number of students in other courses slightly for the time being in order to allow alternative courses to go with small numbers. This may be less likely to happen in a "program area" encompassing several distinct disciplines.

Faculty members are urged to participate in meetings about the General Education program that will happen later this spring. They should also get involved with their own curriculum area program reviews

#### **E. Open Forum: Comments and questions for Dean Correa**

Faculty from the Math Program raised the problem that an accelerated math course (MATH 1150) combining material in two earlier courses was cancelled for the third semester in a row. Last year it was cancelled with four students after the semester actually started. Ironically, as many as ten suitable students for the course were identified within the first week by diagnostic tests but by then the course had been cancelled. Dean Correa suggested that 1) if this is a course that the Math faculty feels is essential it could go with low enrollment provided that other MATH courses had more students in order to balance the overall numbers 2) The problem may relate to needing to work with the advisors to place appropriate students in the class. It seems that many of the students for whom the course is designed are being placed into 1130 instead.

Another issue raised in terms of cancellation of small classes is whether the advisors tend to avoid placing students in small sections for fear that they will be cancelled, and thus the cancellation becomes unavoidable. We would rather have them encourage students to enroll to give the courses a chance. Dean Correa will address this issue with advisors.

Dean Correa explained that upper division and single section courses are most likely to be allowed to go with low enrollment, while a multi-section course or a course with substitutions will likely be cancelled if it has too few students. We cannot allow courses to go semester after semester if they are under-enrolled, but if the other courses in the discipline have healthy enrollments a few courses can have low enrollments. Decisions on cancellations are usually made a week before classes start in order to give students a chance to find a new section. Program chairs help Dean Correa decide which classes to cancel. If a course is over-enrolled sometimes it can be split, but students do not like being reassigned to another instructor.

Faculty voiced some concern that by using web registration we would lose our personal touch. However, students want the convenience of registering online. The interface is very simple and does not tell which courses to take. Students already need to know what courses they want by CRN number. Some may still consult with advisors first. Programs of study are available online and students can get live online help during the registration process by using a chat feature. Students are blocked from registering for courses for which they lack prerequisites.

Faculty asked if there had been any progress on raising adjuncts salaries. The deans agree adjunct pay is low and this can affect the quality of the institution. The argument for increasing these salaries has been raised but no response has been made by the President. Dean Correa also pointed out that the budget is tight. More money for adjuncts may mean less money for regular faculty. He also pointed out that staff pay is low and that faculty get yearly increases that are consistently higher than staff increases.

Faculty pointed out that retention concerns should be a powerful argument for better adjunct pay. It is not necessarily an issue of quality of teaching but of level of connection and commitment to the institution. Dean Correa suggested putting more full time instructors in general education classes rather than saving them for upper division classes. However, one response was that it is even more crucial that upper division classes be taught by academically qualified faculty. One suggestion was that adjunct pay be raised to the same rate as regular faculty overload pay.

Dean Correa commented that none of these arguments are new. Ideally we would use few adjuncts and pay those we do use at a higher rate. But the only way to implement this would be to raise tuition, which would probably decrease enrollment.

## **II. Thank-yous**

Thanks to John Kearns for his work with the Gen. Ed workshop; Valentina Abordonado, Angela Gili and Gayle Sollfrank for their work with Faculty Scholarship Day; and John Smith for attending Faculty Council meetings to represent this group.

## **III. Approval of Minutes**

Minutes from August 28 were approved with the correction that Marimi Matsushita's name was omitted from the list of those present.

## **IV. Discussion of level of specificity of the minutes.**

Because the minutes are posted online and in order not to inhibit free discussion, it was decided that names should be omitted from the minutes when discussion is recorded. However the substance of what was discussed will still be reported in detail. Names will be used for the formal parts of the meeting such as making a motion or giving a report.

## **V. Chairs reports**

LA CC chair—Dates for spring meetings are posted on Campus Pipeline. Get agenda items in at least a week ahead of the scheduled meeting. Contact Brian Metcalf with any questions about proposals.

LA FPRC—Promotion portfolios are due Feb. 2. The committee would like to have some sample portfolios available to show faculty going through the reappointment process for the first time, so some faculty who applied this year might receive a request to have your materials copied for this purpose. Portfolios are kept until the Faculty Assembly FPRC is finished and so will not be returned until late March or April. If faculty would

like to add to their portfolios before they go to the next level they can pick them up and return them after adding the material.

**VI. Old Business**—Adjunct concerns sub-committee. This sub-committee was formed but did not make much progress. Adjuncts seemed reluctant to talk at this point. More institutional support is needed for anything to change. However the sub-committee plans to continue their work.

## **VII. Open forum**

Is there any way to get a stronger faculty voice on the new Academic Support Council? It may be a step in the right direction to have a more formal way to allocate resources, but faculty needs to play a large role. We need to make sure the Faculty Assembly Chair can be a strong advocate. It can be hard to resist pressure to assume the perspective of administration or staff. We would like the Faculty Assembly Chair to be our ears as well as our voice, to keep us informed. It will be important to couch proposals in language of meeting one of the goal areas or strategic priorities determined by the Education Effectiveness group in order to win funding

The meeting adjourned at 3:01 p.m.

Respectfully Submitted,

Laurie Leach  
LAFA Secretary