

**A.U.K Academic Senate  
Meeting Minutes  
Friday, November 06, 2015  
10:00 – 11:45  
Room 401, A.U.K**

*Members of A.U.K community (staff, faculty and students) are welcome to attend*

Members attended: President Thompson, Vice President Daniel Consentino, prof. Mimoza Mustafa, prof. Albina Balidemaj, prof. David Eustice, prof. Xhevahir Kolgjini, Anita Selmani- president of the student government.

Minutes taken by: Festa Kusari

### **Call to Order**

Chair of Senate, Mimoza M., calls the meeting to order and reads the rules for guests.  
Invites President Thompson for comments.

### **Comments from A.U.K President Thompson**

- Freshmen enrollment is actually up this year. However, total enrollment declined, in large part because we had a large graduating class last year. It happened by the virtue of the fact that some students who came in a long time ago took a little longer to graduate, and some others graduated faster. President Thompson asked Albina to provide him with figures of how many students are expected to graduate this year (when this information is available);
- Two committee meetings at the Board of Trustees were held during past weeks: Budget Committee and Academic Affairs Committee; Budget Committee reviewed our financial support for first quarter of this fiscal year and Academic Committee focused upon AUK – RIT relationship.

Mimoza M. thanked President, and after welcoming two Senate members Xhevi and David, she passed on the floor to Vice-President Cosentino.

### **Comments from Vice-President Cosentino**

- Search Committee for a full-time faculty member in Management, with a deadline end of this month;
- Working on the grid for the next term

### **10:10 Approval of minutes from last meeting**

- Minutes from the last meeting approved, considering that David Eustice and Xhevahir Kolgjini (new members) were not attending the last meeting.

### **10:15 Student requests for religious/personal preferences (to continue from last meeting)**

- Mimoza M: the item left from the last meeting and to be discussed in general for student preferences and our stand on such issues, being religious or personal preferences, not talking on individual cases.
- David- If a student has problems with the AUK policies and rules, he/she then should not attend AUK or be a part of it.
- Daniel- If he chooses to participate as an individual, he would thus fail the assignment.
  - AUK has a reputation for not discriminating, make an accommodation – religious holidays.
  - AUK has a small campus with not a lot of resources. How do we accommodate these preferences if they come up?
  - How to discuss the minority issues in campus and accommodate needs? It's a benefit to the campus life to keep the minorities a part of AUK.
  - Come up with a solution as the faculty discussed.
- President Thompson - co-educational institutions, options of preceding somewhere else if the individual cannot stay in a class with all females.
  - Accommodations need to be made whether religious or political. However, in doing this faculty members can not violate the fundamental rules of the campus, while try to accommodate these student preferences.
- Daniel- In comparison with the RIT campus, the AUK campus has a lower than average diversity and awareness issues.
  - Small campus is a problem.
  - Governing body, raise awareness through discussion.
- Mimoza M.- Very often to be dealt in case to case basis, but at the same time being careful in not discriminating someone. Especially knowing that sometimes we might deal with very sensitive cases.
  - Arrange some meetings/discussions through the Faculty Development Center.
  - Discussions in Diversity week, sending message to the public.
- Anita Selmani - the problems with religious affiliations are existing for years, especially for beer pong parties which include alcohol. Religious students request that these parties are not organized, because its offensive to their beliefs.
  - If you don't want to be a part of the parties, then don't attend. Don't request the cancelation of these parties can't exclude the majority of students that like and want to attend.
  - Now, Student Government arranged a praying room for students.
- President- when we talk about diversity we mean ethnicities of Serbs, Turks, Romas and so forth.
  - I don't think the institution has ever had an African-American faculty member. Or Asian American faculty members, only ethnic white.
- Daniel- management position could be African American.
  - Diversity among faculty is an issue among RIT preferences. Diverse faculty body representation, something to think about.

### **10:30 Curriculum Committee members and its approval**

- MIMOZA M. explained that Lorraine volunteered to be the Chair of the Curriculum Committee during the last meeting and based on the Senate Charter the chair of the Standing Committees should not necessarily be a Senate member. So, she suggested Lorraine would remain the Chair, proposing three other members: David Eustice, Michele Pomberg and Venera Demukaj.
- MIMOZA M. puts into vote the Curriculum Committee consisting of the above mentioned members, with Lorraine as a chair.
- David E. seconded
- Approved by all four members (present) voting in favor.

### **10:40 Review and approval of Academic Calendar 2016/2017**

- MIMOZA M.- Main problems with the spring term of academic calendar. 25 M/W and 25 T/TH classes should be satisfied.
- David- professors teaching general education, and with multiple sections of the same course difficult because two Monday's are off.
  - Shift the Friday makeup class, not in the first week but later on, in order to have a balance.
- Daniel- the whole term from October to November is without holidays.
  - Skip the Monday and Tuesday, and start class on Wednesday and then make up for two Fridays.
- MIMOZA M. - 25<sup>th</sup> of November and December 2<sup>nd</sup> – make it a class day.
- MIMOZA M. and President- 28<sup>th</sup> of November is a public holiday, even if you don't have it on the calendar, when the time comes students will request the holiday.
- MIMOZA – Week numbers not correct in spring term, shift the spring break, interchange 10<sup>th</sup> and 11<sup>th</sup> of April because 9<sup>th</sup> of April is the official constitution day, which is a Sunday, so Monday the 10<sup>th</sup> of April would be a day off not Tuesday.
  - Counts the weeks, only classes are needed for spring term.
- Daniel – make up the missed class on a Friday.
- MIMOZA- only Mo/We classes should be made up in order to reach 25 spring classes.
- Daniel- snow days can't be accommodated in cases they happen.
- MIMOZA M. - Summer classes- missing two days, two official holidays.
  - Suggestion: Finish classes on 25<sup>th</sup> of July, based on the class schedule, because two days of classes are off due to two holidays and makeups cannot be done during the summer term.
- Daniel- RIT, adjusting their calendar for students graduating earlier.

- Albina mentions that the Academic Calendar should be submitted to RIT by 01<sup>st</sup> of Dec 2015.
- Mimoza M. – suggests comments to be adopted, the new version of calendar to circulate once again among members and after to call a special Senate meeting before 01<sup>st</sup> of December to approve the calendar.

### **10:55 Review and discussion on the rubric for faculty evaluation process**

- Mimoza M. hands out evaluation rubrics and chapter I of the Faculty Handbook to all the members.
- Daniel – AUK campus along with RIT campus is doing self-assessment.
  - Faculty position and ranks, document outlines
  - Evaluation of faculty's teaching, currently only student's evaluations.
  - Additional evaluations need to be done, such as peer evaluations in the campus scholarship.
  - Have an approved document.
  - How do we, as a faculty, evaluate each other?
  - Three levels, teachings, service and scholarships- required as contracts are reviewed.
  - A process of evaluation is needed. Some faculty members have RIT contracts, while some faculty members have AUK contracts but are teaching RIT classes.
  - Assign ranks to non RIT faculty members teaching at global campus.
  - Faculty ranked to be recognized in Kosovo- Long term.
  - Methodology which will be used for evaluation procedure.
  - Thus this draft begins with teaching, scholarships and service.
- David- peer evaluation is an issue.
  - Judge the content; or teaching style more than the content.
- Daniel – recommendations, evaluate the faculty peer from the same area, e.g. General Education faculty evaluates the other General Education faculty member.
  - Do this in conjunction with the Faculty Member
- Albina- peer review is tricky.
  - Teaching strategies should be reviewed; how a professor is teaching rather than the content.
- Daniel- a component would be, two peer reviews, schedule time in the Faculty Development Center session.
  - Create a feedback rubric.
  - Review process on the teaching methodology
  - Some might not want to go through the process and would like to remain a lecturer, and not get promoted.
  - Each faculty member is responsible for making a schedule through the Faculty Development Center twice a year, each semester.
  - Only for full time faculty members.
  - 20 min slots for each peer evaluation.
  - Evaluate, course material methodologies.
- David- the evaluation process should be done in the classroom.

- Do it more than once, can't evaluate only once a year.
- Daniel -Schedule meetings with the Faculty Development Center twice a year.
  - Peer presentation– Faculty Development Center.
  - Peer review in classroom.
  - Necessary for the accreditation process.
  - Development with individual faculty members.
- Daniel- a form of evaluation might be the work Mimoza M. is doing here with the Senate Meetings; she is providing a service to the institution itself.
  - Use time well to develop a strategy, applicable each year, discussion must happen each year.
- Albina- AUK should have a goal set regarding the evaluations.
  - E.g. A faculty members must attend 5 conferences a year in order to be a evaluated as an excellent faculty member. Then you will know if u reached the goal or not.
- Mimoza M.- weights of the evaluation components are important. As a teaching institution, one assumes that teaching is going to have the largest weight in the evaluation process, compared to scholarship and research.
- Daniel- time bound teaching and methodologies, feedback and notes to recognize some faculty members.
  - To do the review again with the Senate until we come up with accordance for faculty evaluations.
  - My guess is that is going to take on a year to go through all this.

### **11:30 AOB**

- Mimoza M.- The faculty, in general, requires knowing the business hours from the staff, when they are supposed to be in their offices. Getting complaints from different faculty.
- David E.- Staff not being present and not doing their jobs.
- Mimoza M. – The issue to be raised in the management meeting.
- Anita- student enrollment problems.
  - Students complain on why they don't have the same professor that they selected during the enrollment process.
  - Not fair to students, that choose a certain professor, and then they have different one.
- Students having problems with the advisors problems- misinforming students.
  - Create a formal official format for courses.
- Daniel – Every effort is made not to change the assigned faculty, but sometime simply it happens because of staffing issue for some particular courses.
  - Up to the students to figure out, what courses to take.
  - Not the advisors fault.
  - Read the academic bulletin.
  - Check the website
  - All the information is listed there.
- Albina – replies on Anita's request.

**11:45 Meeting adjourned.**