

**Academic Affairs Committee
September 18, 2019 at 3:30 pm
University Center 251**

Minutes

Committee Members in Attendance:

Robert Arndt (Academic Support Services Subcommittee Chair)
Dorea Bonneau (Enrollment Management Subcommittee Chair)
Susan Edkins (Senator)
Benjamin Killian (Senator)
Diana Lee (Curriculum Subcommittee Chair)
Michael Spivey (Senator)
Robin Snead, Chair (Senator)
Misty Stone (Senator)
David Ward (Provost and VC for Academic Affairs)
Jeff Warren, Secretary (Senator)

Committee Members not in Attendance:

Nancy Palm (General Education Subcommittee Chair)
Cherry Beasley (Senator)

Recording Secretary: Jeff Warren

I. Call to Order

- a. Meeting was called to order promptly at 3:30pm

II. Approval of Minutes from August 21, 2019

- a. Minutes from last meeting were reviewed, amended, and approved (see attached)

III. Approval of Agenda

- a. Meeting agenda was approved as circulated

IV. Actions Requiring Votes

(None)

V. Report from Chair (See attachment)

- a. Curriculog concerns. Still not accessible for course/program proposals. Will continue to investigate concern. Is causing many issues related to development of new programming/approval.

- b. Faculty Senate Chair wants to make sure access for bringing concerns is available. Meeting at Starbucks, for example.
- c. Student interest in adding \$5 to Brave Card and requiring instructors to allow online submission of assignments.

VI. Reports from Administrators

- a. Provost Ward reported:
 - i. Board of Trustees will visit campus tomorrow (9/19).
 - ii. Enrollment up across the system; number of first time, full time students and transfer students is down.
 - iii. Change to university mission statement to include “graduate” rather than “masters.” This will allow for the development of doctoral programs.
 - iv. Dean search committee for the School of Education is being launched and dean search committee for Honors College is being launched. Both in early stages.
 - v. Minority and American Indian Recruitment and Retention task-force co-chairs are being identified to help in these efforts.
 - vi. Enrollment increased (growth of 7.9)
 - 1. Most enrollment gains made by increases in retention.
 - 2. Make use of early alerts, multiple grading/assignment opportunities.

VII. Reports from Subcommittees

- a. Academic Support Services Subcommittee
 - i. No report.
- b. Curriculum Subcommittee
 - i. No report.
 - ii. Pathway/timeline for curriculum proposals
- c. Enrollment Management Subcommittee
 - i. SGA representative has concerns about Brave Central.
 - ii. NC Promise and impact on seats in courses.

iii. Chairs/Deans decide seat caps on courses

iv. Parking remains a concern

d. General Education Subcommittee

i. No report.

VIII. Unfinished Business

(None)

IX. New Business

Committee priorities for 2019-2020

-Every committee should decide on priorities with clear goals and outcomes.

-Increase retention

-general education curriculum

-Discussion about non-cognitive questionnaire and how that might be used to funnel students to preventative services at the onset of their academic tenure here.

X. Announcements

a. SPARK Meetings—please participate in survey and attend forum

b. Betsy Barefoot and John Gardner visiting—please attend.

XI. Adjournment (4:38pm)

Appendix

Academic Affairs Committee
Minutes
Wednesday, August 21, 2019
University Center 251

Members in attendance: Robin Snead, Nancy Palm, Susan Edkins, Misty Stone, Diana Lee, Benjamin Killian, Dorea Bonneau, Robert Arndt, Michael Spivey, David Ward, Jeff Warren

Members not in attendance: Cherry Beasley

Guests: Beth Holder

Recording Secretary: Jeff Warren

Order of Business

I. Call to Order

- a. Meeting called to order at 3:30 pm.

II. Approval of Minutes from April 17, 2019

- a. Review of minutes from last meeting
- b. Minute approved by all voting members

III. Approval of Agenda

- a. Meeting Agenda approved as circulated

IV. Action Requiring Votes

- a. None

V. Report from Chair

- a. chair welcomed committee members and thanked everyone for their willingness to serve
- b. separate email from chair will be distributed to members before upcoming meetings

VI. Reports from Administrators

- a. **Provost**
 - i. At time of meeting unsure of exact student head count
 - ii. 7,934 registered currently, will likely drop 100-200 students tomorrow (deadline for payment is today at 5pm).
 - iii. 414 undergrad students registered on 8/10 or later
 - iv. of 414 students that registered on 8/10 or later, 54 categorized as Freshmen, 87 sophomores, 111 juniors, 105 seniors.
 - v. Focus moving forward will be on streamlining the registration process (exploration of this issue including academic and cashier)
 - vi. state budget has not been approved for this AY.
 - vii. operating on a budget from last year that was \$800,000.00 short.
 - viii. Tim Moore and other are on campus tomorrow (8/22) to explore impact of no budget approval.
 - ix. Program development coming in the upcoming AY from CHS and possibly new programs will be offered online
 - x. Student enrollment grown by over 20% last two years. Faculty lines increased by 16 lines and other lines have been replaced

VII. Reports from Subcommittees

- a. No committees have met at this point. Reports not provided

VIII. Unfinished Business

- a. None

IX. New business (see Agenda and Appendix)

- a. Items from retreat (see agenda and golden rod)
- b. Winter-mester will be run for 4 weeks in December 2019.
- c. Enrollment management
 - i. Discussion about dual enrollment/AP course completers and the impact of this on student success.
 - ii. Freshman seminar courses have been revamped and include specific modules
 - iii. Application deadline was not strictly enforced
 - iv. Student transfers were late
 - v. Increase in transfers from community colleges
 - vi. Applications were held based on academic GPA or SAT.
 - vii. Average GPA will be lower than last year.
 - viii. Essay will be recommended with the admission application.
 - ix. Peer-tutors remains an issue; tutor.com has seen an uptick.
- d. Faculty listserv
 - 1. Students will be removed. It is public information and can be accessed.
- e. Plagiarism discussion.

X. Announcements

- a. Dr. Beth Holder discussed The Undergraduate Experience—encouraged all to attend town hall and focus group (if invited)
- b. Focus on advising (flyer disseminated)

XI. Adjournment