**Date: October 26, 2015 – SPECIAL MEETING**

**Chair: Dov Kugelmass, Ph.D.**

**Recorder: Carole Lee**

| Topic | Discussion | Action |
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| 1. Chair Opening Statement | This is a Special Academic Division meeting called to discuss the Division Director Search led by Tricia Sauter and the TAP umbrella degree and other questions about TAP facilitated by Sarah Selke. |  |
| 1. Division Director Search – Tricia Sauter | A copy of the Announcement of Anticipated Position Openings was distributed. The pool to date is very sparse. Humanities/English division has already met as a new group to discuss questions raised at the last Academic Division meeting.  The current make-up of the search committee for the Division Directors (in the President’s mind) is:   * + Sitting Director   + Representative from Student Services   + Three (3) faculty members   Humanities Department has asked for four (4) faculty members and an at-large representative from the entire division. It was also noted that Humanities stated that collaboration should be encouraged; candidate(s) should have experience in one of the disciplines for which they are applying.  Leadership is an extremely important qualification that needs to be considered. Science and Math need to get together to mesh their needs for a Division Director. Nursing already has a Director, therefore the faculty may be able to give some insight into leadership.  Tricia also brought up the issue of scheduling. As it stands now,  faculty has some input on frequency, etc., and curriculum input as far as the ability to create curriculum. Need to make sure we continue to have some say in this area.  Nicola Ricker asked what happens if the applicant(s) have no experience in the discipline. It was stated that’s why we have preferences. Stressed that ultimately, the President makes the final decision. That’s why it is important that we get involved in the process and provide our input as to our desires and preferences.  Dean Branchini stated that if the pools are adequate in quality and depth, they will most likely go ahead with the search. She stressed that she cannot continue to do all that needs to be done alone. Thank you to Tricia Sauter for all of her help with assisting with the search process and getting the faculty together.  Bill Dopirak stated that a statement needs to come from the faculty body regarding their displeasure of the current make-up of the search committee. After some discussion a motion made and seconded (Bill Dopirak/Diba Khan-Bureau) to request that five (5) faculty be included on the search committee ( one from each proposed division and one at-large member from the Academic Division). | **Urge all departments and newly created departments to meet to discuss needs/issues.**  **Groups need to get together and collect info for search committee in selecting qualified candidates.**  **To date, the following have volunteered to bring their groups together:**  **Nicola Ricker – Science/Math**  **Phil Mayer/Dov Kugelmass – Social Sciences**  **Ed Muenzner – Professional Studies**  **Get back to Tricia to see if there is anything missing by next week.**  **Unanimous vote to send forth request as stated.** |
| 1. TAP Umbrella Degree – Sarah Selke | Sarah explained that the Umbrella Degree is a new associate degree of 60 transfer credits accepted at the 4 CSU and Charter Oak. 30 credits in general education (competencies) and 30 credits in “pre-major”/pathway courses. The Umbrella Degree is just a temporary title for this degree until something more appropriate can be decided. LAS and General Studies will remain in place in addition to the pre-major courses.  Sarah explained that the deadline to report the endorsement vote for Biology, History and the umbrella degree is November 10th, therefore a vote will be held today to affirm the Umbrella Degree or not; there is also space on the ballot for rationale of your vote if necessary.  Jennifer Long stated that Ken Klucznik (Manchester CC) is the faculty rep working at BOR; excellent person who will be there to answer unasked questions. | **Ballots were distributed and will be available in the Academic Division office until Wednesday, Oct. 28th at 2:00 p.m. for those who were unable to vote at the meeting.** |
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**MEETING ADJOURNED AT 1:00 pm**