

**Academic Affairs Committee Meeting**  
**September 6, 2006**  
**Donnelly Library, Room 327**  
**3:00 p.m.**

- 1. Members Attending:** Dr. David Sammeth; Dr. Jill Baker; Dr. Ken Bentson; Dr. Mario Rodriguez; Professor James Leger; Dr. Carolyn Newman; Dr. Pat Bost, Dr. Helen Blythe, Dr. Lee Stauffer; and Dr. Joseph Sabutis, Faculty Senate.

**Members Absent:** Professor Bob Mishler, Dr. Margaret Young (out of town), Dr. Nicole Montague, Jesse Lopez, Student Senate President, John Coca, (out on Sick Leave)

**Ex-Officio Members:** Vice President Gomez

**Others Present:** Dr. Celestino Mendez, Dean, College of Arts and Sciences

- 2. Approval of Agenda:** Prior to approving the agenda, Dr. Sammeth announced that there were some departments that needed to fill their membership. Presently, the Exercise and Sports Science department needs a member, and the Library needs a member. Dr. Sammeth also announced new members to the committee: Dr. Pat Bost, School of Business, Dr. Helen Blythe, Humanities Department, and Dr. Gil Gallegos, Computer & Mathematical Sciences.

At this point, Dr. Jill Baker made a motion to approve the September 6, 2006 agenda. Dr. Sabutis seconded the motion. Motion passed unanimously.

- 3. Approval of May 3, 2006 and May 10, 2006 Minutes** – Dr. Sammeth announced that the Minutes of May 3<sup>rd</sup> were not available at this time until a later date.

**Minutes of May 10, 2006**-Professor James Leger made a motion to approve the Minutes of May 10, 2006. Dr. Jill Baker seconded the motion. The motion passed unanimously.

Dr. Sammeth provided a handout of the list of meeting days and dates that the Academic Affairs will meet during the 2006 Fall semester. (**Attachment 1**)

- 4. Report from Vice President for Academic Affairs** – VP Gomez welcomed the committee back to the start of a new semester. He indicated that good things will be happening and looks forward to a good year.
- 5. Report from Registrar** – VP Gomez reported that John Coca had to have surgery, and he was making good progress.

6. **Report from Subcommittees** – None to report at this time.

7. **Old Business** – No Old Business to report.

8. **New Business**

8.1 **Election of Committee Chair**—after a discussion, the committee unanimously agreed that Dr. Sammeth continue as Chair of the Academic Affairs Committee.

8.2 Election of Secretary-After discussion, it was agreed unanimously that Dr. Pat Bost, serve as the Secretary for the Academic Affairs Committee.

8.3 Appointment of Members to the Graduate and Undergraduate Subcommittee and Elect Chairs-Dr. Sammeth indicated that members to the Undergraduate and Graduate Subcommittees need to be identified. Dr. Sammeth requested that the committee members email Susie as to which committee they want to be on. Dr. Baker requested that each member that belonged to the Undergraduate Subcommittee continue serving for the sake of continuity. Dr. Baker will continue as Chair for the Undergraduate Subcommittee and Dr. Bentson will serve as Interim Chair.

At this point, Dr. Sammeth requested that they reconvene as a Committee of the whole. Dr. Sabutis made a motion to reconvene as a Committee of the whole. Dr. Baker seconded. Motion passed unanimously.

8.4 **Old Business**

**Goals and Plans for Academic Year**

Dr. Sammeth reported that he compiled a list of things that the committee was working on last year. (**Attachment 2**)

- First Year Experience. VP Gomez indicated that there has been a committee formed and Dr. Peter Linder has agreed to Chair the committee. The idea of the committee is provide academic oversight to the faculty.
- Defining “Pilot Course”, “Pilot Program” – Professor Bentson. Dr. Sammeth indicated that this needs to be reviewed and defined it is going to be Pilot Course or a Pilot Program.
- Catalog Language – Dr. Sammeth informed the committee preparations have to be made for the new catalog coming up next year. It was noted that a timeline should be set to meet deadlines. This is a considered as a priority.
- Competency Testing for Masters of Science in Education “procedure”- This was approved, but it wasn’t decided as to how the testing would be brought back to Academic Affairs and this needs a follow-up.
- Course Evaluation Process-Dr. Sammeth indicated that there was concern as to how courses were evaluated. Course Evaluations noted as a priority, it was expressed that some professors rely on them.
- Bachelor of Universities Studies Final – details. Dr. Sammeth reported that there needs final details to be tweaked. He indicated that he

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received an email from Dr. Rael stating that he was working on finalizing that.

**New Business** – Dr. Sammeth indicated that these items were brought to his attention:

- UNIX Operating System courses 324 and 524
- Professor Bob Mishler: Criteria for listing student on graduation program/walking
- Campus activities during finals week and “former” dead week, last week of classes
- Physics – still has not been resolved as to whether or not there is a major. This also considered a priority item.
- Distance Education Policy – complicated, there is no consistent policy. This needs to be reviewed.
- Finals Schedule – resume rotation of times. Dr. Sammeth reported that finals used to be rotated. It would change from semester to semester.
- Academic Calendar – approval.
- Catalog year (current catalog 2005-2007)
- School of Business – modifications to the MBA Program

In addition to the items on this list, members added Advisement of Students, AP Courses, and the Procedure for approving New Programs.

**8 Adjournment** – After discussion of the Goals and Plans for the New Academic Year, Dr. Sammeth asked for a motion to adjourn. Dr. Ken Bentson made a motion to adjourn. Dr. Baker seconded the motion. The meeting was adjourned at 4:24 p.m.