

# Academic Affairs Committee Minutes

September 18, 2013

(Approved October 2, 2013)

1. **Roll Call** (3:04 pm) **Members Present** Craig Conley, Patricia Cruz, Cristina Duran, Andre Garcia-Nuthmann, Margot Geagon, Warren Lail, Kerry Loewen, Seonsook Park, Jesus Rivas, Gregg Turner, Carmen Vidal-Lieberman, Ruthy Watson, Donna Woodford-Gormley, Cheryl Zebrowski

2. **Also in Attendance:** Michael Raine, Linda LaGrange

**Absent:** Warren Lail, Gregg Turner

### 3. Approval of the Agenda

The agenda was approved. (Loewen/Geagon)

### 4. Approval of the Minutes

Minutes of Sept. 4<sup>th</sup> were approved with 2 corrections. (Conley/Loewen)

### 5. Report from Associate VP of Academic Affairs

Nothing to report

### 6. Report from Registrar

Michael Raine reports that the policy section of the catalog is nearly ready for review. He is trying resolving discrepancies in the programs. He suggests that this committee develop a catalog production schedule.

### 7. Report from Faculty Senate

Professor Loewen reports that Faculty Senate is working on the Center for Teaching Excellence. The athletic committee is working on coordinating class and practice schedules. Dr. Rivera is working on issues with the bookstore.

### 8. Reports from Subcommittees

- a. Dr. Lail continues to work on the forms and will get drafts posted to drop box.
- b. Undergrad appeals resolved 3 appeals, with 1 new appeal. Dr. Park will be joining the undergrad subcommittee.
- c. Graduate appeals have 1 appeal. Dr. Cruz will be joining the graduate appeals subcommittee.
- d. Ballen Endowment: Nothing to report.

### 9. Business Course Deletions

- a. The MIS program is being dissolved, so the courses are no longer needed.
- b. Motion made to approve deletion of MIS 236, MIS 374, MIS 425, and MIS 525 (Vidal-Lieberman/Watson). Motion carried unanimously.

### 10. Art History Course Revisions

- a. There was some discussion regarding changing course levels. If a course is being substantially changed, a syllabus should be submitted; otherwise an explanation should be included.
- b. There was discussion regarding the need for a written policy regarding the 300/500 course level splits.
- c. Motion made to approve the course numbering changes from AH310 and AH311 to AH295 and AH296 (Loewen/Rivas). Motion carried unanimously.
- d. Motion made to amend the main motion asking that the department submit revised syllabi for the new numbers. (Loewen/Rivas) Motion carried unanimously.

### **11. BA in Biology without minor**

- a. The BA in Biology without a minor was approved last Spring. Dr. Rivera had questions regarding why no minor was required. Dr. Rivas provided examples of other majors not requiring a minor, since the total credits equal or exceed a major and a minor.
- b. Dr. Rivas should obtain the Board of Regents minutes. Dr. Woodford-Gormley will discuss what Dr. Rivera would like from AAC.

### **12. Discussion regarding majors without minors**

- a. Michael Raines is not certain about the difference between Minors, concentrations, emphasis, tracks and tiers.
- b. Should all BAs require a minor, or should very credit intensive Bas or those which are a terminal/professional degree not require a minor? If the latter, how many credit hours should be required before a minor is not required?
- c. What should be the distinction between a BA and a BS? Should programs offering two possible degrees, such as a BA and a BS, make those degrees mostly the same but require a few more classes for one degree? Or should the two degrees have different requirements?
- d. What is the role of minors? Should minors simply add to the number of credit hours? Or should they increase the breadth of the student's knowledge?
- e. Motion made to approve any majors with more than 57 credits not require a minor. (Loewen)
- f. Motion withdrawn by Professor Loewen. As the faculty senate representative he will take the idea to Faculty Senate.
- g. This item will be placed on the next AAC agenda. Members should solicit comments from their departments.

### **13. Program review schedule and procedures**

- a. There is no global accreditation calendar for the university.
  - i. Dr. Woodford-Gormley will contact the deans to find out their accreditation schedule.
- b. Committee members should solicit suggestions from their departments.
- c. Jean Hill may know about the requirements for a strategic plan from each department.

- d. Dr. Geagon brought up the outdated oral exit interview form which should be reviewed at some point.

**14. Late Arrivals – none**

**15. Meeting adjourned at 4:42**