

# **The Faculty Committee on Extended Learning**

## **Wednesday, September 16, 2009 Meeting**

### Minutes

*Committee members present: John Binkley, John Bruton, Rosamaria Chacon, James Craine, Joyce Feucht-Haviar, Coleen Martin, Patricia Miller, Radha Ranganthan, Setareh Torbian-Esfahani*

*Committee members absent: Tamarah Ashton, Eric Garcia, Kyriakos Pontikis, George Wang*

*Guests: Kim Badrkhan, Simin Bahmanyar, Sandra Chong, Jennifer Kalfsbeek, Henrik Minassians, Julia Potter, Lih Wu*

#### **Call to Order**

John Bruton, the Committee Chair, called the meeting to order at 12:15 p.m. The meeting was held in the Executive Conference Room in the Bookstore complex. This first meeting of the academic year serves as an orientation meeting and includes lunch.

John Bruton welcomed the Committee and asked the members and guests to introduce themselves.

John Bruton introduced Sandra Chong, a member of the Faculty Senate Executive Committee assigned to the Faculty Committee on Extended Learning. Sandra Chong thanked the Committee members for their service and briefly reviewed policy and procedures. At the next meeting, John Bruton will present the Faculty Senate Charge to the Committee.

#### **Approval of the May 12, 2009 Minutes**

John Bruton asked for a motion from those Committee members returning from last year to approve the minutes for the May 12, 2009 meeting. John Binkley moved that the minutes be approved and Coleen Martin seconded the motion. John Bruton asked for a vote on the motion from the returning Committee members. The minutes were approved unanimously by the returning Committee members.

#### **Presentation of Tseng College Overview Materials**

Several days before the meeting, the Committee members received an overview briefing document and The Tseng College Mission and Values statement. At today's meeting, each member received a portfolio with additional College overview materials, including:

- Outcomes Overview 2008 - 2009
- A More Focused Look at the Advanced professional Education Strategy
- Tseng College Current Programs List
- Tseng College Five-Year Vision Statement - Spring 2006 (Reconfirmed June 2009) with College Goals 2009-2010

- Tseng College Organizational Chart
- Faculty Committee on Extended Learning Committee Roster
- The Tseng College Compendium
- Various Tseng College program brochures

John Bruton asked Joyce Feucht-Haviar, dean of The Tseng College, to review these materials with the Committee members.

Upon completion of the review by Joyce Feucht-Haviar, John Bruton asked Lih Wu, executive director of Business Operations & Finance for The Tseng College, to present an overview of her responsibilities - finance, human resources and the Intensive English Program (IEP). She distributed a handout which provided a mission statement, statistical information and brief descriptions of the functions of the various units under her supervision.

The next agenda item was a Marketing, Public Relations & Communications overview by Marcella Tyler, executive director of Marketing, Public Relations & Communications. She distributed a handout which describes the various activities of the unit. She stated that The Tseng College's marketing unit is organized as a full scale agency.

Following a brief break, John Bruton asked Joyce Feucht-Haviar to present The Tseng College's Compendium. Following the organization of the compendium, these presentations were made:

- Public Sector Programs by Henrik Minassians, director of Public Sector Programs. In addition to the compendium, an additional handout was distributed with more information.
- Distance Learning Programs by Kim Badrkhan, deputy dean and director of Distance Learning. In addition to the compendium, an additional handout was distributed with more information.
- Professional Studies Programs by Jennifer Kalfsbeek, senior program director of Private Sector Programs. In addition to the compendium, an additional handout was distributed with more information.
- International Programs by Kim Badrkhan, deputy dean, Academic Affairs and International Programs & Partnerships. In addition to the compendium, an additional handout was distributed with more information.

Due to time constraints, the final presentation, University Access Programs by Simin Bahmanyar, director of University Access Programs, will be moved to a later meeting.

The meeting was adjourned at 2:25 by John Bruton, chair. The next meeting is scheduled for October 21, 2009.

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

Prepared by: Julia Potter