

Academic Affairs Committee Minutes

October 01, 2014

Approved October 15, 2014

- 1. Roll Call (3:07 pm) Members Present:** Judy Barnstone, Todd Christensen, Craig Conley, Patricia Cruz, Margot Geagon, Geri Glover, Lara Heflin, John Jeffries, April Kent, Kerry Loewen, Seonsook Park, Jesus Rivas, Carmen Vidal-Lieberman, Ruthy Watson, Donna Woodford-Gormley.

Also in Attendance: Linda LaGrange, Michael Raine,

Absent: Karen Brooks, Shirley Meckes, P.J. Sedillo

1. Approval of the Agenda

The agenda was approved.

2. Approval of the Minutes

Minutes of September 17th, 2014 were approved.

3. Communication from the Administration

- a. The university received a grant from PED for \$377,000 for preparing Special Education Teachers statewide.
- b. There will be a graduate coordinators meeting in Sininger 123 on October 24 at 8:00 am to discuss the duties of graduate coordinators.

4. Communication from the Chair

- a. What the Academic Affairs Committee should review will be discussed.
- b. Early Childhood will be discussed at the next meeting.

5. Communication from the Registrar

- a. University Relations has all graduate catalog material. It should be on the website soon.
- b. Printing of catalog will be discussed next week with University Relations.
- c. Catalog committee will be meeting to discuss process soon.
- d. Discussion of form revisions, including course substitutions form. Revisions will be voted on next meeting.

6. Communication from the Faculty Senate

- a. Absence of a chair issue will be looked at.
- b. Board of Regents next meeting is October 10. Hope that many faculty will attend.
- c. Senate committees' membership is nearly complete. Looking at ways of requiring attendance.
- d. Senate committees' minutes need to be sent to the Faculty Senate secretary.
- e. Faculty research day and student research day may be made separate days.
- f. Student Senate discussed money and graduate students.
- g. Staff Senate president is now Peggy Sanchez.

- h. Ed Harrington presented distance education manual changes. The changes were sent out. ITS brought up the issue of security with dropbox.
- i. +/- grading was approved and will go out for a general faculty vote.

7. Communication for subcommittees

- a. Undergraduate appeals committee – resolved 4 appeals at the beginning of semester, 1 additional appeal was just resolved.
- b. Graduate appeals committee – First petition was sent out to committee today. Discussion of retroactive drop and withdrawal forms and processes.
- c. Subcommittees are asked to bring a process to the next meeting for discussion and vote. Forms would be revised to reflect the process. Approved process would be included in catalog.
- d. Ballen –
 - i. This year's RFP will be sent out soon.
 - ii. This year's scholar is Alexis Diaz Pimienta. He will be here for the first two weeks of November. He is a poet, novelist, and actor, and he will be work-shopping improvisation poetry.

8. Biol. 498/598

- a. This is the capstone, research project course. Currently Biol 499 is required senior year. This course would replace it. Biol 499 has been outgrown as the program now has many more students. The course needs to exist so it can be switched out at the next meeting.
- b. Discussion of course
 - i. Variable credit question. Some projects would require more time, some would require less time so variable credit is needed. Biol 499, the course this course will replace, is already a variable class.
 - ii. Discussion of course load for faculty.
 - iii. Question if the course is repeatable. It is not repeatable for credit.
- c. Mr. Raine mentioned the importance of indicating on the new course proposal form any courses to be deleted if there are courses to be deleted.
- d. Motion to
 - Approve the course
 - (Loewen/Heflin)Motion passed (13 in favor, 0 opposed, 0 abstentions)

9. Duties of AAC—What should the committee review?

- a. Inactive courses are already approved so the Academic Affairs Committee wouldn't need to review them to reactivate them. The registrar would like to see a dean's approval before reactivating.
- b. Motion to
 - have the procedure to revive an inactive course to be a department chair asks the dean to approve and to send an activation request to registrar.
 - (Rivas/Geagon)Motion passed (13 in favor, 0 opposed, 0 abstentions)

- c. Changes to co-requisites and prerequisites for courses will still come to the Academic Affairs Committee.

10. SW – course revisions?

- a. Several Social Work classes have co-requisites which Social Work would like to remove to improve the process of registering for classes and practicum.
- b. Motion to
 Approve the removal of co-requisites requirements
 (Conley/Rivas)
 Motion passed (13 in favor, 0 opposed, 0 abstentions)

11. Retroactive Withdrawals

- a. Concern about abuse and increase of retroactive withdrawals.
- b. Currently students have 2 years to file. Discussion of shortening the timeline.
- c. Some faculty want to get rid of retroactive withdrawals altogether.
- d. An ad hoc subcommittee will draft language for a revised policy for retroactive drops and adds. Dr. Geagon, Dr. Glover, Dr. Barnstone, and Mr. Raine will serve on the subcommittee.
- e. Administrative drop policy will be looked into by the chair and the registrar.

12. Calculating Graduation Honors

- a. Faculty Senate concern is that the calculation not punish the students that are here for 4 years.
- b. The registrar noted that there are not many 4 year students at Highlands, and that Highlands should be in line with the majority of other academic institutions in calculating honors.
- c. Motion to
 support the registrar's graduation honors proposal as outlined in the April 14, 2014 memo sent to Provost/VPAA.
 (Rivas/Geagon)
 Motion passed (13 in favor, 0 opposed, 0 abstentions)
- d. The matter will be sent back to Faculty Senate.

13. Program Review – Schedule of Reviews

- a. Tabled

14. Use of Release funds

- a. Tabled

15. Late Additions to the Agenda (minor items only)

- a. Tabled

16. Adjournment Meeting adjourned at 4:56