

## **Academic Affairs Committee Minutes** **October 3, 2012 (Approved Oct. 17)**

- 1. Roll Call (3:01 pm) Members Present:** Donna Woodford-Gormley, Cheryl Zebrowski, 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:** Pete LeRoy, John Coca, Linda LaGrange  
**Absent:**

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

The agenda was approved with the addition of report from faculty senate, and old course approvals. (Conley, Lail)

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

Minutes of September 19th were approved. (Conley, Vidal-Lieberman)

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

Linda LaGrange is still trying to determine how best to organize the Graduate Programs Coordinators Committee and she will call a meeting with the coordinators to discuss. The 20 hour work load limits for graduate assistants are regularly waived with permission of the advisor. It was agreed to continue this policy.

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

John Coca reports that the catalog will be republished this year and the timeline is very tight. The Registrar's Office wants to meet with each department and then send entire document to University Relations for editing and formatting. It is hoped that departments would have an opportunity for a final review. Donna will send out a notice to faculty that it is a catalog year and new programs or program changes should be sent to AAC before December.

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

Pete LeRoy gave a brief summary of the Faculty Senate meeting. There is an issue about the registrar's office entering NG when an instructor has not entered a grade and it never gets removed. The Faculty Senate has charged Academic Affairs with resolving this issue. Some discussion focused on the need for department chairs to review, or the registrar's office to somehow flag them. Discussion will continue at the next meetings.

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

- a. Undergrad appeals has resolved 1 appeal, and has a strategy for the 2<sup>nd</sup> appeal. The 3<sup>rd</sup> appeal was resolved by Dr. LaGrange.
- b. Graduate appeals approved 6 appeals, and denied 1.
- c. Ballen Endowment will send out the call for proposals in October.

### **8. MFA program – Media Arts**

- a. Some suggestions were made regarding improving clarity on resources needed and the future of Media Arts in the MACS program. Optimistic start date is Fall 2014. There were concerns about no requirement for a cultural class since the word is in the program title. The cultural aspect of the degree should be addressed. Motion made to approve the program.  
(Geagon/Jeffries) After a brief discussion regarding committee members needing more time to review the proposal in detail, the motion was withdrawn and tabled for the next meeting.

**9. Charge from Faculty Senate: Discussion of Scheduling Blocks**

- a. What are specific complaints and concerns? Main issue seems to be that some instructors schedule times which conflict with other classes and causes problem when scheduling final exams. Can the schedule be entered directly in Banner by the department which would catch scheduling conflicts? Some student conflicts are an advising issue. Donna will e-mail faculty to find out what concerns they have.

**10. AAC forms and instructions**

- a. New forms have been approved and are posted online. But the instructions need some revision. The program review also needs to be revised. Committee members should e-mail comments to Donna.

**11. Reconvening of Social Work Program Review Committee**

- a. Warren will take over coordinating the review.

**12. ACT Scores – Discussion of Policies**

- a. Tabled

**13. Old Course Approvals**

- a. Tabled

**14. Meeting adjourned at 4:52. (Rivas/Vidal-Lieberman)**