

IV. Matters for discussion

1. Minimum Class Sizes for Graduate Courses, Including Special Topics Courses

The Chair reported that they have been getting requests for waiver to allow graduate classes with less than five (5) students to be offered. However, they noticed that many of the requests have been for Special Topics courses and not for core courses. She then urged the Deans not to offer the course and not to request for a waiver if there are less than five (5) students in a Special Topics course.

With regard to giving an incentive to faculty members with large graduate classes, the Chair suggested discussing this matter in the unit. She reminded the body that faculty enhancement is one purpose for the increase in graduate tuition fee. She stressed that units should study this matter because demand changes every year and they may not be able to sustain these incentives.

EC Action: The body agreed not to offer graduate Special Topics courses if there are less than five (5) students.

2. More Members of Anti-Sexual Harassment Committee

VCAA Guevara requested the Deans to nominate more faculty members to be part of the pool from which the Anti-Sexual Harassment Committee can draw from to hear sexual harassment cases. She cited the following criteria for the selection of nominees:

- a) preferably female;
- b) holder of a permanent appointment;
- c) gender sensitive;
- d) familiar and appreciative of the importance of issues related to sexual harassment; and
- e) willing to put in time for the resolution of sexual harassment cases.

3. Guidelines Regarding Travel in Connection with Consultancies, Conferences, Seminars and the Like (Appendix B)

VCAA Guevara reminded the Committee of the guidelines regarding travel in connection with consultancies, conferences, seminars and the like. She cited the following guidelines:

- a) A faculty member may be allowed to go on special detail to attend conferences, seminars, and the like, or serve as consultant or resource person during a semester if the total amount of class time missed is not more than 20% of the time for each course s/he is handling that semester.