

Academic Affairs Committee Minutes

April 4, 2012 (approved April 18)

- 1. Roll Call (3:05 pm) Members Present:** Donna Woodford-Gormley, Cheryl Zebrowski, Jim Burns, Andrellita Chavez, Craig Conley, Andre Garcia-Nuthmann, John Jeffries, Emmanuel Nkwenti, Mary Shaw, Carmen Vidal-Lieberman, Warren Lail, Seonsook Park
Also in Attendance: Pete LeRoy, John Coca, Linda LaGrange
Absent: Cristina Duran (excused)

2. Approval of the Agenda

The agenda was approved with the addition of several items. (Lail/Conley)

3. Approval of the Minutes

Minutes of March 21 were approved. (Shaw/Conley)

4. Report from VP, Academic Affairs

Linda LaGrange added some additional information regarding programs review. Program reviews are related to the unit's strategic plan. Discussion regarding combining the annual unit specific plans with program reviews. What's working, what's not, what can we do?

5. Report from Registrar

Early registration for fall started this past Monday.

6. Report from Faculty Senate

Pete LeRoy gave a brief summary of the Faculty Senate meeting, which included discussion of the ACT requirement, and handbook changes.

7. Reports from Subcommittees/Centers

- a. Centers: Nothing to report
- b. Ballen Endowment: April 17 will be a campus wide meet & greet. Look for posters for other events.
- c. Undergrad appeals: Made decisions on all appeals but one.
- d. Graduate appeals: No report

8. Old Business

- a. Program Review Process. Questions to keep: How many majors, how many graduates? What do you contribute to the university? Strengths & challenges of programs. Solutions. Opportunities for change for the future. Divided into 2 subcommittees to review Education (Zebrowski, Conley, Jeffries, Shaw, Lail) & Social Work (Burns, Chavez, Park, Vidal-Lieberman, Garcia-Nuthmann) and come up with questions for the template, as well as evaluate the program.
- b. Dr. Woodford-Gormley received an e-mail from Dr. Romine regarding AAC committee requests for release time & secretarial support. Will meet with

Germaine to review her role. Will have her type up the new forms.
Committee secretary should do minutes. Will need to discuss release time with President Fries.

- i. There was also a discussion regarding changing term to 3 years. Should we have a Vice-Chair or chair elect? 2 year term for chair? Motion to make a recommendation to Faculty Senate that membership on AAC should be 3 years, that we create a vice-chair, and the term for the chair be two years. (Conley/Lail) Motion withdrawn by Conley. Revised motion: Membership on AAC be 3 years. (Conley/Shaw). Motion carried unanimously. A suggestion will be proposed to faculty senate that they create a position of vice-chair or chair-elect to support the chair, take over in the chair's absence and could possibly become chair.

9. New Business

- a. English 100 course revision proposed making it a college level reading & writing course and count as a 3 credit elective. Recommendation to change the number. Concerns about working at college level. Motion made to approve revision (Nkwenti/Conley) Motion carried, 6 to 1, with 1 abstention
- b. Music Program revision. Proposed new concentration of "Music Technology and Composition" which is currently a minor. Increased co-requisites so that when students register, they must take them together. 3 new proposed courses. 2 new courses relating to the new major. Motion made to approve music program revisions. (Shaw/Chavez) Motion carried 8-0
- c. ACT response tabled

10. Meeting adjourned at 4:52