

**Academic Affairs Committee Meeting
October 4, 2006
Donnelly Library, Room 327**

- 1. Members Attending:** Dr. David Sammeth, Dr. Jill Baker, Dr. Helen Blythe, Dr. Carolyn Newman, Dr. Yongseek Kim, Ms. Leslie Broughton, Dr. Dick Greene, Proxy for Dr. Ken Bentson, Dr. Lee Stauffer, Dr. Margaret Young, Professor James Leger, Dr. Gil Gallegos, Dr. Pat Bost, Dr. Mario Rodriguez, and Dr. Joseph Sabutis, Faculty Senate.

Members Absent: Mr. Jesse Lopez, and Dr. Nicole Montague

Ex-Officio Members Attending: VP Gomez, and Mr. John Coca.

- 2. Approval of Agenda:** Dr. Jill Baker made a motion to approve the agenda. Dr. Margaret Young seconded the motion. Motion passed unanimously.

Approval of May 3, 2006 and September 20, 2006 minutes. After review and discussion of May 3, 2006 minutes, Dr. Lee Stauffer made a motion to approve the minutes and include the names of the committee members present at the meeting. Dr. Margaret Young seconded the motion. Motion passed unanimously.

September 20, 2006 minutes: Dr. Pat Bost made a motion to approve the September 20, 2006 minutes. Professor Bob Mishler seconded the motion. Motion passed unanimously.

- 4. Vice President's Report** – VP Gomez had no report at this time.
- 5. Registrar's Report** – John Coca reported that the Final Grade rosters will be sent out towards the end of the week. Mr. Coca encouraged on-line grading. Mr. Coca also announced that the schedule of classes for Spring 2007 is being finalized this week as well. Early Registration will begin November 14, 2006.
- 6. Report from Subcommittees** – Dr. Baker reported that they have reviewed several petitions and she requested that the Undergraduate Subcommittee stay on after the meeting to discuss a pressing issue.

Professor Leger reported that he was nominated to serve as chair of the Graduate Subcommittee. In addition, Dr. Yongseek Kim will serve on the Graduate Subcommittee and Ms. Leslie Broughton will serve on the Undergraduate Subcommittee.

7. Old Business-

7.1 Department of Computer and Mathematical Sciences-Course changes

“UNIX Operating Systems” 324 & 524-Dr. Tahani reported on the request to add a new course, the UNIX Operating System 324 and 524. He said the course was designed to teach more programming hands-on. He indicated that it would be offered to both Junior’s and Graduate students and was considered an elective course.

Dr. Sammeth asked for a motion to approve discussion to add a new course, the UNIX Operating System 324 and 524. Dr. Young made the motion. Dr. Baker seconded the motion. Motion passed to discuss.

After discussion of the new course, it was agreed by the committee to make the goals distinct, define how courses apply to each level; bring this request back to the committee after clarifications were made.

Professor Mishler moved to table until the goals, topics and evaluations noted in the 324 and 524 course levels were clarified. Dr. Baker seconded the motion. A vote was taken to table, there were 8 in favor, 0 opposed and 0 abstentions.

7.2 School of Business-Proposed changes to MBA Program-Dean Bill Taylor-

Dr. Sammeth requested a motion to discuss the changes to the MBA program. Dr. Margaret Young made a motion to open discussion. Dr. Baker seconded.

In the handout, the School of Business proposed to make modest changes to the MBA Program. This request would provide more flexibility to the students and provide them with their varying needs. (**Attachment 1**)

Discussion issues involved:

- Whether or not to remove giving students an Incomplete
- This issue of outside members
- Quality control
- Case study distinct from a thesis, more controlled format.
- Leveling Courses-requires two leveling courses
- Core Courses-six core courses would be required plus the capstone.
- Concentrations-students would be able to choose among 5 concentrations.
- Capstone
- Recommendation of International courses

After review and discussion of the proposed changes to the MBA Program, Dr. Sammeth requested a motion to approve the proposed changes. Dr. Margaret Young made a motion to approve the Curriculum Changes to the School of Business, MBA Program which would include the language noted under capstone to read: “An outside member could be substituted for one of the Business faculty members, **in**

consultation with the Chair. Dr. Baker seconded the motion. A vote was taken there were 14 in favor, 0 opposed, 0 abstentions. Motion passes.

7.2 Deadline for Submission of proposed changes for the Catalog (Academic Calendar dates). Dr. Sammeth indicated that he drafted a memorandum to send out to Deans, Chairs and Program Coordinators. Dr. Dick Greene, Proxy for Dr. Bentson, made a motion to distribute the memorandum to all Deans, Chairs and Program Coordinators with a submission of December 10, 2006. Dr. Sabutis seconded. Motion passes. (**Attachment 2**)

Dr. Sammeth inquired from John Coca was takes place with Academic Calendar dates. Mr. Coca indicated that the committee has approved the dates and the Registrar's office follows that format.

7.3 Use of and purpose of term "Pilot Course" & Pilot Program – Dr. Ken Bentson. Dr. Sammeth indicated that Dr. Bentson was spearheading this effort, but was not present to report on it. Dr. Sammeth reported that there was an Academic Affairs manual in the Vice President's office where all policies could be kept for future reference.

At the September 20th meeting a charge was given to Professor Mishler that he, Dr. Bentson and Dr. Kathy Jenkins work on the existing manual.

After discussion, Dr. Joseph Sabutis made a motion to form an Ad-Hoc committee of the Academic Affairs committee to check the order and look into updating the existing Academic Affairs Manual and submit it electronically on the website. Dr. Young seconded the motion. Motion passed unanimously.

8. New Business

8.1. Rotating Schedule for time and day of course final each term-Dr. Sammeth indicated that there used to be a rotating schedule for finals. Dr. Joseph Sabutis made a motion to have Academic Affairs review the rotating scheduled for the time/day of each course final for each semester. Dr. Young seconded. Motion passed unanimously.

8.1 Academic Affairs Committee role in implementing and overseeing aspects of the Strategic Plan-Not discussed at this meeting.

9. Adjournment – Dr. Sabutis made a motion to adjourn. Dr. Baker seconded the motion. Meeting adjourned at 4:40 p.m.