Academic Affairs Committee Minutes  
February 5, 2014  
(Approved February 19, 2014)

1. **Roll Call** (3:03 pm)  **Members Present:** Todd Christensen, Craig Conley, John Jeffries, Kerry Loewen, Seonsook Park, Jesus Rivas, Ruthy Watson, Donna Woodford-Gormley, Cheryl Zebrowski  
**Also in Attendance:** Michael Raine, Diane Trujillo  
**Absent:** Warren Lail, Patricia Cruz, Cristina Duran, Margot Geagon, Carmen Vidal-Lieberman

2. **Approval of the Agenda**  
The agenda was approved.  (Loewen/Christensen)

3. **Approval of the Minutes**  
Minutes of January 15th were approved.  (Loewen/Rivas)

4. Communication from the Administration  
   a. None

5. **Communication from the Chair**  
   a. Waiting for approval from VPAA & Faculty Senate for the Program Review Procedures  
   b. Waiting for a response from Faculty Senate regarding our request for e-signature software for the university.  
   c. The AAC forms will be re-examined for content at a later date.

6. **Communication from the Registrar**  
   a. Census day enrollment was up slightly  
   b. Fall admissions report is on par with last year.

7. **Communication from the Faculty Senate**  
   a. Professor Loewen gave a brief summary of the Faculty Senate meeting.  
      Discussion regarding the dean selections, but arbitration is still scheduled for next week.

8. **Communication from Subcommittees**  
   a. Undergrad appeals: Approved 2 and Denied 2, with one on the way  
   b. Graduate appeals: None  
   c. Ballen Endowment: Nothing new

9. **Program proposal: ASGE**  
   a. Discussion: All courses will transfer to any engineering degree, but the department is building a good relationship with NMT. There is some concern about the need for additional faculty so the program doesn’t flounder like the previous program.
b. Motion made to approve the Associate’s Degree in General Engineering, with change of wording in paragraph II.2 to state “required courses” rather than “engineering electives”. (Rivas/Jeffries) Motion carried with 1 abstention.

c. Motion made to approve the proposed ENGR 215 course. (Loewen/Jeffries) Motion carried unanimously.

10. Charge from faculty senate: Dual Degree Programs
   a. Discussion regarding the definition of a dual degree program.
   b. How much “double Dipping” allowed may depend on the subject. Can count required course for both degrees, but a student may be required to take extra electives.
   c. How will minors embedded in the science degrees be handled?
   d. Programs may make more restrictive policies than the university policy.
   e. It was recommended that no double-dipping in upper level classes be allowed.
   f. Michael Raine will write up some proposed language and the rest of the committee should ask for feedback from their departments.

11. Charge from faculty senate: Graduate grading policy and +/- grading
   a. Graduate grading policy
      i. The grading policy is currently the same for undergraduate and graduate degrees.
      ii. The proposed language to the graduate grading policy should be included in the graduate handbook, catalog and on transcripts: The proposed policy only allows c and better to pass a class, with definitions of what each grade means.
      iii. Program can be more restrictive as long as it’s in the catalog.
      iv. Graduate students must maintain a 3.0 GPA.
      v. Committee members should obtain feedback from colleagues
   b. +/- grading
      i. Faculty senate voted this down a few years ago.
      ii. The minus can lower a grade enough to put a student’s financial aid at risk, nor count towards the student’s major.
      iii. But a plus can raise the student’s GPA.
      iv. It's a more accurate representative of the student’s work.
      v. Many universities don't use A+
      vi. Faculty are divided on the policy and this issue should be further discusses with colleagues.

12. Late Arrivals: none

13. Meeting adjourned at 4:50 p.m.