Summer School Committee

Meeting Minutes March 29, 2013

 11:00 AM - Waggoner Hall, 115

Present: Ellen Ehrgott (chair), Saisudha Mallur, Richard LaFlam, Richard Gabbei

Absent: Jill Myers, Renee Polubinsky, Alice Melkumia

Discussion began with the approval of the Faculty Survey and the Student Survey. Saisudha suggested that the committee discuss each item. However due to limited time, and the opportunity for examination prior to the meeting, the surveys were discussed in general and approved for submission to the Faculty Senate President and to the Institutional Review Board (IRB) for which Ellen will be responsible. In addition, Ellen will submit the surveys to Lindsay Fender for her to begin composing the surveys for Zimbra. The draft surveys will be sent to the committee members for their approval. When Ellen receives responses from the majority and has Faculty Senate and IRB approval, she will ask Lindsay to release the surveys to the targeted audiences. Renee has provided an opening paragraph to introduce the survey to the faculty and encourage participation, despite the lack of obvious changes in the summer school organization.

Discussion continued on the goals of the committee for the remainder of the year. The results of the surveys will be discussed and recommendations for comments on the report for the Faculty Senate will be accepted. In addition, election of Committee Chair and Recording Secretary must be conducted. After question, Ellen offered to investigate which members of the committee will be leaving and who the new members will be.

It was determined that in the next academic year committee meetings will be held any of the three times Mondays 8am until 9am,Tuesdays 3pm until 4pm, or Fridays 11am until noon.

The next meeting will be held April 8th at 8pm in Waggoner Hall Rm 115 to discuss the Advisor Survey results.

Respectfully submitted by Ellen Ehrgott in the absence of Alice Melkumian, Secretary.