

## **ACADEMIC SENATE MEETING August 26, 2011**

In attendance: Julia Norrgard, Brian Bowen, Edi Muhaxheri, Eranda Aliu, Taulant Ramabaja, Richard Castleberry, Chris Hall, Ilir Ibrahim, William Wechsler

### **I. Call to order**

JNorrgard opened the meeting by welcoming guests. Went over rules.

### **II. Last Meeting Minutes**

Discussion of Minutes of last meeting.

Motion to approve minutes made by EMuhaxheri. Seconded by RCastleberry.

Motion carried.

### **III. Comments by President Hall**

CHall announced two newly created higher management positions and welcomed the incumbents to the senate meeting: Ilir Ibrahim, Vice President and Chief Operating Officer, and William Wechsler, Vice President for Academic Development, who will also be in charge of the accreditation process.

CHall also announced that AUK will have a distinguished visitor from Dartmouth College staying on campus from September 12 to 15. Dartmouth's Provost, Dr. Carol Folt is a distinguished biologist and environmental scientist, and by fortunate coincidence she is of Albanian-American heritage. Dr Folt will give two talks while she is here.

1. On Tuesday September 13, at 12 noon she will speak on the subject of "Women in Leadership."
2. On Wednesday September 14, at 10 am, she will give a Public Forum lecture in the Auditorium on the topic, "Education for Saving the Planet: The Future of Science and Technology in Higher Education." All members of the AUK community are invited to attend, as are the media and invited guests from the government and scientific community.

### **IV. Comments by Vice President AUK-RIT Academic Affairs, Brian Bowen**

Document/summary on Introduction for Future Papers was distributed.

Two main issues need to be addressed:

1. The quality of Education, and how to set up professional standards
  - a) Professionalism, respect, tolerance: study, create, work, fun, party
  - b) Grade inflation: Grade "A"-Auk 48%, Others 15-30%

- c) Plan: AUK Special honors Program: Juniors and Senior years
- d) Action: Replace Quarterly Honors celebrations with Annual Event
- e) Action: "One Quarter Capstone" OQC replace Senior Projects
- f) Action: Add/drop Forms, Academic Advisors to deal with.

2. Faculty appointments

- a) Proposal: 12 sections per year=Full time. 1-2 sections per quarter=Part time
- b) Plan: Faculty Retention: Conditions, Development, Promotion
- c) Plan: Faculty Policy and Procedures
- d) Action: Section Equivalents for OQC and Student Life Coordination

JNorrgard suggested creating a Committee to evaluate the Faculty Policy and Procedures document. CHall, BBowen, JNorrgard agreed to form committee and work with Lindita Bicaj.

## **V. Charter Amendment**

JNorrgard – Charter amendment prepared and distributed by the former Academic Director has now been evaluated. However, it has become apparent that the entire Charter requires substantial revisions to add new information and to clarify or remove ambiguities. For example:

The Charter sets the Senate term at one year; however the current Senate did not take office until winter quarter. Voting for the next Senate is set for the first Friday of the fall quarter. Question is how to resolve this problem.

Motion by EAliu – Newly elected Senate members to take office at the beginning of the winter quarter or January of next year. Seconded by RCastleberry.

This solves the problem and would allow the current Senate its full year, and also provide adequate time for the proper handover from the old Senate to the new. Whether to continue the overlap would be one of the issues in the review of the Charter.

Motion Carried.

Charter Review Committee: CHall, EMuhaxheri, JNorrgard – to report back at next meeting.

JNorrgard described the voting process. The voting will take place on Friday, September 9 after the regular Faculty meeting, extended through business working hours. Distance voting by emails is also allowed as it was last year. All members agreed no motion needed.

## **VI. Policy Review**

### **Nepotism:** Discussion

The policy on Nepotism that was introduced has some language mistakes but also the definition on family members includes wife, husband, father, mother, sister, brother, and so on but no cousins. The policy regarding Nepotism in the draft document *Faculty Policy and Procedures* is better explained.

Motion to accept the policy with the family member, 'cousin' to be added as well as some structural changes in the paragraphs by CHall. Seconded by EMuhaxheri.

Motion carried

## **VII. Old Business**

**Retail Sales on Campus** – RCastleberry suggested that AUK should have a Retail Policy on all sales of any kind, the Auction and other events where the selling of products is involved. Issue is whether this is really within the purview of the Academic Senate or not. Carried over.

**AUK Website Renovation.** RCastleberry reports that his attempts to create a committee to look into this has met with no success. The purpose of this committee is to work on the website to make it look friendlier but also to find things easier. At the annual meeting for All the Faculty and Staff, an Events committee will be proposed; Lavon and Hasan will be involved in this committee too.

Volunteers for the Website Committee are William Wechsler, Ilir Ibrahim, Driart Elshani and Daniel Cosentino. It is also open for students to join the committee.

### **New Business**

**AUK Faculty Fund** – JNorrsgard explains that a few years ago, AUK faculty started a fund for students for academic emergency needs. Recently it became apparent that some structure was needed and some process to apply for funding and to administer the fund.

E Aliu, as Chair of the Student Affairs Sub-Committee, will take on the responsibility of developing a policy and process, in consultation/advising with EMuhaxheri who will talk to the Finance Office regarding designing forms that can be used for deductions. A committee and procedure will be set up to control which student is more in need.

JNorrsgard will send an invitation to the faculty to join in the fund and make a contribution.

## **Accreditation Process**

CHall explained the process of applying for accreditation.

- 1) The Application for Candidacy – By the end of August Dr Bill Wechsler will have sent the formal letter of application, following a successful initial meeting at NEASC.
- 2) We will submit a preliminary set of documents in September demonstrating our prima facie case that we qualify for candidacy. This will trigger an initial visit by NEASC personnel, probably by year-end, to verify that we are what we say we are – an independent, non-profit, American institution.
- 3) This will allow us to proceed to the most important initial activity: the self-study. Over a period of a year to 18 months, we will examine every aspect of our life and work, and set goals and strategies based on our overall mission of educating the future leaders of the region.
- 4) The self-study document will be examined by NEASC and, if accepted as a realistic medium-term strategy, we would then be granted candidate status.
- 5) We then have up to 5 years to demonstrate that we have in fact carried out our strategies and met our goals – or if not, why, and how we have adapted and adjusted our goals. This process will culminate in another report to NEASC, another inspection visit – and, hopefully, at that point, acceptance for accreditation.

The total time to full accreditation is therefore up to seven years. While we have a major asset in working with NEASC in the form of mentoring from Dartmouth College, it remains a long, difficult process and will involve hard work and full participation from all faculty and staff – without exception.

Garentina Kraja is the coordinator who is working with Dr. Wechsler on creating the documents for accreditation.

This process will not affect our relationship with the RIT, and RIT have committed in their contract to support us in the process.

More details about the process are available at <http://cihe.neasc.org/> .

## **Housekeeping**

Motion to adjourn made by RCastleberry. Seconded by EMuhaxheri.

Motion carried.