

Academic Affairs Committee Minutes

December 5, 2012 (Approved Feb. 6th, 2013)

- 1. Roll Call (3:00 pm) Members Present:** Donna Woodford-Gormley, Cheryl Zebrowski, Andrellita Chavez, Craig Conley, Cristina Duran, Andre Garcia-Nuthmann, John Jeffries, Warren Lail, Seonsook Park, Margot Geagon, Jesus Rivas
Also in Attendance: Pete LeRoy, John Coca
Absent: Carmen Vidal-Lieberman, Linda LaGrange

2. Approval of the Agenda

The agenda was approved with the addition of discussion of Appeals Procedures in Item 7. (Lail/Conley)

3. Approval of the Minutes

Minutes of November 7th were approved. (Conley/Garcia-Nuthmann)

4. Report from Registrar

John Coca reports that final grades are due at 10:00 a.m. on Dec. 17th. A catalog will be printed, and changes should be submitted in January. There were some questions about which changes should go through Academic Affairs such as prerequisites which would affect other departments. Donna will check with Linda LaGrange about such matters.

5. Report from Faculty Senate

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

6. Reports from Subcommittees/Centers

- a. Ballen Endowment selected the media arts submission.
- b. Undergrad appeals has tabled three appeals due to technical questions.
- c. Graduate appeals – chair not present.
- d. Social Work program review – just received the executive summary with a little more detail relating to Academic Affairs charge.
- e. Donna wishes to thank all subcommittee chairs as well as Lail Warren for taking on vice-chair duties.

7. Charges from Faculty Senate

- a. The Faculty Senate wishes a few minor wording changes in the Academic Petition procedures. Motion made to accept suggested changes. (Woodford-Gormley/Rivas) Motion passed unanimously.
- b. No Grade policy. Discussion about the possibility of automated e-mail or flag to instructor, department chair and student. The chair should be responsible for following up with the instructor, perhaps requiring leaving faculty leave print copy of grades. Members did not like the NG reverting to an Incomplete or F. Motion made to recommend to faculty senate that the registrar e-mails the dean, department chair, instructor and student within a week of final

- grades when a grade was not submitted. (Lail/Rivas) Motion passed unanimously.
- c. ACT Scores. Proposal made that all new freshmen are required to take the ACT/SAT. Transfer students are not required to take it. (Lail/Rivas) Motion passed unanimously.
 - d. Scheduling Blocks. Tabled.

8. Proposal to cross list Geology/Biology/Forestry 650

- a. Motion made to approve cross listing Geology/Biology/Forestry 650. (Rivas/Chavez) Motion passed unanimously.

9. English program course revisions

- a. Motion made to accept the English program proposals as submitted. (Zebrowski/Geagon). Motion passed unanimously.

10. Oil and Gas BBA and MBA proposal

- a. There is some concern about hiring qualified faculty, but San Juan College is very supportive and has many contacts within the industry. Most classes will be offered online or in the evening. Some concerns about sustainability and environmental issues which might not be brought up by industry instructors.
- b. Motion made to approve the BBA and MBA proposal. (Lail/Geagon) Motion carried with 5 yes, 2 no, 1 abstention.

11. Social Work Course Revisions

- a. Tabled

12. Meeting adjourned at 4:58 p.m.