

**Academic Affairs Meeting**  
**April 2, 2008**  
**Mortimer Hall-Room 130**  
**3:00-5:00 p.m.**

1. **Members Attending:** Dr. Jill Baker, Ms. Leslie Broughton, , Dr. Joan Gallini, Dr. Jean Hill, Dr. John Jeffries, Faculty Senate, Dr. Donna Woodford, (Proxy for Dr. Brandon Kempner), Dr. Jennifer Lindline, Dr. Yongseek Kim, Dr. Mario Rodriguez, and Dr. Margaret Young.

**Ex-Officio Members:** Mr. John Coca

**Absent:** Dr. David Sammeth, Dr. Linda LaGrange, Ms. Stephanie Butts, Student Senate Secretary, Dr. Brandon Kempner, Dr. Gil Gallegos, Dr. John Hayes, and Dr. Lee Stauffer.

**Others Present:** Dr. Kathy Jenkins, Dean, School of Education, Dr. Jim Burns, Dr. Loretta Salazar, and Dr. Alice Menzor.

Dr. Sammeth was not available; therefore, Dr. Margaret Young officiated the meeting.

2. **Approval of Agenda:** Dr. Jill Baker made a motion to approve the agenda. Dr. Jean Hill seconded the motion. Motion passed unanimously.
3. **Approval of Minutes for February 6, 2008 and March 5, 2007:** Dr. Jean Hill made a motion to approve the February 6, 2008 minutes as amended. Dr. Jill Baker seconded the motion. Motion was approved unanimously.

Dr. Jill Baker made a motion to approve the March 5, 2008 minutes as amended. Professor David Lobdell seconded the motion. Motion was approved unanimously.

Dr. Jean Hill asked if the Undergraduate Program Reviews were turned in. Dr. Hill asked that Susie Maestas email a reminder that they were due March 31, 2008.

4. **Report from Dr. Linda LaGrange, Graduate Studies & Research.**  
Dr. Jean Hill reported on behalf of Dr. Linda LaGrange. Dr. Margaret Young asked for an update on Collective Bargaining.
5. **Report from Registrar – Mr. John Coca, Registrar**  
Mr. John Coca reported that Faculty Marshalls for the 2008 Commencement Ceremony have been selected by the Faculty Senate. They are as follows: Dr. Carol Linder, College of Arts and Sciences, Dr. Margaret Young, School of Business, Dr. Chris Nelson, School of Education, and Dr. Jane Gorman, School of Social Work.

Mr. Coca also reported that 632 graduate and undergraduate students have been cleared for graduation. This number includes students that completed their degrees in the Fall 2007. Of those, 398 are identified as main campus students, the remaining 234 students are from the Centers. A total of 86 students have applied for graduation, and are pending clearance. The majority are graduate students that are either lacking their Program's of Study or clearance from the College or the Schools. Mr. Coca indicated that graduate students are being cleared through their committee chairs and are not included in the 632 count. Mr. Coca announced that Friday, April 4<sup>th</sup> is the deadline to submit names to include in the Commencement Program.

Mr. Coca reported that admissions for incoming Freshmen for Fall 2008 is up 20% from where we were last year at this time. Summer enrollment is down 19 students on the main campus, up 7 students at the Centers. The University is down 3.2% in student enrollment for the Summer; however, we are up in terms of Student Credit Hours (SCH), the University is up 3%.

Mr. Coca stated that he would present the Commencement Student List at the April 16<sup>th</sup> meeting for approval.

Early Registration for Fall 2008 begins on Monday, April 7<sup>th</sup>. The online Schedule of Classes has been activated; hard copies will be available on Friday, April 4<sup>th</sup>.

## **6. Report from Subcommittees, Ballen Endowment and Centers.**

Dr. Jill Baker reported that the Undergraduate Subcommittee approved one appeal. Dr. Margaret Young indicated that there was nothing to report on the Graduate Subcommittee.

No report on the Ballen Endowment as per Dr. Donna Woodford, (Dr. Kempner's Proxy).

Dr. Margaret Young reported on the Centers. At a meeting held on March 26, 2008, it was decided to break the group into two subcommittees: the Distance Education group includes, Dr. Susan Williams, Evonne Tafoya-Roybal, Dr. Deb Perlow and Dr. Young. The purpose is to define Distance Education issues. Dr. Joan Lucero-Sisneros is working on the Centers' issues. Instead of monthly meetings, the subcommittees will work on their goal to have a draft document in place by mid-June, which can be reviewed by the Administration. During Faculty Development Week a workshop is being scheduled to present the procedures, and will not be considered a policies and procedures document. No Board of Regents approval will be necessary, except for Intellectual Property.

## **7. Old Business**

### **7.1. Academic Calendar: Time between Terms, Fall Recess? Start and end dates of term?**

The Academic Calendar had been presented by Ms. Gerri Saavedra at the previous meeting. Dr. Yongseek Kim indicated that at the last meeting it was discussed that the

Proposed 2008 Academic Calendar would include finals after the Thanksgiving break, there was a concern about the timeframe. (**Attachment 1**)

Mr. Coca indicated that the attachment included a note saying that AY 2008-09 was not to be considered in the proposed changes. The noted change would be effective Fall 2009. Fall 2009 would start one-week later, there would be no fall break and 2 days for Fall recess, Thursday and Friday. The proposal for Spring semester is that it would start one-week later, after the Martin Luther King holiday, and Commencement would also be one-week later. Dr. Jean Hill asked Mr. Coca what was the reason for the change. Mr. Coca indicated that it was to help out Administrative Offices, particularly the Business Office prepare for the semester.

Dr. Jennifer Lindline indicated that with the proposed changes, 2 days would be gained during the Fall break, one at Thanksgiving. However, a week would be lost at the beginning of the semester, leaving a 2-day deficit. Dr. Lindline asked how those 2 days would be made up. Mr. Coca indicated that the same number of weeks would remain, but would need to review further. Dr. Jean Hill stated data exists to support that Universities lose a percentage of students after a five-week break vs. a four-week break. She will research this further. Dr. Jill Baker stated that she shared the information with her colleagues and most of them were in favor of the old system, but leaning towards the new system. Dr. Jill Baker indicated that one of the concerns is that spring break would be pushed up a week. Mr. John Coca said that the details would need to be worked out once the Administration made a decision.

After further discussion, Ms. Leslie Broughton made a motion to table. Dr. Jean seconded the motion. A vote was taken. There were 9 in favor, 0 opposed, 0 abstentions. Motion passed.

## **8. New Business**

### **8.1. Education: Add three new classes to list of Electives-Dr. Jim Burns**

Dr. Jim Burns proposed the addition of three new classes stating that it would not affect the Core Curriculum nor Research Requirements for the Master of Arts degree in Educational Leadership. He stated that the proposal is to add the courses to the approved Emphasis Area list. The three new class offerings include: Action Research in Education, (EDLD 611, Selected Topics (EDLD 535/635, and Independent Study, EDLD 590/690. (**Attachment 2**)

After discussion of the proposed addition of the three courses, Dr. Jean Hill made a motion to approve. Dr. Jill Baker seconded the motion. The motion passed unanimously.

### **8.2. Education: Revising Bilingual Education Minor-Dr. Loretta Salazar**

Dr. Loretta Salazar presented revisions to the proposed Bilingual Education Minor and Revision of Reading 416/516. Dr. Salazar indicated that the change was necessary to address the needs of bilingual education and dual immersion (Spanish/English) students.

Dr. Salazar indicated that the change to Reading 416/516 is the description of the course. Dr. Jenkins stated that Dr. Barbara Risch agreed to the revision. Dr. Salazar also stated that Vice President Rivera indicated that this minor belonged to the School of Education, and when any changes are made, that they be made with a courtesy notice to the Department of Humanities.

After discussion of the proposed revision, Dr. John Jeffries made a motion to approve the proposed changes to the Bilingual Education Minor and Revision of Reading 416/516. Dr. Yongseek Kim seconded. The motion passed unanimously. (**Attachment 3**)

**8.3. Mathematics: Revisions to Math 160 Pre-Calculus and Math 211 Calculus I-Dr. John Jeffries**

Dr. John Jeffries presented his request to revise Math 160-Pre-Calculus and Math 211 Calculus I courses. The purpose of the request is to make Math 160-PreCalculus a 5-unit course for which Algebra is a prerequisite. Students will be required to take College Algebra before Pre-Calculus and that Pre-calculus would supersede Trigonometry and add two more units. This will enable the student to be better prepared in Calculus I. The course offerings will begin during the 2009 spring semester. After discussion of the proposed revisions, Dr. Jennifer Lindline made a motion to approve. Dr. Jill Baker seconded the motion. The motion passed unanimously.

**8.4. English: a) Elimination of Composition Workshops b) New Requirement for major-American Literature course (not a new course)-Dr. Donna Woodford**

Dr. Donna Woodford reported that they are eliminating the ENGL 100 and ENGL 111 classes. Dr. Woodford provided a list of reasons why the Composition Workshops were being eliminated:

- Labs' ineffectiveness;
- Unsure of their successfulness;
- The 111 labs inappropriately link English 111 to English 100 which has a remedial stigma, students less likely to use Writing Center.
- Scheduling conflicts with labs and the Writing Center. (**Attachment 5**)

Dr. Woods reported that the English major requires does not require students to take a Major American Writers course in upper-division. It only requires a lower-division course. Now that the University has a full-time literature professor the English department is able to offer this course. This course will prepare those students that are planning to become teachers in the high schools. And for those students going into graduate school, they too, are expected to have a broad exposure to have studied both American and British Literature. After discussion, Dr. Jill Baker made a motion to approve the English major and the Elimination of Composition Workshops. Dr. John Jeffries seconded the motion. The motion passed unanimously.

**9. Adjournment** –Dr. Jill Baker made a motion to adjourn. Dr. John Jeffries seconded the motion. Motion passed unanimously. The meeting adjourned at 4:15 p.m.

