

## **ACADEMIC SENATE MEETING    April 12, 2012**

In attendance: Christopher Hall, Ilir Ibrahimimi, Brian Bowen, Albina Balidemaj, Julia Norrgard, Edmond Muhaxheri, Besnik Bislimi, Shpend Bytyqi

### **I. Call to Order**

*JNorrgard* called the meeting to order at 12:04.

### **II. Welcome/Rules for Guests**

*JNorrgard* welcomed guests and senate members to the meeting. *JNorrgard* also went over rules for guests.

### **III. Prior Meeting Minutes (March 16, 2012)**

*EMuhaxheri*: Make sure there aren't any inconsistencies with Senate Meetings (such as students keeping minutes)

*BBowen* Correction on the last page, second paragraph (last line under New Faculty)

Motion set forth to accept the Minutes of the March 16, 2012 meeting by *ABalidemaj*, seconded by *EMuhaxheri* at 12:11.

Motion carried.

**IV. Comments by President Hall** – *CHall* deferred his statement.

### **V. Comments by Vice President, RIT Academic Affairs Bowen**

*BBowen* had no general statement or comment to announce.

### **VI. Old Business**

#### **National Holiday Observance – *SAhmeti***

*SAhmeti* suggested the need for a policy that does not specify which holidays to be observed but a procedure to approve the academic calendar. Based on the proposals, the President of AUK should approve an academic calendar for the following year. This academic calendar should have its holidays based on national holidays and law, and should not be changed within the year. If the procedure is acceptable to the Senate and is approved, then *SAhmeti* offered to write a draft. *SAhmeti* stated that once an academic calendar is decided upon, and has the President's (of AUK) approval, then it should not be change within the year.

*Ibrahimimi* stated that if RIT is closed, then AUK will not be able to function in some areas because we need access to RIT. *Ibrahimimi* also stated that the way the academic calendar has been created up until now, is that the representative of administration has taken RIT holidays and national holidays of Kosovo and combined those days off.

*BBislimi* states that although employees do not work when RIT is off, the system still works; therefore AUK is still able to function even when RIT is closed.

*EMuhaxheri* states that if we have to submit grades, we cannot go over framework that RIT sets.

*BBowen* asked if we were to have more than one holiday within a week, would make-ups be on a Saturday and Sunday.

*SAhmeti* states that a holiday is a right of employees of AUK based on law, so if the faculty is asked to work extra (for example a Saturday to make up for a Monday) than they should be paid according to law.

*SAhmeti* asked for the deadline for an academic calendar for the following year. *Ilbrahimi* responded that it would be around July. *SAhmeti* suggested that in the last Senate Meeting, the Senate should approve of a calendar for the next year based on approval of the President.

*BBislimi* asks if the academic calendar can change within the year if the government decides to make an alteration to a holiday on short notice.

*SAhmeti* suggests that the academic calendar should not change once decided upon, regardless of short-notice changes by the government. *SAhmeti* further argues that the administration should check with the lawyers on labor law when it comes to holidays because there may be violations if we expect employees to work on a Saturday. It should also be determined by advice from the lawyer what implications are there for this for employees who work part-time as opposed to full time.

*JNorrgard* suggested that *SAhmeti* should send a proposal to be circulated within the Academic Senate and discussed in the next meeting.

#### **Procedures for Grants, Research Proposals, Awards – *BBowen***

*BBowen* stated that Senior Management is handling the procedures for grants, research proposals, awards etc.

### **VII. New Business**

#### **Summer Course Offerings – *CHall***

*CHall* discussed brief background information of AUK summer offerings to the Senate:

Up until last year, AUK offered between 3 and 6 summer classes which were primarily make up classes such as Math and classes that needed retakes because of high failure rate. Last year more were added (around 10), many of which had low numbers of students signing up. Starting this year, there will be higher costs for AUK for delivering summer courses in the future. Based on the information that academic services had regarding the need and level of interest, the decision was made last week to cancel AUK summer classes for this year.

Many students have taken courses at the Dukagjini College, mistakenly under the impression that credits would be transferred to AUK.

A concern for future summer quarters is that, when more than 50 AUK Students are applying to Dukagjini College, this means that there is a significant need for those classes for students that we are not meeting.

*CHall* asked for suggestions from *ABalidemaj* and *BBowen* on what kind of policy AUK should have in regard to make-up and catch-up classes for the summer quarter next year.

*EMuhaxheri* stated that students who sign up for summer courses expect to pass, and are often the same students who could not pass during the full ten week course during the year.

*EMuhaxheri* also stated that there are a few Algebra and Calculus classes at AUK that are not being taken now by students, but then all will want to take them during the summer because they all want to finish them in the 5-week period time.

*CHall* stated that we want to get the maximum number of students that enroll as freshmen to complete their classes; we have an obligation that they do. *CHall* asked to what extent is this math problem or any other department.

*BBowen* suggested that a summer quarter is good to have within the AUK year, but there are no criteria for it and none given to the Academic Services of whether it should be courses in Math, English, or other topics. *BBowen* stated that when in RIT, *BBowen* and *ABalidemaj* discussed and came to a certain criteria to use DWF reports. Based on that, there were 2 outstanding courses that were the most needed and they were in the same academic unit.

*SAhmeti* suggested that there be more courses offered during the summer that are not offered during the year such as Good Literature classes or Political Science courses, not just make-up classes. *SAhmeti* asked that if 50 students are taking a course in Dukagjini, how many students are skipping the class at AUK so they can take it at Dukagjini because they believe there will be lower standards there.

*CHall* clarified that the policy in affect for students taking classes anywhere outside AUK is that they have to fill out a form and get it approved by their advisor. In the current situation of Dukagjini College, only 16 AUK students requested permission but 54 AUK students enrolled in total. The 38 that have not received permission will be refused to transfer their credits because they did not request permission. *ABalidemaj* and *BBowen* will send out an e-mail to clarify the policy of taking courses elsewhere.

*BBowen* stated that once students are registered in the AUK system, they cannot get any credits from Dukagjini.

*ABalidemaj* stated that one of the main reasons for students attending courses in Dukagjini College is because they are taking a course they need in order to graduate and it is currently not offered at AUK, such as Financial Accounting.

*CHall* confirmed that there should be criteria for future summer quarters. *CHall* also stated that there is expectation from RIT that next summer we will offer a significant number of make-up classes.

*ABalidemaj* pointed out that students taking summer classes will be charged as they are during the year per course.

### **Health and Safety Regulations for Conferences – *EMuhaxheri***

*EMuhaxheri* explained that the last NDI conference coincided with English and Math conference. As a result, NDI asked to lock the English and Math guests so they don't mix with the NDI guests. *EMuhaxheri* expressed concern in the aspect of what if something went wrong, such as a fire, what would happen to the safety of the Math and English conference guests if they were locked within their classrooms?

*EMuhaxheri* motioned to give regulations and procedures (health and safety regulations) to whomever the space is rented out to by contractor once a contract is signed, especially since AUK is liable if anything goes wrong.

Motion carried.

### **AUK Syllabi Standard – *EMuhaxheri***

*EMuhaxheri* pointed out that the faculty had syllabi with either: no reading list, extended reading list, different font sizes etc. – all over the place. *EMuhaxheri* suggests that we should have a standardized syllabus especially when we go through accreditation because we will need to have them in place.

*SAhmeti* states that the standard syllabi should not interfere with faculty autonomy (i.e. with how they teach class and the different fields in course).

*BBislimi* stated that there is already a standard syllabi that Peter Boyd had sent out earlier.

*ABalidemaj* motioned for everyone to adopt same standard syllabi.

Motion carried.

### **AUK Guest Speaker Program - *Ilbrahimi***

*Ilbrahimi* stated that the community has had a good experience with the public lectures and AUK has brought many interesting personalities to the podium. The bigger problem is attendance because very few students are showing up to the guest speakers and Friday Forums. *Ilbrahimi* suggested that the Senate considers some sort of policy to increase attendance, such as extra-curricular activities, instead of making students come to guest lectures through class time.

*CHall* suggested that perhaps a future policy would include having Honors Society students attend.

*EMuhaxheri* noted that most seniors work and cannot attend.

*BBislimi commented* that students complain and have a lack of interest in attending because they believe we are only having politicians to speak.

*Ilbrahimi clarifies* that there have been many different people from different fields, not just politicians. Further, when no one attends, it gives a bad impression of AUK, especially when there are more cameramen than students.

*SAhmeti* suggested that all guest lectures should be open to outside communities as well, not just AUK students.

*CHall* stated that there be a more systematic range of people to speak.

*BBowen* suggests that each professor (or Unit) to bring a guest speaker. *BBislimi* adds that this has already been done by some units at AUK, and especially the Economics Club.

*SBytyqi* pointed out that there should be a rotation of the units when inviting guest-speakers. There has never been a speaker from Media or IT field.

*JNorrgard* then pointed out that there has never been a guest speaker from the English Unit as well. *JNorrgard* suggested that each unit could bring in one guest-speaker per quarter or per year.

*SAhmeti* stated that he has no problem giving students extra points that go to these public policy related guest lectures.

*CHall* stated that this topic should be placed on the Unit Heads Agenda

## **VIII. Additional Business**

*JNorrgard* pointed out that there is only one more regular meeting scheduled before the end of this school year. The next Senate election is in the fall, so this Senate will be in place if something happens that requires a meeting during the summer. If the Senators have any crucial issues to discuss, they must be brought up in the next meeting.

*JNorrgard* states that the next Senate Meeting will be held May 4<sup>th</sup>, 2012. If another meeting is needed, then that leaves time to have one at the end of May.

## **IX. Call to Adjourn**

Motion to adjourn the meeting by *SAhmeti*, seconded by *EMuhaxheri* at 12:59.

Motion carried.