

**Academic Affairs Meeting
February 18, 2009
Sininger Hall Room 130-A
3:00 p.m.**

- 1. Members Attending:** Dr. John Hayes, Dr. Ken Bentson, Dr. Jim Burns, Stephanie Butts, Student Senate Secretary, Dr. Erika Derkas, Dr. Joan Gallini, Dr. John Jeffries, Dr. Brandon Kempner, Dr. Pete LeRoy, Dr. Emmanuel Nkwenti, Dr. Mario Rodriguez, and Dr. Kristie Ross and Ms. Josephine Sena-Gutierrez.

Ex-Officio Members: Dr. Linda LaGrange, and Mr. John Coca

Absent: Dr. Mary Shaw, Dr. Donna Woodford, Dr. Jill Baker, Dr. Arlie Tagayuna, and Professor David Lobdell,

Others Present: Dean Anderson, Dr. Stella Helvie, and Dr. Chris Nelson.

- 2. Approval of Agenda:** Dr. Pete LeRoy made a motion to approve the February 18th agenda with the following changes: Move New Business, Item 8.1 and 8.2 before Old Business and add Item 7.2. Academic Integrity Policy. Dr. Jim Burns seconded the motion. Motion passed with 1 abstention.

- 3. Approval of Minutes-February 4, 2009**

No minutes available.

- 4. Report from Dr. Linda LaGrange, Associate Vice President for Academic Affairs**

Dr. LaGrange reported that an Open Forum for the Strategic Plan is being held on Friday, February 20th, at 10:00 a.m., in Kennedy Hall. For those individuals not able to attend on the 20th, an additional Open Forum is being held on February 27th at 2:00 p.m., in the Sala de Madrid. An Open Forum for the community members, but not necessarily restricted the community, will be held on March 4th at 5:00 p.m. Kennedy Hall. The Open Forum being held on March 4th will also include the team that is working on the Master Plan.

- 5. Report from Registrar – John Coca, Registrar**

No report at this time.

- 6. Report from Subcommittees & Ballen Endowment**

Undergraduate Subcommittee: Dr. Ross reported that the committee has one outstanding appeal to review.

Graduate Subcommittee: Dr. Ken Bentson reported that the committee has one appeal to review after the Academic Affairs meeting.

Ballen Endowment: No report at this time.

Centers: No report.

7. New Business

7.1. Special Education: Proposed Changes – Dr. Stella Helvie

Dr. Stella Helvie presented a side-by-side comparison of the current and the proposed Course Changes in Special Education. Proposed changes were made to courses in:

- Special Education 410/510-Curriculum & Methods for Students with Mild & Moderate Exceptionalities (3)
- Curriculum & Methods for Students with Severe Exceptionalities (3)
- RdEd 411/511 Teaching & Diagnosis of Reading
- SpEd 430/530-Reading Instruction in Special Education (3)
- SpEd 455/555 Classroom Management in Special Education (**Attachment 1**)

After discussion of the proposed changes, Dr. Brandon Kempner made a motion to approve proposed changes to the Special Education courses. Dr. Kristie Ross seconded the motion. A vote was taken, there were 10 in favor, 0 opposed, 1 abstention. Motion passed.

7.2. School of Business Changes to Prerequisites – Dr. Charles Swim

Dr. Immanuel Nkwenti presented the changes to the School of Business Prerequisites. Dr. Nkwenti indicated that these courses should be deleted from the 2009-2011 catalog. These courses should remain on the global. The courses are as follows:

- MKTG 425/525-Direct Marketing
- MIS 426/526-Managing the Information Systems Organization
- MIS 378-Enterprise Applications
- MIS 101-Essentials of Living with Computers
- MIS 333-Personal Productivity with IS Technology (**Attachment 2**)

Dr. Ken Bentson moved approval of the deletions to the courses in the School of Business. Dr. Kristie Ross seconded the motion. Motion passed unanimously.

8. Old Business

8.1. Academic Integrity Policy-Dr. Ken Bentson

Dr. Ken Bentson provided a handout on the recommended text for the upcoming 2009-2011 Catalog and verbiage to insert in the Faculty Handbook. Dr. Bentson indicated that the current catalog does have the verbiage on Academic Dishonesty; however, the language is not specific. The issues revolve around handling intervention and punitive measures. (**Attachment 3**)

The committee agreed to use the definitions being proposed in the Faculty Handbook language. In addition, the committee agreed to strike the word, “repeatedly” and Fabrication from the document. (**Attachment 4**)

After discussion, Dr. Jim Burns made a motion to take the definitions from page 2, proposed Faculty Handbook verbiage, strike the word repeatedly and correct typographical errors,

before submitting for publication in the catalog. Dr. Immanuel Nkwenti seconded the motion. The motion passed unanimously.

Dr. Ken Bentson presented the proposed language on Academic Dishonesty, to be included in the Faculty Handbook.

After discussion, a recommendation was made to have the English department review the document and to request feedback from departments. Having agreed, the Academic Affairs Committee will present the document for action, in two weeks.

8.2. Faculty Senate Charge: “Review and Advice Discontinuance of Program or Department Not Mandated by Financial Exigency and Appeals Procedure (Section VI.L.2,3.)”

To be discussed at the next Academic Affairs meeting.

Other

Dr. John Hayes, reported on issues concerning the Undergraduate Program Reviews, scheduled for the 2008-2009 self-reviews. Dr. Ross indicated that the timeline was not doable, based on the fact that they had a new department head. Other concerns were that the committee was not notified of the Undergraduate Program Reviews, only Graduate Program Reviews were assigned. Dr. Bentson recommended setting up a triage, include criteria for each of the programs being reviewed. Dr. LaGrange indicated that the graduate program reviews, are not for flagging purposes, but for self-improvement. She spoke in reference to graduate programs, stating that, the disciplines are to examine the current programs and make a determination if the programs are operating effectively or need improvements. There was concern that the guidelines for Undergraduate Program Reviews were not available. Dr. LaGrange also recommended that departments identify an individual to review each program. Dr. Kempner indicated that the process used by their department was that three Academic Affairs members met and they voted on what was recommended. Dr. LaGrange also indicated that the undergraduate program reviews should be critiqued in a positive nature as well as areas of improvement.

Dr. John Hayes asked if the committee had any flexibility. Dr. LaGrange responded that the flexibility is found in the guidelines and what needs to be done. Dr. LaGrange suggested that the committee review the guidelines. Dr. Hayes indicated that this item needs to be reviewed as an action item.

Suggestions were made to have the reviews submitted in May, but have the reviews completed by August, 2009.

9. Adjournment– Dr. Ken Bentson made a motion to adjourn. Dr. John Jeffries seconded the motion. The meeting adjourned at 4:12 p.m.