

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

- 1. Roll Call (3:05 pm) Members Present:** Warren Lail, Cheryl Zebrowski, Andrellita Chavez, Craig Conley, Cristina Duran, Andre Garcia-Nuthmann, John Jeffries, Carmen Vidal-Lieberman, Seonsook Park, Margot Geagon, Jesus Rivas, Andrew Wollner  
**Also in Attendance:** Pete LeRoy, Geri Saavedra  
**Absent:**

**2. Approval of the Agenda**

The agenda was approved with the addition of an item under 6a.

**3. Approval of the Minutes**

Minutes of February 6th were approved. (Chavez/Geagon)

**4. Report from Registrar**

Geri Saavedra reports that admitted Freshmen numbers are down from last year, mostly due to the new ACT requirement.

**5. Report from Faculty Senate**

Dr. LeRoy gave a brief summary of the Faculty Senate meeting. The full report was e-mailed to committee members. There was discussion regarding Dean searches and VPFA search. Contact Dr. LeRoy if you would like a copy of the proposed letters to the administration regarding these issues. Talk to your Senate rep regarding Dr. Fries' proposed 120 credit hour minimum graduation requirement.

**6. Reports from Subcommittees**

- a. Undergrad appeals
  - i. Made decisions on 4 appeals and returned one since the committee cannot deal with the particular issue. Working on 12 appeals and 3 more appeals on their way.
  - ii. There is an inconsistency between the appeal form and the handbook. This will be added to the March 6<sup>th</sup> agenda.
- b. Graduate appeals
  - i. Made a decision on 1 appeal.
- c. Ballen Endowment
  - i. Maureen Gosling, documentary film producer will be here in April.

**7. Charges from Faculty Senate**

- a. Scheduling Blocks. Dr. Rivera felt that the chairs and deans should have flexibility in setting up schedules. Since Dean Bentson and Dean Young were here, they were able to offer some of their perspectives on scheduling and managing ITV courses.
  - i. Dr. Lail will draft a response to faculty senate recommending that some flexibility be allowed.

## **8. ITV Course Management**

- a. Discussion regarding managing courses, and the need for deans and chairs to evaluate instructors.

## **9. Dual BS and BA, Chemistry and Biology**

There is nothing in writing regarding the dual degree. Several students have fulfilled all of the requirements for each of the degrees. Motion made to allow students to receive a dual degree if all of the requirements have been met for each degree. (Conley/Rivas) Motion carried unanimously.

## **10. Business School Proposals**

- a. Motion made to approve the MBA concentration in Marketing. (Geagon/Vidal-Lieberman) Motion carried unanimously.
- b. Dr. Jeffries suggested that the cross-listing of these courses should be updated. Motion made to approve changes in course number from Bus 110 to Bus 200. (Chavez/Conley) Motion passed unanimously.
- c. Motion made to approve the proposed changes in the Business Managerial Financial Concentration classes. (Chavez/Geagon). Motion approved unanimously.
- d. Motion made to accept the proposed changes to the Marketing Curriculum. (Geagon/Wollner). Motion approved unanimously
- e. Certificate programs are offered to students who already have a degree and wanting additional coursework in a specific area. Motion made to accept the proposed certificate programs in Accounting (Geagon/Vidal-Lieberman)
  - i. Motion amended to include both undergraduate and graduate certificates in Accounting, Finance, Media Marketing, Human Relations Management, and Management. Motion passed unanimously.
- f. Discussion about CS101 being a prerequisite of MIS145. Motion made for MIS145 to count as a proficiency requirement alternative for CS101. (Rivas/Geagon). Motion passed with 11 in favor and 1 opposed and pending submission of paperwork.

## **11. Chemistry and Biology Proposals**

- a. Motion made to accept the proposed BA in chemistry with a concentration in Biochemistry. (Rivas/Conley). Motion passed unanimously
- b. Motion to drop the technical writing (English 367) requirement (Rivas/Vidal-Lieberman) Motion carried unanimously
- c. Motion made to accept the new course description for 482 Biochemistry 2 (Conley/Chavez)

## **12. Media Arts Proposals**

- a. The changes are to enable a more structured curriculum. Since there was not a before and after chart, these proposals were tabled. (Chavez/Rivas)

## **13. Late Arrivals**

- a. None

**14.** Meeting adjourned at 4:50 p.m.