

Academic Affairs Committee Minutes
February 6, 2013 (Approved February 20, 2013)

Meeting was called to order at 3:15 pm.

Roll Call

Present: Warren Lail, Chair, Andrellita Chavez, Henrietta Martinez, Registrar's office, Josephine Sena-Gutierrez, Library Sub, Craig Conley, Cristina Duran, Seonsook Park, Andre Garcia-Nuthmann, John Jeffries, Margot Geagon, Jesus Rivas, Carmen Vidal-Lieberman, and Andrew Wollner.

Excused: Cheryl Zebrowski, Pete Leroy and Linda LaGrange.

Approval of Agenda

Motion to approve the agenda was moved by Craig Conley, it was seconded by Carmen Vidal-Lieberman. Motion was approved by all present.

Approval of Minutes

Motion to approve the minutes from last meeting was called by Craig Conley, and was seconded by Margot Geagon. Motion was approved by all present.

Order of business

Warren Lail will be chair for the semester. He will be putting small things first.

Enforce rule: any business needs to be turned into Chair two weeks before the meeting. Anything that is turned in after two weeks will be put on the agenda for the next meeting.

All appeals and other business at present go through email and it becomes confusing when there are so many at once. This method will change to using drop box accounts. Therefore all members need to have an account; this can be set up through dropbox.com.

There will be a folder for AAC, this folder can be added to and/or looked at. There will be two folders; one will be labeled old business and the other new business.

There was also an Idea to use Desire2Learn and it was decided to use it for all appeals and everything else will be distributed through dropbox.com.

The committee also welcomes Andrew Wollner to the committee.

Report from Registrar

John Coca has retired. Geri is now the interim registrar. Henrietta is sitting in for Geri and will take any changes that need to be done after the meeting.

Changes to courses & curriculum and description in catalog are submitted by the deadline date by the Dean of the school and they will be changed when changes are being made. Wording does not need to go through academic affairs.

All drafts go back to the departments for final approval.

Henrietta will ask Geri to email Dr. Lail with deadlines and the next few steps that need to be done in regards to the catalog.

Margot Geagon asked if they could send a list of classes that are on global and information on whether any of the classes can be reactivated.

Report from Senate

Dr. Leroy is out (excused) any questions will be moved until the next meeting.

Election of Vice-Chair:

Donna is gone on sabbatical this semester, therefore Warren Lail is acting chair for the semester. Therefore a vice-chair needs to be elected; the duties of the vice-chair are to assist the Chair.

The floor was opened up for nominees. Craig Conley was nominated by John Jeffries and seconded by Carmen Vidal-Lieberman. All present declined voting with a private ballot and unanimously voted him in, Craig Conley abstained from voting.

Election of Subcommittee Chairs

Question was posed to sub-committee chairs if they wish to continue on as chairs.

The floor is opened up for nominations of the sub-committee chairs.

Chair of undergraduate appeals. Nomination was made by John Jeffries for Craig Conley to retain his chair; the motion was seconded by Margot Geagon. All present approve the nomination. Craig Conley abstained from voting.

Nominations for Graduate chair opened up and Carmen Vidal-Lieberman was nominated by Craig Conley and seconded by John Jeffries. All present approve the nomination. Carmen Vidal-Lieberman abstained from voting.

Old Business

Scheduling blocks have not been resolved.

ITV classes schedule conflicts with in person classes.

This is a problem: students need classes to graduate, with conflicts some students didn't or won't graduate.

Specific time blocks:

Example: M & W at 8:00 am to 9:15 am conflicts are potential to certain classes. Some classes start at 9:00 am and therefore if they take the 8:00 am class and need to 9:00 am class they have a conflict.

There will also be conflicts on finals week.

The reason for scheduling blocks is understood but there should be some flexibility because some buildings are shared with other disciplines therefore the conflict is more prominent there.

A proposed schedule method should be looked at and an override should be in place for course management such as scheduling, ITV, and room availability.

Specific time blocks:

Departments can make specifications with the dean to try and modify schedules.

There should be no new concrete time blocks in official time.

Faculty should be able to make changes to accommodate students even if it's not on an official time block.

Example: Improve M-W-F from 11 am to 12:10 pm. Classes could start at 7:45 am instead of at 8:00 am.

This subject will be put on the agenda for the next meeting.

Warren Lail, Chair will put something together to try and resolve this issue.

ITV Course Management

ITV courses can be difficult depending on the subject. The class management is difficult when the classes get too large. The classes should be split then and/or capped at a specific number. This issue will be addressed at the next meeting.

Bachelor of Arts and Bachelor of Science, we do not grant dual degrees. This will be on the agenda for the next meeting.

Social and Behavioral Sciences Name Changes

Course proposal changes:

*Change name from "Archaeology" to "Method and Theory in Archaeology".

Craig Conley moves to approve the change, John Jeffries seconds it, and all present approve the change with no discussion.

*Name change only from “Comparative Legal Systems” to “Comparative Systems of Social Control”. This does not change the catalog description.

Margot Geagon motions to approve the name change, Carmen Vidal-Lieberman seconds it, and all present approve the change with no discussion.

Social Work Proposals

*Social work 6xx Substance Use & Abuse. The students in the clinical program will have to take this as one of their electives.

Certificate Program: covers basics in subject of substance use & abuse and substance abuse and mental disorders.

These classes only affect the clinical students; it is not opened to students in any other concentration.

Margot Geagon moves to approve the creation of the titles as listed, Carmen Vidal-Lieberman seconds the motion, and all present approve the change.

*Social Work program is looking for approval to move this course from the 400 level to a 500 level. They are trying to free up space for the senior year, therefore they feel that these courses can be offered in the junior year instead of the senior year. The 485 and 433 courses are appropriate for the junior year instead of senior year.

The assignments would be modified. A question was raised as to whether this modification will affect funding for those classes. The state gives money based on class level. It should not be affected because the department is planning on adding new 400 level classes such as a case management course will replace one of the moves to the 300 level.

Carmen Vidal-Lieberman moves to approve the 400 to 300 level courses, Andrew Wollner seconds it, and all present unanimously approve the change.

*Master of Social Work 546 is asking for a name change because it is no longer a practice class. It is considered a course for content, also asking for a description change.

SW 6xx -Jungian Approach is considered to be a very successful class and is being looked at through curriculum and will be a special topics course.

Carmen Vidal-Lieberman moves to approve both the 456 and 6xx Jungian Approach course, Andre Garcia-Nuthmann seconded it and all present voted to approve the courses.

There was a discussion on the right process to move forward with changes. It was determined that changing a course description gets approved by Academic Affairs Committee, then goes to Dr. Rivera, and then to registrar’s office.

Business School Proposals

Dr. Margaret Young was in attendance to present the Business School Proposals.

Deletions: Certificate in Finance Planning.

Want to delete a program due to it not being successful. There is also no one to teach it anymore since Dr. Hayes left. There has also not been a large contingent of students in the program.

Doing away with a concentration, Financial Planning- students can still pursue it if they are interested but they don't need to have it as a class.

Proposal to change and increase the rigor in the finance degree.

Change in title from Risk & Insurance Planning to Risk & Insurance.

Chair wants to consider making this into one voting package.

Margot Geagon motions to change, drop, and delete the BBA degree, finance 411 & 412, deletion of the financial programming and two classes that fell into it. Andrew Wallner seconded the motion, and all present on committee approved.

*Concentration on International Business is being looked at being deleted at the undergraduate level due to not enough students in the concentration; it is doing well at the graduate level.

The school is recommending deleting the BBA. The students currently in the program will be accommodated so they can finish and receive their degree.

Margot Geagon moves to delete the concentration and Carmen Vidal-Lieberman seconds the motion, and all committee members approve the motions.

The deletion of the MBA not for profit finance concentration. This program has not admitted students to the concentration for about a year.

Margo Geagon motions to delete the not for profit concentration, Craig Conley seconded it; all committee members approved the motion with no discussion or private ballot.

Section B

Change MBA core, 22 hours are required, courses 601 and 604 were in core but aren't anymore. The program would like to add 601 back into the core.

The number of hours in the core classes is not changing.

They want to add proficiency classes to accounting, and a concentration in marketing.

The motion to MBA core curriculum (all of part b on memorandum) Items B 1-7.

Andrellita Chavez moves to approve with changes, Andre Garcia-Nuthmann seconded it, and all committee members approve the motion.

B 8-7 will be tabled until the next meeting.

Motion to adjourn was made John Jeffries, and seconded by Carmen Vidal-Lieberman at 5:00 pm.