

**CALIFORNIA STATE UNIVERSITY NORTHRIDGE**  
**Council of Chairs**

Minutes

Monday, April 18, 2011, 10:00 AM

I. Electronic Thesis and Dissertation Project (ETD)

Visit from members of the Pioneering Technology Group (Jeff Weigley, Karl Rink, and Kate Vigna) along with Hedy Carpenter (GRIP) and Elizabeth Altman and Helen Heinrich from the Library. The ETD was demonstrated and discussed; the system is currently in pilot and expected to go live in the Spring 2012 semester. Students will be able to take care of all administrative paperwork online and upload their completed theses to the system (which will automatically file copies in the Library's digital archive). This will save costs for students and the campus as well as decrease the use of paper. The entire process is initiated by the student and governed by campus IDs and logins; committee members will be able to see the students they are advising and the Grad Coordinators will be able to see an overview of student loads.

Questions were raised regarding the possibility of Chairs having a view for the system similar to the Graduate Coordinators; the Council of Chairs will consider whether that is desirable or necessary at a future meeting.

II. Managing S-Factor Issues

Visit from George Uba, Chair of English. He shared the approach that the English Department is taking to the S-Factor issues that have been raised on campus recently and various approaches to these issues were discussed. Council members agreed on the importance of maintaining rigorous culminating experiences for students while ensuring that faculty workload was appropriately compensated.

III. Minutes approved as submitted for December 20, 2010 meeting.

IV. Representatives and Chair for 2011-2

A new Chair will be elected at the next meeting. Lynne Lampert will be the new Representative for the Oviatt Library. Engineering, Business, and AMC will report back at the next meeting if there are new representatives.