

## **Academic Affairs Committee Minutes**

**November 7, 2012 (Approved Dec. 5)**

1. **Roll Call** (3:04 pm) **Members Present:** Donna Woodford-Gormley, Cheryl Zebrowski, Pete Leroy as proxy for Andrellita Chavez, Craig Conley, Cristina Duran, Andre Garcia-Nuthmann, John Jeffries, Warren Lail, Seonsook Park, Margot Geagon
2. **Also in Attendance:** John Coca  
**Absent:** Jesus Rivas, Carmen Vidal-Lieberman

### **3. Approval of the Agenda**

The agenda was approved with addition of AAC forms under item 9. (LeRoy/Lail)

### **4. Approval of the Minutes**

Minutes of October 17<sup>th</sup> were approved with correction to those in attendance. (LeRoy/Conley)

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

John Coca reports that registration for spring semester opened Monday. December is the preferred deadline for catalog changes, most of which should be approved by AAC, but the registrar's office will work with departments as needed. Registrar's office will send a draft in February or March to departments for final review.

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

Pete LeRoy gave a brief summary of the Faculty Senate meeting. The full report was e-mailed to the committee members.

### **7. Reports from Subcommittees**

- a. Social Work Program review met and would like a revised executive summary. They expect to complete this by next AAC meeting.
- b. Ballen Endowment deadline is in a few weeks.
- c. Undergrad appeals resolved all appeals.
- d. Graduate appeals chair not present.

### **8. Revisions to appeals procedures**

- a. Motion made to change the procedure to read "Members of the sub-committee should respond within two weeks of receipt of the appeal. Appeals received at the end of a semester or over the summer semester will be taken up by the second meeting of the next semester's Academic Affairs Committee. The response may include a decision by the committee on the petition, setting up a meeting with the student, or beginning the process to obtain more information. If a meeting with the student or further information is required, then the student should be informed. A decision on the petition will be made within two weeks after all of the necessary information has been obtained. ...." (Conley/Geagon)

- b. There was some discussion about times when there are 3 weeks between meetings. Faculty Senate would like the student to receive some sort of formal acknowledgement of receipt of the petition by the subcommittee chair within a specific time frame.
- c. Motion was amended to add at the beginning "Upon receipt of the appeal, the chair of the subcommittee will notify the student that their petition will be addressed within two weeks. Motion carried unanimously.

#### **9. Revisions to AAC instructions**

- a. Motion to accept the revisions to the Course Minor/Major Change Proposal and Program Change Procedures. (Lail/Conley) Motion carried unanimously.
- b. Need to create fillable PDFs of our forms. Warren Lail will check with ITS or University Relations.

#### **10. Charges from Faculty Senate:**

- a. NG policy. Discussion revolved around putting the burden on students correcting this grade. John Coca reports that most students who never follow-up on this grade are usually the ones who are not doing well. Send suggestions to Donna before next meeting.
- b. Scheduling Blocks – no information received from deans or Dr. Romine. Committee members should question their departments about changes to scheduling blocks. Send suggestions to Donna before next meeting so she could summarize comments. John Coca will send out some of the comments he has received.
- c. ACT Scores. Send suggestions to Donna.
- d. Motion made to table these items until our next meeting. (Conley/Lail) Motion carried unanimously.

#### **11. Social Work Concentration – name change**

- a. This is a dual degree program with School of Business. The name change is being proposed to align name with the MBA concentration of Human Resources Management. There are no course changes.
- b. A motion was made to accept the change of the Social Work Concentration from Government Non-Profit Management to Leadership and Administration. (LeRoy/Geagon) Motion carried unanimously.

#### **12. Education Proposal – change to math requirement**

- a. The Department of Teacher Education proposes that the Mathematics requirement for Elementary Education and Early Childhood Multicultural Education change from the current Math 140 to Math 130. This course is very appropriate for both Early Childhood Multicultural Education and Elementary Education majors.
- b. Motion made to accept the proposal to change the math requirement. (Jeffries/Conley) Motion carried unanimously.

#### **13. Music Program Deletion**

- a. The music department no longer has the faculty to teach the courses in this concentration. The new program of Music Technology and Composition will cover some of the basics of composition. Current students will graduate with the composition degree.
- b. Motion made to accept the deletion of the composition concentration and the two courses, Music 410 and Music 426. (Conley/Lail) Motion carried unanimously.

**14. Meeting adjourned at 4:46**