Academic Affairs Committee Minutes
October 16, 2013
(Approved November 6, 2013)

1. **Roll Call** (3:06 pm) **Members Present**: Craig Conley, Patricia Cruz, Cristina Duran, Andre Garcia-Nuthmann, Warren Lail, Kerry Loewen, Seonsook Park, Amal Alhosban for Gregg Turner, Carmen Vidal-Lieberman, Ruthy Watson, Donna Woodford-Gormley, Cheryl Zebrowski
   Also in Attendance: Michael Raine
   Absent: Margot Geagon, Jesus Rivas, Linda LaGrange

2. **Approval of the Agenda**
   The agenda was approved with the change of Item 11 to Item 9. (Lail/Vidal-Lieberman).

3. **Approval of the Minutes**
   Minutes of October 2nd were approved. (Loewen/Lail)

4. **Communication from the Administration**
   a. No one present.

5. **Communication from the Chair**
   a. Dr. Rivera was in favor of the BA in Biology with a minor included.
   b. Chair will post the grade appeal procedures to drop box.
   c. Let colleagues know that they should submit proposals soon.

6. **Communication from the Registrar**
   a. Michael Raine has some course substitution forms which AAC should review.
   b. The catalog policy section is almost complete. Everything should be complete by Thanksgiving.

7. **Communication from Faculty Senate**
   a. Professor Loewen gave a brief summary of the Faculty Senate meeting. The Faculty Activities Committee is putting together a summary of faculty accomplishments, research, etc. as well as a faculty newsletter.
   b. The new Vice-President of Advancement position will oversee both the foundation and university relations.

8. **Communication from Subcommittees**
   a. Undergrad appeals: Handled 1 in-person appeal and are working on resolving this appeal.
   b. Graduate appeals: no new business
   c. Ballen Endowment: Will work on the letter to send to faculty.

9. **SOC 6XX Course**
   a. The public affairs program was flagged a few years ago. In order to improve the program, a graduate writing seminar was created as an elective, and has been being offered as a special topics course.
   b. Motion made to accept SOC635. (Loewen/Vidal-Lieberman) approved with 1 abstention.

10. **Approval of Forms**
    a. Motion made to approve the revised Course Proposal cover form, Program Cover form and Course Revision/Deletion cover form. (Conley/Lail) Motion carried unanimously.

11. **Program Review schedule and procedures**
    a. Schedule: Jean Hill gave Dr. Woodford-Gormley a list of accredited programs and she will contact the departments about their schedule.
    b. The University Strategic plan states that the reviews are to be posted. We're unsure as to what's to be posted, the executive summary, our comments, and also where they are to be posted. Jean Hill may have some answers.
    c. Process should include some basic questions, and then have the program attach any other documentation such as their strategic plan, evaluations, etc.
    d. We should advocate for release time for the person writing the program review, so that it becomes a meaningful document.
    e. By next week, AAC members should post to drop box or send to Dr. Woodford-Gormley, their ideas on questions and procedures.

12. **Creation of a catalog production calendar**
    a. The registrar needed input on the AAC calendar, which was provided. He will then come up with a production schedule.
    b. He reports that a shadow catalog will be in production and will be updated continuously until it's time to publish the new catalog.
    c. He also wanted to know what comes through this committee. A few meetings ago, we discussed that any changes, revisions and deletions to courses and programs need to be approved. Title changes, course descriptions, and pre-requisites fall under revisions, so they need to be approved. The catalog description does not need to be approved.
    d. The catalog is tied to Degree Audit. Students have to apply to fall under a new catalog.

13. **Clarification and communication of policies**
    a. Double dipping – can the same course count for two majors or minor? Dr. Woodford-Gormley remembered that up to a certain number could be used. Michael Raine will investigate what the current practice is.
    b. When do catalog changes go into effect? It used to be when a new catalog is published. Now, changes can go into effect the next semester, being sure to inform students.

c. Conflict between degree audit and transcript. Degree audit is a tool. The transcript is the official record. The two should be looked at together.

14. Computer proficiency requirement
a. Tabled until next meeting.

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

16. Meeting adjourned at 4:53