

## **Academic Affairs Committee Minutes**

### **October 19, 2011**

1. **Roll Call (3:09 pm) In Attendance:** Donna Woodford-Gormley, April J Kent (proxy), Andrellita Chavez, Craig Conley, Cristina Duran, Pete LeRoy, Joan Gallini, John Jeffries, Mary Shaw, Carmen Vidal-Lieberman, Andre Garcia-Nuthmann, Ian Williamson, Emmanuel Nkwenti.  
**Absent:** Jim Burns, Gilbert Rivera

#### **2. Approval of the Agenda**

The agenda was approved. (Chavez/Conley)

#### **3. Approval of the Minutes**

Minutes of October 5<sup>th</sup> were approved. (Shaw/Conley)

#### **4. Report from VP, Academic Affairs**

No report from the VP.

#### **5. Report from Registrar**

- a. The registrar's office is finalizing the spring schedule. It will hopefully be live Monday, October 31.
- b. Degree Works: ITS is moving it from pre-production to production. Hopefully, it will be ready next week.

#### **6. Report from the Faculty Senate**

- a. Bookstore Mgr. Jeannine Mueller met with the senate and addressed book ordering issues.
- b. Discussed various handbook edits.
- c. Discussed voting privileges for those faculty not allowed to vote on committees on which they might serve.
- d. Discussed the graduate student association (whether or not they are a viable organization).
- e. Discussion of the letter that requested release time for Academic Affairs was tabled.

#### **7. Reports from Subcommittees/Centers**

- a. The Ballen Committee met last Thursday. Ian Williamson was elected chair for the fall. Craig Conley will be chair in the spring. Dr. Williamson will send out the call for proposals next week.
- b. Joan Gallini reported that Merryl Kravitz is collecting the required information from the content areas in the College of Arts and Sciences for the NCATE accreditation visit. If there are any questions, faculty should contact either Dr. Kravitz or Dr. Gallini.

#### **8. Old Business**

- a. Subcommittee – The Academic Petition Procedures were reviewed. Dr. Woodford-Gormley asked members to volunteer for either the undergraduate or graduate student appeals subcommittees. Absent members were assigned as needed.
  - i. **Undergraduate student appeals subcommittee:** John Jeffries, Mary Shaw, Ian Williamson, Craig Conley, Donna Woodford-Gormley, Cheryl Zebrowski, Luis Ortiz, Mario Rodriguez.
  - ii. **Graduate student appeals subcommittee:** Andre Garcia-Nuthmann, Carmen Vidal-Liberman, Joan Gallini, Andrellita Chavez, Cristina Duran, Emmanuel Nkwenti, Jim Burn.
  - iii. Emmanuel Nkwenti was elected chair of the graduate student appeals subcommittee.
  - iv. The election for the chair of the undergraduate student appeals subcommittee was tabled.

## 9. New Business

- a. AAC attendance Policy: Pete LeRoy proposed that the Academic Affairs Committee follow the attendance policy and attendance record keeping procedures of the Faculty Senate. There was discussion about notifying department chairs about the absences of Academic Affairs members. Circulating agendas with attendance records to department chairs was also discussed.
  - i. A motion was made to adopt the Faculty Senate Attendance Policy and to add attendance records to the agenda and minutes and to distribute them to department chairs/deans (Conley/Garcia-Nuthman). Motion passed.
- b. AAC Staff Support: The need for staff support for the Academic Affairs Committee in order to produce more in depth minutes and keep track of paperwork was discussed. Dr. Williamson raised the possibility of the Academic Affairs Committee secretary receiving a quarter time release like the secretary of the Faculty Senate receives. Mr. Coca pointed out that the Academic Affairs Committee will see an increase in paperwork with course changes and programs review. Dr. Shaw pointed out that it is useful to have someone keep track of paperwork to ensure it gets where it needs to go.
  - i. Dr. Williamson made a motion to recommend to the Faculty Senate to recommend to the administration to reinstate clerical support for the Academic Affairs Committee. (Williamson/Vidal-Liberman). Motion passed.
  - ii. Dr. Chavez made a motion to recommend to the Faculty Senate to add the clerical support to the faculty handbook. (Chavez/Shaw). Motion passed.

10. Meeting was adjourned at 4:21 p.m.