

Academic Affairs Committee Minutes
September 19, 2012 (Approved October 3, 2012)

- 1. Roll Call (3:08 pm) Members Present:** Donna Woodford-Gormley, Cheryl Zebrowski, Pete LeRoy as proxy for Andrellita Chavez, Craig Conley, Cristina Duran, Andre Garcia-Nuthmann, John Jeffries, Carmen Vidal-Lieberman, Warren Lail, Seonsook Park, Margot Geagon, Jesus Rivas
Also in Attendance: Linda LaGrange
Absent: John Coca

2. Approval of the Agenda

The agenda was approved. (Lail/Rivas)

3. Approval of the Minutes

Minutes of September 5th were approved. (LeRoy/Conley)

4. Report from the associate VP, Academic Affairs

Linda LaGrange and Pete LeRoy reported that all graduate coordinators will be on the graduate committee which was approved as a standing committee of the Faculty Senate. It will be called the Graduate Coordinators Advisory Committee and it is charged to work, not as a senate committee, but as a regular advisory committee to work with the Office of Graduate Studies and the Academic Affairs Committee as needed.

5. Report from Registrar

John Coca was not here today.

6. Report from Faculty Senate

Pete LeRoy gave a brief summary of the Faculty Senate meeting. The full report is attached. The Emergency Preparedness Committee will be forwarding policies to the president.

7. Reports from Subcommittees/Centers

- a. Ballen Endowment: no report
- b. Undergrad appeals: 2 appeals and 1 in-person, none of which have been resolved.
- c. Graduate appeals: received 8-10 appeals and is developing a way to deal with so many. Questions regarding transfer of graduate credits and undergrad degree from unaccredited institutions. Linda LaGrange usually denies transfer credits from such institutions.

8. Action Item: Election of Vice chair

- a. Warren Lail was nominated as chair. (Vidal-Lieberman/Conley) He was elected by acclamation, subject to departmental approval. He will be acting chair in the spring as Donna will be on sabbatical.

9. Action Item: Election of chair for Ballen Subcommittee

- a. Craig Conley volunteered and accepted the chair.

10. Terms of chair, vice chair

- a. After discussion of several options, a motion was made to keep the chair and vice-chair as separate positions, as situations may change. (Geagon/Rivas) Motion carried unanimously.
- b. Discussion of 1 or 2 year terms. Motion made to have terms of Chair and Vice-Chair be annual with the opportunity to renew. The election will take place Spring semester prior to formulation of the final Fall course schedule in order to accommodate release time. (LeRoy/Zebrowski) Motion carried with 1 opposed.

11. Discussion of Academic Appeals Procedures

- a. Donna to forward comments to Dr. Romine & the Academic Affairs Office. Suggestions were to keep the 2001 procedures with the following changes:
- b. Item 4: "...should respond in a timely manner to the petition." "The ballot and all original materials must be sent back to the Office of Academic Affairs. All other copies should be destroyed or deleted."
- c. Item 5: "...they may make a personal appeal to the subcommittee within 30 days."

12. AAC forms and instructions: tabled

13. Reconvening of Social Work Program Review Committee: tabled

14. Discussion of Business proposal – oil and gas

- a. Dr. Young presented the rationale and need for the BAS degree. Some discussion from the science faculty. AAC members should submit further feedback & questions to her.

15. Charge from Faculty Senate: Discussion of Scheduling Blocks: tabled

16. ACT Scores – discussion of policies: tabled

17. Meeting adjourned at 4:55