

Academic Affairs Committee Minutes

May 1, 2013

(Approved August 21, 2013)

- 1. Roll Call (3:00 pm) Members Present:** Warren Lail, Cheryl Zebrowski, Pete LeRoy for Andrellita Chavez, Craig Conley, Cristina Duran, Hossein Tahani for John Jeffries, , Margot Geagon, Jesus Rivas, Andrew Wollner
Also in Attendance: Pete LeRoy, Linda LaGrange
Absent: Andre Garcia-Nuthmann, Carmen Vidal-Lieberman, Seonsook Park

2. Approval of the Agenda

The agenda was approved (LeRoy/Wollner)

3. Approval of the Minutes

Minutes of April 17th were approved (LeRoy/Conley)

4. Report from Registrar

Not in attendance. A new registrar has been hired and will start this summer.

5. Report from Faculty Senate

Pete LeRoy gave a brief summary of the Faculty Senate meeting. The full report was e-mailed to committee members.

6. Reports from Subcommittees

- a. Undergrad appeals - total of 25 this year. Thanks to Dr. Conley for chairing the committee during this difficult year.
- b. Graduate appeals – one appeal was denied.
- c. VPAA Catalog Committee has not yet met
 - i. AAC Discussion. Dr. Lail talked with Dr. Rivera who said that updates will likely be approved as they are submitted, but published online and in hard copies only once each year.
- d. Ballen Endowment is complete

7. Charges from Faculty Senate

- a. Scheduling Blocks
 - i. Dr. Lail talked with Dr. Rivera regarding our recommendation. Dr. Rivera suggested that a professor should know when he or she submits a schedule whether it is outside the approved scheduling blocks. Accordingly, the professor should obtain approval for the variance in advance, and thus save time, energy, and avoid confusion over this issue. With good justification, Dr. Rivera generally approves changes. Dr. Lail will re-write our recommendation to the Faculty Senate on this issue.
- b. AAC Review of Programs
 - i. Dr. LaGrange has the schedule for graduate programs. But the graduate and undergraduate program reviews should be coordinated.

- ii. Need to revise the schedule since accreditation schedules are different.
- iii. Social and Behavioral Sciences will be scheduled for review next year
- iv. AAC should review and revise the template before beginning next year's reviews, and this should be taken up at the first meeting of the Academic Affairs Committee.

8. Dual Degree

- a. Dr. Rivera suggests that since the three students (Hernandez, DeSanto, and Lucero) completed the degrees concurrently, rather than consecutively, they in essence completed a double major, not two degrees.
- b. This appears to have been a case of bad advisement, but Dr. Rivera will discuss with President Fries. The committee recommends, in the case of these three students at least, that they be granted the dual degrees.
- c. The committee will take up advising issues next year to study ways of avoiding this problem going forward. In addition, the committee recommends that we should schedule an advising workshop during faculty development week.

9. Changes to Course Proposal Cover

- a. Dr. Lail has been working on creating a fillable-pdf form
- b. Motion made to approved the new Course Proposal Cover with proposed changes (Geagon/LeRoy)
 - i. Discussion regarding Changes of 2 weeks prior to next meeting, addition of Department Chair Signature, and wording regarding additional resources requirements.
 - ii. Motion withdrawn by Dr. Geagon
- c. Motion made to approve the new Course Proposal Cover with the following changes: (Zebrowski/Geagon) Motion passed unanimously
 - i. Language at the top of the form to indicate that the proposal must be submitted 2 weeks prior to the next AAC meeting
 - ii. A line should be added for the Department Chair's signature.
 - iii. If additional resources are needed, a second form will be needed supplying details of the additional resources, costs, and justification. (Dr. Lail will create this form over the summer and it will need approval in the fall.)

10. Election of Chair and Vice-Chair

- a. Dr. Donna Woodford-Gormley was nominated as chair. (Lail/Tahani)
- b. Dr. Warren Lail was nominated as vice-chair. (Conley/Rivas)
- c. Both candidates were elected by acclamation.
- d. Appreciation to Dr. Lail for taking over mid-year, and streamlining and archiving documents via Dropbox.

11. Late Arrivals: none

12. Meeting adjourned at 4:20