

**Meeting of the Academic Affairs Committee
Wednesday, October 16, 2013
University Center, Room 213**

Committee Membership

Jose D'Arruda (Senator & Chair)	Jeremy Sellers (Senator)
Cherry Beasley (Senator)	Joanna Hersey (chair of General Education)
Jeff Bolles (Senator)	Jaime Martinez (chair of Curriculum)
Rick Crandall (Senator)	Lisa Mitchell (chair of Enrollment)
David Nikkel (Senator)	Larry Arnold (chair of Academic Support)
Maria Pereira (Senator)	Ken Kitts (Provost and VC for Academic Affairs)
Jesse Peters (Senator)	

Members Present: D'Arruda, Beasley, Crandall, Nikkel, Pereira, Sellers, Hersey, Martinez, Mitchell, Arnold

Members Absent: Bolles, Kitts

Guests: Chuck Lillie (Math and Computer Science), Elizabeth Normandy (QEP and Academic Affairs), Xin Zhary (Math and Computer Science)

- I. **Call to Order**

The meeting was called to order at 3:30 PM by Dr. D'Arruda. Dr. Beasley is serving as secretary in Dr. Bolles's absence.
- II. **Approval of the Minutes of the September 18, 2013 Meeting**

The minutes were approved by consensus.
- III. **Approval of the Agenda**

The agenda was approved by consensus.
- IV. **Report from the Chair**

No report from the Chair.
- V. **Reports from Subcommittees**
 - A. Curriculum: Jaime Martinez, Chair

Actions Requiring only AA Chair Signature
Dr. Martinez opened her report by taking questions on those items that only needed AA chair approval and continued as follows.
 1. **Proposals from the Department of Mathematics and Computer Science**
 - 4.1 **Course Proposal:** Revise prerequisite for CSC 1850
Curriculum Committee Vote: Approved 9-0-0
 2. **Proposals from the Department of Department of Biology**
 - 5.2 **Program Proposal:** Add BIO 4130 to Molecular Biology Track

Curriculum Committee Vote: Approved by the 9-0-0

Actions Requiring AA Approval Only

Proposal from the Department of Biology

5.1 Course Proposal: Add a new course in Molecular Biology 4130

Curriculum Committee Vote: Approved 9-0-0

Academic Affairs Vote: Approved 10-0-0

Actions Requiring AA Approval and to be sent to Senate

1. Proposals from the Department of Mathematics and Computer Science

4.2 Program Proposal: Revise requirements for Bachelor of Science in Computer Science.

Approved 9-0-0

4.3 Program Proposal: Revise requirements for Bachelor of Science in Information Technology

Curriculum Committee Vote: Approved 9-0-0

Academic Affairs Vote: Approved 10-0-0

2. Program Proposal: Add 14 Courses to QEP

ENG 2200/AIS 2200	Native American Literature—Writing Enriched
ENG 2990	Writing Center Theory and Practice—Writing Enriched
ENG 3440/AIS 3440	The Native American Novel—Writing Enriched
ENG3470/AIS 3470	Native American Poetry—Writing Enriched
ENG 3650	Writing in Digital Environments—Writing Enriched
ENG 3720	Writing for the Public Sphere—Writing enriched
ENG 4210	Grant Writing—Writing Enriched
ENGS 4090	Special Topics in Rhetoric and Composition- Reading and Writing About Nonfiction----Writing Enriched
GGY 3770	Geography of American Indians—Writing Enriched
HLTH 3770	Drugs, Society and Behavior—Writing Enriched
HST 1140	World Civilizations to 1500—Writing Enriched
HST 4230	Indigenous Women—Writing Enriched
HST 4410	History of Medieval Britain—Writing Enriched
PED 4030	Facilities Design in HPER—Writing Enriched

Curriculum Committee Vote: All courses Approved 9-0-0

AA Approved 9-0-1

B. Enrollment Management: Lisa Mitchell, Chair
Catalog Change Proposal:

Regular class attendance is important to the educational experience of each student and to the academic integrity of the university curriculum, whether the setting is in a classroom or online. Students are expected to attend every class beginning with the first session. For online classes, logging on and entering the Blackboard (or other online portal) site for the course will be considered "attendance," even if no work is submitted.

The University reserves the right to administratively withdraw students who have never attended any classes. Regular class attendance is a student responsibility. A student is responsible for all the work, including tests and written work, of all class meetings. No right or privilege exists that permits a student to be absent from any given number of class meetings. (remainder unchanged)

After much discussion, Academic Affairs Committee members returned the Catalog Change Proposal to the Enrollment Management Committee. The following concerns were expressed: 1) purpose of the recommended changes were not clear; 2) faculty members set the Attendance Policy for their courses; and 3) questioned if the last sentence is in violation of other attendance policies such as the Religious Holiday Policy.

C. General Education: Joanna Hersey, Chair
No report.

D. Academic Support Services: Larry Arnold, Chair

Committee received summary report of activities from Dr. Arnold.

- i. Library reported increase usage this semester. They are currently conducting a search for two librarians.
- ii. Writing Center reported continued increase in usage. Usage is up approximately 30% this semester.
- iii. CAE reports an increase in Hawk Alerts and that course tutors and Academic Mentors are still needed.
- iv. Disability Support Services reported they are hosting the Vision Strengthen Arts Festival on campus on October 23.

Dr. Arnold reported that confusion still exist on who can vote on the Academic Support Services Committee. Governance Committee began addressing this concern last year. Will refer this back to Governance Committee.

VI. Old Business

None

VII. New Business

Committee member requested that at a future meeting the QEP process be discussed especially the QEP requirements for transfer students and second degree students, availability of courses, and needed faculty and education. The process that the QEP committee uses to review transfer courses from other universities was reviewed. At present 15% of all QEP courses are online.

VII. Announcements

None.

IX. Adjournment

The meeting was adjourned at 4:32 PM