

**Academic Affairs Meeting**  
**May 2, 2007**  
**Kennedy Hall-Back Room**  
**3:00 p.m.**

1. **Members Attending:** Dr. David Sammeth, Professor Bob Mishler, Dr. Helen Blythe, Ms. Leslie Broughton, Dr. Gil Gallegos, Dr. John Jeffries, Faculty Senate, Dr. Yongseek Kim, Dr. Carolyn Newman, Dr. James Peters, Dr. Lee Stauffer and Dr. Margaret Young.

**Ex-Officio Members:** Dr. Jean Hill (Proxy for Dr. Linda LaGrange), and Mr. John Coca.

**Absent:** Dr. Jill Baker, Dr. Ken Bentson, Professor James Leger, Jesse Lopez, Student Senate President, Dr. Nicole Montague, and Dr. Mario Rodriguez.

2. **Approval of Agenda:** Dr. James Peters made a motion to approve the agenda. Ms. Leslie Broughton seconded the motion. Motion passed unanimously.
3. **Approval of Minutes:** Professor Bob Mishler made a motion to approve the April 18, 2007 minutes with corrections to Items 5 and 8.5. Dr. James Peters seconded the motion. Motion passed unanimously.
4. **Report from the Dean of Graduate Studies-Dr. Jean Hill (for Dr. Linda LaGrange):**  
No report at this time.
5. **Report from Registrar** – No report at this time; however, Dr. Sammeth brought up the subject about how the names of students get placed on the graduation list. There appears be some inconsistencies. Mr. Coca stated no due date exists when students must have everything completed in order to be cleared to graduate. He said that once final degree checks are made and all the coursework has been completed, a student is allowed to graduate. Graduate students that have done their orals have the spring and summer semesters to take care of getting cleared before their degrees are posted.

Dr. Sammeth indicated that this subject will be addressed in the fall.

6. **Report from Subcommittees-Dr. Sammeth** reported that the Undergraduate Subcommittee received a few petitions that need to be resolved and asked that the Undergraduate Subcommittee stay after the meeting. In addition, Dr. Sammeth reported that an appeal will be heard next Wednesday, May 9<sup>th</sup>.

Professor James Leger was not available to discuss graduate petitions; however, Professor Mishler reported that they had reviewed one petition last week that was not approved, but several suggestions were made.

## **7. Old Business**

### **7.1. First Year Experience (FYE)-Dr. Peter Linder**

Dr. Peter Linder presented a list of primary concerns and recommendations:

- Faculty oversight and should faculty oversee it.
- Preparation training by instructors, is it adequate?
- Academic content included, if not, should students receive academic credit?
- What is the efficacy of the course and what kind of assessment has been made and are these courses being assessed adequately.
- Where to house the program, should it be under Academic Affairs or Student Affairs?
- Should First Year Experience be required of all incoming students?

Recommendations by the Subcommittee include:

- There is research to support the efficacy of these types of programs.
- Give faculty the first right of refusal to teach the courses.
- Establish a faculty oversight committee;
- If faculty are not the instructor of record, they should provide oversight for guiding non-faculty instruction.
- Academic content to the course, and have faculty teach the course.
- What type of training do faculty and non-faculty have in teaching the class, a recommendation includes implementing systematic training?
- Implement an effective assessment instrument. A graduate student did his thesis on the First Year Experience Program, after assessing the program, he found no data to demonstrate that the program is achieving its goals.
- Periodic review by faculty is necessary to keep the program performing as is required.

After discussion of the pros and cons, Professor Bob Mishler made a motion that First Year Experience be housed under the purview of the Vice President for Academic Affairs and that the Faculty Academic Affairs Committee supports and recommends it. Dr. Lee Stauffer seconded the motion. A vote was taken, there were 11 in favor, 0 abstentions, and 0 opposed. Motion passed unanimously.

## **8. New Business**

### **8.1. Approval of Proposed List of Students Graduating**

After discussion, Dr. John Jeffries made a motion to approve the List of Students Graduating, May 12, 2007. Dr. Helen Blythe seconded the motion. A vote was taken, there were 11 in favor, 1 abstention, 0 opposed. Motion passes.

### **8.2. Student Advisement Policy-Ms. Thomasinia Ortiz-Gallegos**

Ms. Ortiz-Gallegos' reported that she had taken back the recommendations from the Academic Affairs Committee requesting that undergraduate students seek academic advisement and approval prior to registering. Dr. Rivera's concern is that the Centers are not staffed to fulfill this requirement for upper-division students. Freshmen students up to 32-credit hours need academic advisement prior to registration. In addition, Ms. Ortiz-Gallegos' indicated that in order to keep track of student advisors, a request to ITS Services would be made to implement a trigger in Banner that would alert the department that a student had declared his/her major.

After discussion of pros and cons, the Committee agreed to table the Student Advisement Policy until the Fall 2007.

**8.3. Statue of Limitations for Petitions-Dr. David Sammeth**

Dr. David Sammeth asked Committee members if there should be a Statue of Limitations instituted on petitions. After discussion, Dr. John Jeffries made a motion that a two-year Statue of Limitations be implemented on all academic petitions. Any academic petitions beyond two years, should be forwarded to the Vice President for Academic Affairs for his review. Dr. Margaret Young seconded. A vote was taken, there were 11 in favor, 0 abstentions, 0 opposed. Motion passed.

**8.4. Fall Commencement-Tabled until Fall, 2007.**

**8.5. Initiating Program Reviews-Tabled until Fall, 2007.** However, Dr. Jean Hill recommended she and Dr. Sammeth meet during the summer to discuss Program Reviews.

**8.6. Use of Video Conference Format for Academic Affairs Meetings-Dr. David Sammeth.**

Dr. Sammeth said the possibility of Video Conferencing will be considered for the Fall 2007 meetings. The only concern at this time is a location.

**9. Adjournment** –Dr. John Jeffries made a motion to adjourn. Dr. Lee Stauffer seconded the motion. The meeting adjourned at 4:46 p.m.