

**Academic Affairs Meeting
October 3, 2007
Kennedy Hall-Back Room
3:00 p.m.**

1. **Members Attending:** Dr. David Sammeth, Ms. Winona Sorenson, Dr. Jill Baker, Dr. Ken Bentson, Ms. Leslie Broughton, Dr. Gil Gallegos, Dr. Joan Gallini, Dr. John Hayes, Dr. Jean Hill, Dr. John Jeffries, Faculty Senate, Dr. Brandon Kempner, Dr. Yongseek Kim, Dr. Carolyn Newman, Dr. Lee Stauffer and Dr. Margaret Young.

Ex-Officio Members: Mr. John Coca

Absent: Dr. Linda LaGrange, Dr. Mario Rodriguez, and Mike Sallee, Student Senate President.

Others Present: Dr. Gilbert Rivera, Vice President for Academic Affairs

2. **Approval of Agenda:** Dr. John Hayes made a motion to approve the agenda after adding Item 9.1. Dr. Jill Baker seconded the motion. Motion passed unanimously.

3. **Approval of Minutes:** Dr. Kenneth Bentson made a motion to approve the September 19th, 2007 minutes. Dr. Jill Baker seconded the motion. Motion passed unanimously.

4. **Report from Dr. Gilbert Rivera, Vice President for Academic Affairs**

Dr. Rivera stated that state-wide plans to implement performance based funding are underway. He added that retention and graduation rates are part of those benchmarks. Dr. Gilbert Rivera reported that he is proposing a draft of a "Freshmen Year Initiation" that includes the programs and services currently available and an expansion of services that address the need of all incoming freshman regardless of academic level. The intent is to promote student persistence and performance. An ad-hoc committee with representation from Academic Affairs and Student Affairs would be formed to review and revise the draft.

In addition, Dr. Rivera suggested that honors courses and opportunities for undergraduate research should be included in the Program. Dual credit students enrolled at the University would have an opportunity to take these courses.

Dr. David Sammeth asked Dr. Rivera to address Item 8.3., forming a committee to address issues pertaining to the Centers.

Dr. Rivera reported that he has had meetings with Deans and Center Directors regarding policies and procedures regarding the process for addressing the needs of faculty and students at the Centers. He is requesting that an ad-hoc committee to review the needs of students and faculty be established. Topics such as hiring of faculty, scheduling, student advisement and evaluation of student learning as well as outcomes assessment should be

included in the discussions. A committee of on campus and center faculty and other offices, such as, institutional research, registrar's office, financial assistance and the business office should be included on the committee. After discussion, Dr. Jean Hill made a motion to form an Ad-Hoc Committee of faculty and staff. Dr. Jill Baker seconded the motion. Motion passed unanimously. Dr. Margaret Young will serve as chair. Dr. David Sammeth and John Coca, Registrar agreed to participate.

Dr. Rivera also reported that he has asked Educational Outreach Services to identify a location to locate a lab where Academic affairs, Faculty Senate and faculty at-large meetings can be held via ITV. This would allow Center faculty the opportunity to participate and stay informed regarding main faculty matters.

5. Report from Registrar – John Coca, Registrar

Mr. John Coca reported that mid-terms are scheduled October 15-16th, online grading will be available October 5th. Mid-term grades are due on Monday, October 15th at the Registrar's Office.

The final draft of the 2008 spring schedule of classes is due on October 5th and will be finalized by Andrea Crespín, Registrar's Office before being sent to the vendor for printing.

Dr. Sammeth asked how lecture rooms were selected. Mr. Coca said that there is no set practice; it's first-come, first-serve basis. John said he will provide Dr. Rivera a report of the current practice and seek ways to implement a better method of issuing lecture halls. He said he would also meet with Dean Lujan to see what courses the College of Arts and Sciences will offer.

6. Report from Subcommittees & Ballen Endowment

No report at this time from the Subcommittees.

Dr. David Sammeth commended Professor Sorenson for agreeing to serve as Chair on the Ballen Endowment Committee. Professor Sorenson stated that a meeting is tentatively scheduled for 8:30 a.m. on Tuesday, October 9th.

7. Old Business

Dr. Jean Hill asked who was working on Program Reviews. Dr. Sammeth indicated that he will include this item at the next meeting's agenda.

8. New Business

8.1. Proposed Changes to the School of Business-Dr. Margaret Young

Dr. Margaret Young presented School of Business changes to two MBA courses from the 500 level to the 600 level. In addition, change the requirements for BUS 696-Business Case Study so that students receive a grade. (**Attachment 1**)

After discussion, it was agreed to forego approval on the MBA courses until the committee reviews the syllabus. Dr. Jean Hill made a motion to approve BUS 696- Business Case study so that students receive a grade. Dr. Jill Baker seconded the motion. Motion passed unanimously.

8.2. Proposed Changes to the RN-BSN Program-Dr. David Sammeth

Dr. David Sammeth reported that on September 19th, the Academic Affairs Committee discussed the changes to the RN-BSN Program of Study. What is required at this meeting is approval of the proposed courses. (**Attachment 3**).

Proposed changes included the following:

1. **Approve courses as pre-requisites to the nursing program of study.** Dr. Jean Hill made a motion to approve after adding Technical Writing as originally proposed. Dr. John Hayes seconded. Motion passed unanimously.
2. **Approve accepting Statistics as the core math requirement for all nursing majors.**
After a discussion of the pros and cons, Dr. Jean Hill made a motion to table. Dr. Jill Baker seconded the motion. Motion passed unanimously.
3. **Award 30 hours of upper division credit for previous RN education.** Dr. Jean Hill made a motion to approve. Dr. John Hayes seconded. Motion passed unanimously.
4. **Approve the revisions to courses on Health Assessment and Nursing Informatics which were previously approved.** Dr. Ken Bentson made a motion to approve. Dr. Jill Baker seconded the motion. Motion passed unanimously.
5. **Approve the new courses that are to be included in the program of study:**
 - **Cultural Competencies and Health Care (3) credits**
 - **Nursing Research and Evidence Based Practice (3) credits**
 - **Gerontological Nursing Practice (3) credits**
 - **Seminar in Professional Nursing Leadership (2) credits**Dr. John Hayes made a motion to approve these courses. Dr. Jill Baker seconded the motion. Motion passed unanimously.

8.3. Faculty Senate Charge: Working with Dr. Rivera to form Subcommittee to address issues pertaining to Centers. (See Item 4)

9. Meeting of the Whole-Dr. David Sammeth

Dr. Jill Baker made a motion to move to the Meeting of the Whole. Dr. Margaret Young seconded. Motion passed. Dr. David Sammeth stated that the School of Social Work is requesting to allow students to graduate before practicum is completed. After discussion of the pros and cons, the committee agreed to table this discussion until the next meeting.

10. Adjournment –Dr. Jill Baker made a motion to adjourn. Dr. John Hayes seconded the motion. The meeting adjourned at 4:47 p.m.