

Academic Affairs Meeting
April 4, 2007
Donnelly Library, Room 327
3:00 p.m.

1. **Members Attending:** Dr. David Sammeth, Dr. Ian Williams (Proxy for Professor Bob Mishler), Dr. Jill Baker, Dr. Ken Bentson, Dr. Helen Blythe, Ms. Leslie Broughton, Dr. Gil Gallegos, Dr. John Jeffries, Faculty Senate, Dr. Yongseek Kim, Professor James Leger, Dr. Nicole Montague, Dr. Carolyn Newman, Dr. James Peters and Dr. Margaret Young.

Ex-Officio Members: Dr. Linda LaGrange and Mr. John Coca.

Absent: Jesse Lopez, Student Senate President, Dr. Lee Stauffer and Dr. Mario Rodriguez

Others Present: Dr. Peter Linder, Humanities Department

2. **Approval of Agenda:** Dr. Jill Baker made a motion to approve the agenda. Dr. Nicole Montague seconded the motion. Motion passed unanimously.
3. **Approval of Minutes:** Dr. Jill Baker made a motion to approve the March 14, 2007 minutes. Dr. James Peters seconded the motion. Motion passed unanimously.
4. **Report from the Dean of Graduate Studies-Dr. Linda LaGrange**
Dr. Sammeth indicated that Dr. Jean Hill sent out an email asking that the Academic Affairs Committee needs to look at reinstating program reviews in some orderly fashion. Dr. LaGrange responded that the graduate coordinators met and they will start the once every five-year review and the schools will do their review and use their own formats. Undergraduate programs will be reviewed by Dr. Hill and will request assistance from the Academic Affairs Committee.
5. **Report from Registrar** – Mr. John Coca reported that Commencement is scheduled for Saturday, May 12, 2007 at 2:00 p.m. Student rehearsal will take place; Friday, May 11th at 3:00 p.m. Mr. Coca asked the committee when they would like for him to provide the graduation list for approval? Dr. Sammeth indicated that he should bring the list to the April 11th meeting.

Mr. Coca also indicated that Early Registration for the Fall 2007 semester begins on Monday, April 9th. The online schedule is activated and the hard copies should be out by Thursday, April 5th. A \$50 discount is being proposed if they register the first two-weeks of the semester (Mr. Coca will verify if it's the first week for first two-weeks.) In addition, Dr. Sammeth asked how many Learning Communities were formed. Mr. Coca responded that there were seven formed.

6. **Report from Subcommittees-** Dr. Baker reported that there are requests for a hearing and petitions to review. Professor Leger reported that they also have petitions to review, and a request for a hearing. Professor Leger indicated that they will discuss Tiffany Yeitakis petition after the Academic Affairs Committee meeting and asked that members meet after the meeting on this issue.

7. **Old Business**

7.1. Review and recommendations concerning First Year Experience (FYE) Program-Dr. Peter Linder

Dr. Peter Linder presented the recommendations concerning the FYE course stating that an ad-hoc committee has been working for some months examining the FYE course and program. He stated that FYE was established in 1999 to address issues of retention and that the first few years of its existence; the program was run by Dr. Merryl Kravitz. However, in the past few years the programs has been run by Ms. Jill Baskerville and has been housed under the Student Affairs office. The ad-hoc committee identified 5 areas of concern:

- Faculty Oversight of the FYE Program (e.g. regular review and evaluation of the course, selection of faculty as primary instructors, faculty advisory oversight program;
- Academic Oversight and Curriculum Selection (e.g. selection of textbook, course curriculum, course delivery and assuring that FYE has academic substance and rigor.
- Demonstrated efficacy of the course in skills training and retention.
- Location of the FYE program within the university (both physical and in terms of supervision and oversight.)
- Limited applicability or utility of program to well-prepared or non-traditional students.

Dr. Linder also presented the recommended changes to the FYE courses as follows:

- Sixteen-week Stand Alone FYE courses include recommendations such as faculty be given the right of first refusal to teach all sections of the class, if insufficient faculty then have non-faculty teach, have each non-faculty supervised by a tenured or tenure-track faculty and each course will have specific academic requirements;
- FYE Embedded in Learning Communities recommendations include allowing only tenured or tenured-track faculty be eligible to submit proposals and to select who will teach the courses, the FYE sections incorporated within learning communities be taught by faculty members, those sections not taught by faculty, non-faculty will consult supervisor. Faculty members will receive partial credit, .5 course credit for every FYE course taught ;
- One-Week FYE courses, the committee recommends modification to reflect an increase in faculty participation, that the academic content be agreed upon by faculty members involved;
- Oversight and Responsibility Issues should include academic credit, since it is an academic program, have a committee or group of faculty oversee

the program and ensure its rigor and academic content and have a mechanism or procedure in place that will provide students who are not in need of the FYE course might be able to opt out.

- Efficacy of the program, that there must be ongoing research to track the success and persistence of students who complete the FYE program, opinion surveys should be sent out to gauge student impressions of the utility of the course, and a follow-program to encourage students to maintain the sense of community built in the FYE courses. (**Attachment 1**)

After review and discussion, the Academic Affairs Committee agreed to share this document with their colleagues for their review and send responses to Dr. Linder via email.

7.2. Conflict between Dual Masters Program (MSW & MBA) and University Catalog-Dr. David Sammeth.

Dr. David Sammeth reported that the Graduate Catalog is in conflict with the Dual Masters Program because the same course for two programs and language will be needed to correct the conflict in the catalog. Dr. Baker will draft a motion bring it to the April 18th Academic Affairs Committee meeting.

7.3. Distance Education Policy-Dr. David Sammeth

Dr. Sammeth indicated that the Distance Education Policy will be reviewed in one of the meeting before the end of the semester. He stated that he would schedule a meeting with Dr. Rivera and Dr. LaGrange to discuss the policy.

8. New Business

8.1. Tiffany Yeitrakis Petition-Professor Jimmy Leger

As per Professor Leger, Professor Mishler asked that the Academic Affairs Committee review Tiffany's petition; however, it will be brought back to the next Academic Affairs meeting when Professor Mishler is present.

8.2. 20 hrs/week Work Limit for Graduate Students-Dr. LaGrange

Dr. Linda LaGrange reported that beginning July 1, 2007; the VP for Finance will no longer allow graduate assistants to work beyond 20 hours allowed unless there was a policy change. Dr. LaGrange indicated that the English department requests most overrides; therefore, Dr. Blythe agreed to draft a memorandum that will address the need for additional hours. Dr. LaGrange said that the policy will now include a qualifier clause. In addition, the catalog and the Graduate Handbook address the 20 hours differently and that will also be reviewed.

8.3. Academic Affairs role in Implementing and Overseeing Aspects of the Strategic Plan-Dr. David Sammeth.

Dr. David Sammeth reported that this item will be discussed at a future meeting. Dr. LaGrange will check the schedule for the Strategic Plan timetable.

8.4. One-year report from Exercise & Sports Science and the School of Education regarding the use of a Written Exam in place of a Thesis-Dr. David Sammeth.

Dr. Carolyn Newman reported that the Curriculum, Instruction and Leadership discipline has administered the comprehensive exam. Exercise and Sports Science has not implemented the change, until after the fall 2008.

Announcements-Dr. David Sammeth

Dr. David Sammeth announced that the following items would be presented in future agendas:

- Advisement Procedures Document
- Course Reviews
- Implement the Add/Minus Grading System
- ITV Meetings

9. Adjournment –Dr. Baker made a motion to adjourn. Dr. Nicole Montague seconded the motion. The meeting adjourned at 4:18 p.m.