

Academic Affairs Committee Meeting
October 18, 2006
Donnelly Library, Room 327

1. **Members Attending:** Dr. David Sammeth, Professor Bob Mishler, Dr. Margaret Young Dr. Pat Bost, Professor James Leger, Dr. Gil Gallegos, Dr. Nicole Montague, Dr. Yongseek Kim, Dr. Helen Blythe, Dr. Ken Bentson, Dr. Jill Baker, Dr. Lee Stauffer, Dr. Leslie Broughton, and Dr. Joseph Sabutis, Faculty Senate.

Members Absent: VP Gomez, Dr. Carolyn Newman, Mr. Jesse Lopez, and Dr. Mario Rodriguez

Ex-Officio Members Attending: Gerri Saavedra (Proxy for John Coca)

Others Attending: Dr. Bill Taylor, Dean, School of Business, and Dr. John Hayes, School of Business

2. **Approval of Agenda:** Dr. Jill Baker made a motion to approve the agenda. Dr. Margaret Young seconded the motion. Motion passed unanimously.
3. **Approval of October 4, 2006 minutes.** No approval at this time.
4. **Vice President's Report** – No report at this time.
5. **Registrar's Report** – Ms. Gerri Saavedra (Proxy for John Coca) passed out a copy of the Academic Calendar. (**Attachment 1**) She reported that the current Academic Calendar for spring 2007 has a shaded area noting that the dates for the Spring Recess were published incorrectly in the catalog. The correct date for Spring Recess is April 6-9th, but is incorrectly listed as April 13th-16th. The spring schedule will have the corrected dates. Dr. Sammeth requested that members of the committee share this information with their departments. Dr. Sammeth indicated that the Academic Calendar will be voted on at the next meeting.
6. **Report from Subcommittees** – Dr. Baker reported that several petitions have come through. Professor Leger reported that they have reviewed about twelve petitions, most of them were approved.
7. **Old Business**
 - 7.1 **Use of and purpose of term "Pilot Course" & Pilot Program--**Dr. Sammeth reported that Pilot Course and Pilot Programs have been discussed in previous meetings regarding their definitions. Dr. Ken Bentson reported on the handout entitled, "Pilot Program" and "Pilot Course" (**Attachment 2**). After discussion of the definitions, Dr. Sammeth requested a motion.

Dr. Pat Bost made a motion to approve the first part of the definitions, the Pilot Program. Dr. Baker seconded the motion. Motion passed.

After further discussion, Dr. Lee Stauffer made a friendly amendment to Dr. Bost's motion to "change the word majors to programs of study and where major is found add minor as well." Dr. Baker seconded. A vote was taken there were 14 in favor, 0 opposed, 0 abstentions. Motion passes.

After discussion of "Pilot Course", Dr. Pat Bost made a motion to approve the language in the Pilot Course definition. Dr. Baker seconded. After a discussion, Dr. Sabutis made a motion to table the Pilot Course, Pilot Program definitions until they were reworded and agreed to by the committee. Dr. Baker seconded the motion. Motion passed unanimously.

7.2 Catalog Language: unaccredited degrees/credits-This will be discussed at the next meeting.

8. **New Business**-Dr. Sammeth indicated that the School of Business had three items that they needed to present as noted below:

8.1 Request for additional track in "Financial Planner"- Dr. John Hayes presented to the committee to add an additional track to the current finance degree in the School of Business. He said this will require the implementation of five new classes. He also indicated that no new resources would be required. He indicated that this additional track would be a plus for the University to be CFP Board Registered. (**Attachment 3**)

After discussion of the presentation, Dr. Jill Baker made a motion to approve the Curriculum Changes to the School of Business, Proposed CFP, Board Registered Personal Financial Planning Program as a second track of the current Finance Program. Professor Bob Mishler seconded the motion. A vote was taken, there were 12 in favor, 0 abstentions, 0 opposed. Motion passes.

Request for General Business Minor—Dr. Margaret Young reported that there was a request from Exercise and Sports Science department to create a General Business Minor. The proposed minor would require 24 hours and cover all major business areas. (**Attachment 4**)

After discussion of the General Business Minor, Dr. Baker made a motion to approve the motion. Dr. Margaret Young seconded. A vote was taken, there were 13 in favor, 0 opposed, 0 abstentions. Motion passed.

Request for list additional classes to be accepted as part for International Business degree-The School of Business is requesting to add three elective courses proposed by the College of Arts and Sciences. These courses are: Anthropology 515, Social and Culture Change, Anthropology 651, Graduate Seminar: Concepts of

Human Culture and Sociology 639, Contemporary Sociological Theories.
(Attachment 5)

After discussion of this item, Dr. Ken Benston made a motion to approve additional classes as part of the International Business degree. Dr. Baker seconded. A vote was taken, there were 13 in favor, 0 opposed, 0 abstentions. Motion passes.

8.2 Sabbatical: for this year and last-This item was deferred.

8.3 Guidelines for Petitions-Professor Mishler handed out a copy of a motion that could be decided upon at the next meeting that both the undergraduate and graduate subcommittees of the Faculty Affairs Committee: 1) meet as a collective body to formally act on all academic petitions; 2) maintain written records of all action; 3) state reasons for denial of a petition; and 4) submit a written report of all subcommittee actions to the Faculty Academic Affairs Committee at the end of each semester. After a discussion of how petitions are currently being handled, the committee unanimously agreed that Dr. Sammeth will draft a letter to VP Gomez to formally look into the process of reviewing petitions. The committee agreed that Dr. Sammeth would draft the letter.

8.4 Distance Education Policy-Dr. Sammeth indicated that the Distance Education Policy has many inconsistencies, there are a variety of mixtures in the policy and that there is no comprehensive policy in place. It was agreed that the current policy be reviewed and brought back to the table.

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

9. **Adjournment** – Dr. Ken Bentson made a motion to adjourn. Dr. Jill Baker seconded the motion. Meeting adjourned at 4:24 p.m.