

**Academic Affairs Committee
November 20, 2019 at 3:30 pm
University Center 251**

MEETING MINUTES

Committee Members in Attendance:

Robert Arndt (Academic Support Services Subcommittee Chair)
Cherry Beasley (Senator)
Susan Edkins (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:

Dorea Bonneau (Enrollment Management Subcommittee Chair)
Benjamin Killian (Senator)
Nancy Palm (General Education Subcommittee Chair)

Recording Secretary:

Jeff Warren (Senator)

- I. Call to Order**
 - a. Meeting called to order at 3:30pm**
- II. Approval of Minutes from October 16, 2019** (separate document)
 - a. Minutes were approved as recorded.**
- III. Approval of Agenda**
 - a. Agenda approved as circulated.**
- IV. Actions Requiring Votes**
 - A. Curriculum Proposals from the Department of Counseling ([Review in Curriculog](#))
 1. Play Therapy Graduate Certificate
 1. A motion was made to approve the certificate (Robert Arndt), with second (Cherry Beasley). Motion passed unanimously.
 2. CNS 5810 Introduction to Play Therapy
 3. CNS 5820 Play Therapy Theories and Techniques
 4. CNS 5830 Play Therapy for Specific Challenges
 5. CNS 5840 Filial and Family Play Therapy

1. Motion made to approve the four play therapy courses a group (Misty Stone), with second (Susan Edkins). Motion passed unanimously.
- B. Curriculum Proposal from the Department of Teacher Education: EDN 4020, Non-Licensure Internship ([Review in Curriculog](#))
 - i. Action is to improve course as a “writing in the discipline course.”
 1. Overview provided. Motion made to accept proposal (Cherry Beasley) with second (Robert Arndt) Motion passed unanimously.

V. Report from Chair

- a. Presidents search for the UNC system is ongoing.
- b. Plan to hire additional staff for Curriculog (bring on board in spring)
- c. Chrome River- Academic Affairs is aware of issues and is working through issues.
 - i. Training is available
 - ii. AA is working out kinks

VI. Reports from Administrators

- a. Biggest challenge is the lack of a budget. Lack of budget is starting to impact strategic investments. Associate dean for CHS cannot be posted. Growth funding is not available. University is unable to expand, not an issue of entrenchment.
- b. If funding comes in January will seek to spend \$ quickly by the end of the fiscal year. Not sure if salary increases will be retroactive; state will determine when effective.
- c. Research institutions are not impacted as much given their cushions, there has been recognition of that and the impact the budget has on institutions such as UNCP.
- d. Spring admissions appears health. A number of transfers moving into business courses. No more room and not in a position to expand. May accept in other areas.
- e. \$800,000 buy-back never materialized. Still seeking funding from last academic year from NC Promise.

VII. Reports from Subcommittees

- A. Academic Support Services Subcommittee
 - i. Accessibility Resource Center
 1. Proctored 117 exams for 53 students.
 2. Staff is staying busy with various projects--- working with the TLC certificate program in accessibility.
 3. Accessibility Resource Center will be a part of the upcoming panel discussion of invisible disabilities (Nov. 20).

ii. Center for Student Success

1. Updated Academic Success Contracts for students on probation to reflect new university policies regarding GPA .
2. Will be examining the STAR (Striving Towards Academic Recovery Program as students are not finding it effective.
3. Main discussion centered around Tutor.com. There were 611 online visits in October. The University has allocated \$25,000 for this service. There are 343 unique users. Each student is allotted 5 hours (average session 29 minutes). 64 students have exceeded 5 hours; 9 students combined have over 375 hours and 1 student has over 1000 hours. The Center has contacted some of these users about using on campus services due to the cost of Tutor.com (\$28per hour). No exists to track which students are online students versus campus/commuter students without looking at individual students.
4. Considering dropping several of Tutor.com services: Career Services which is duplicated by and a service on campus, and the 24/7/Essay Drop Review. The 24/7/Essay Drop Review was the second most used service in the month. This services marks up essays for students and returns them (48 hour turn around). Some instructors require their students to use this service before submitting work. The Writing Center does not offer an essay drop off service as they focus more on consulting and working with the student writers. Writing Center cost is roughly \$10 per hour. Analysis of use of Tutor.com will continue.

iii. Library

1. The special collections have been gone through and weeded (many things were being kept that were no germane to our collection needs or were items that are officially retained elsewhere, e.g. Board of Governor minutes). Thousands of old faculty committee meeting minutes were digitized and the paper discarded. The Pine Needle from 1948 forward is now digitized and available online as are a series of audio recordings from Adolph Dial. We are continuing this process.
2. Leganto, the integration of the library into Canvas the classroom system, is being tested for the remainder of this semester and will be available campus-wide in Spring. We are also adjusting the operational hours of the library. To meet student requests and needs the library will be open Sunday to Thursday from 8am to 2am. We were able to hire two new circulation workers by collapsing a library position. It must be noted that while this gives us short-term relief, the library is still woefully understaffed. Overall, we have the lowest number of library staff of any of the UNC system schools. We currently have .85 librarians per thousand students. The national and system average are about 3.2.

Our overall staffing is now lower than five years ago, even though we have roughly 2,000 more students.

3. NOTE: Due this ratio expect a resolution coming from this committee in the future focusing on Library funding and staffing. Other members of the committee also comment on lack of funding and staff as the student population has grown.
 4. Librarians who are approaching promotion and tenure are concerned as the lack of staff has forced librarians to sacrifice scholarship and service in order to provide for the needs of the students and staff of this University.
- iv. Writing Center
 1. Three consultants were added in November. In the last month there were 287 appointments with 109 new writers and 53 writers who visited more than one time, 73% of the hours in October were booked and 59% of those hours were used. November has been busy as 80% of the hours were books (71% used). Over 80 surveys have been returned for the semester—a record number. No students have been totally dissatisfied.
- B. Curriculum Subcommittee
 - i. No updates.
 - C. Enrollment Management Subcommittee
 - i. Will need to revisit faculty signing of drop/add forms.
 - ii. Discrepancy between catalog and faculty handbook on this issue.
 - D. General Education Subcommittee
 - i. A few items in curriculum. Ongoing discussion of revising the gen ed curriculum. Inconsistencies related to acceptance of transfer credits.

VIII. Unfinished Business

IX. New Business

Items from the library for information/discussion:

- A. Collection and Deaccession Development Statement
 - i. Robin suggested changing first section to offer greater clarity (re: Physical materials and digital materials and impact digital materials have on accessibility).
 - ii. Document will be reviewed and compiled by Robin and shared with dean swanson.
- B. Library Advisory Boards
 - i. Document will be reviewed and compiled by Robin and shared with dean swanson.
 - ii. Advisory boards are not meant to replace Library Liaisons (which is being discussed of being re-established).

b. Department chairs should voice library concerns with the dean Swanson.

X. Announcements

a. Nursing accreditation feedback was positive. Approval was not official.
Announcement will likely be forthcoming in the new semester.

XI. Adjournment 4:38pm