

**Academic Affairs Committee
January 15, 2020 at 3:30 pm
University Center 251**

Minutes

Members present: Robert Arndt, Cherry Beasley, Dorea Bonneau, Susan Edkins, Benjamin Killian, Diana Lee, Miranda Reiter, Michael Spivey, Robin Snead, Misty Stone, David Ward

Members absent: Jeff Warren

- I. The meeting was called to order at 3:30 pm.
- II. The minutes were approved as circulated.
- III. The chair made a motion to amend the agenda to add brief discussion of the conflicting handbook language (faculty handbook vs. student handbook) on dropping courses under old business. The agenda was adopted as amended.
- IV. Report from the Chair
 - a. Chair Snead welcomed Miranda Reiter who is replacing Nancy Palm as Chair of the General Education Subcommittee.
 - b. All curriculum proposals voted on at the November meeting were approved by the Faculty Senate in December.
 - c. The committee's comments on the Library Advisory Boards and the Collection and Deaccession Development Statement documents were forwarded to Dean Swanson (Livermore Library) and to Associate Provost Billingsley. There has been no further communication as of yet.
 - d. Dr. Snead reminded members to watch for announcements about forums regarding the budget impasse and on proposed revisions to the promotion and tenure timeline.
 - e. Construction of the Business building has now started resulting in a loss of parking between Dial and Sampson. Comments, complaints, and concerns regarding parking should be forwarded to Senate Chair Abigail Mann who will compile them and share with Administration.
 - f. Virginia Teachy has requested that any issues with Chrome River should be forwarded to Apurva Joshi in the Controller's Office. Faculty in Arts and Sciences should also send these to Richard Gay.
 - g. The chair of the Faculty Assembly has written an Op-ed on the effect of the budget impasse on the UNC System. The Chair will forward this to the committee for information.
- V. Report from Administrators, David Ward, Provost
 - a. Spring 2020 enrollment is fluctuating at this point. Drop/add open through Friday (January 17).
 - b. The budget is "looming" at this point. Husbanding of resources will be necessary, although there is no emergency at this point. There is some concern about next year. The prediction is that even next year's freshman class is the same size as this year's, enrollment will still be up due to improving retention. We could decide to shrink the incoming class but that has a 4-5 year impact.

- c. Dr. Beasley asked if the university is moving forward with holistic admissions and if so how faculty were involved in that process. Dr. Ward responded that we were moving forward and that faculty would be involved in evaluating the essays submitted for admission. (For some students, the essay will be suggested. For others it will be required.) We are not to the point of shaping the class.
- VI. Reports from Subcommittees
 - a. Academic Support Services
 - i. See the written report, Appendix A
 - b. Curriculum
 - i. There are 8 curriculum proposals on the subcommittee's January meeting. All are changes to pre-requisites and do not require action by Academic Affairs.
 - ii. The number of curriculum proposals is expected to increase significantly in February, March, and April.
 - c. Enrollment Management
 - i. No report
 - d. General Education
 - i. The committee will begin the process of revising the General Education program. This semester the committee will engage in gathering information on Gen Ed in other UNC System schools and our peer institutions.
- VII. Unfinished Business
 - a. Discrepancy in language on dropping courses between the faculty and student handbooks—Dr. Snead distributed a handout that included the language from both handbooks and called attention to the discrepancy. The Faculty Senate approved following the language of the faculty handbook for Spring 2020 (no instructor signature required to drop a course. This is only a temporary measure; further discussion is warranted on both philosophical and practical levels. The Enrollment Management Subcommittee will address this issue and draft revised, consistent language for the two handbooks.
- VIII. New Business
 - a. Dr. Mark Milowicz, Chair of the Strategic Planning and Resource Council, offered information and entertained questions and comments on the 2020-2025 SPARC Strategic Plan. Dr. Milowicz indicated that the document received by this committee was an advanced draft. In response to committee questions, Dr. Milowicz explained that the purpose of this document was to identify goals; it is not an operational document. More work will be done following the adoption of the plan to address implementation. Further, he noted that the mission, values, and vision statements were not changed from the current strategic plan, with the exception of the change in the mission to allow for the granting of professional doctorates. The goals in the strategic plan are enumerated, not prioritized.
- IX. There were no additional announcements.
- X. The meeting was adjourned at 4:33 pm.

Appendix A

Report to Academic Affairs from the Academic Support Services Subcommittee

Accessibility Resource Center

The office stayed busy. 500 students are the system with 135 who have implemented accommodations in the fall semester. 79 exams were proctored for 42 students. Nicolette graduated from the UNC BRIDGES Leadership for Women program.

Center for Student Success (Mark Hunt)

CSS has over 2680 advising appointment—number may be higher 4800 but figures can't be currently give due to integration issues. There were a total of 2072 HAWK Alerts in the fall semester. There are 26 hours of weekly monitored study halls. There are 7 sections of UNV 1100 which is required as part of there probationary program. One section was switched from face-to-face to online due the number of offsite students on academic probation.

Library

The LIB 1000, Introduction to Academic Resources, class has 6 full classes. The graduate version still has open seats. The Library lost one librarian, Robert Canida, in December. The Library is down to 5 librarian. This number impacts the number of sessions of LIB 1000 that can be taught. Susan Cummings, a staff member, is retiring after 40+ years here at UNCP. The Education Librarian search is continuing. The Library hours have expanded for the spring semester. The Library is open until 2 am Sunday through Thursday. The Library also will open at 12 noon on Saturday and Sundays. Over the semester break, the Library completed a shelf-reading and inventory project.

Writing Center (Michael Berntsen)

Michael Berntsen has agreed to act as Interim Director of the Writing Center after Brandy Brown's resignation. The search for a new director is being finalized.

The Writing Center had 806 visits in the fall semester. The one graduate assistant is leaving at the end of January. The Writing Center is looking to add several new tutors. Mike is also looking at expanding online and drop off services.

Appendix B

Language on Dropping Courses

FACULTY HANDBOOK, pp. 168-169

Adding, Dropping, and Withdrawing from Courses

Undergraduate Procedures

After a student has completed registration the only way the student's schedule can be changed is through the drop-add procedure. During the Drop-Add period, students may adjust their schedules online through BraveWeb. After the drop-add period, to add a course a student must obtain a Drop-Add Form from an academic department, complete the form, have it approved by his or her advisor, obtain the signature of the gaining professor, and present the form Registrar. To drop a course a student must obtain a Drop-Add Form from an academic department, complete the form, have it approved by his or her advisor, and present the form to the Cashier's Office and the Office of the Registrar.

→ A student may withdraw from a course after the drop-add period but prior to and including the last day of the first week of classes after midterm grades are reported, with a grade of W, if the student obtains the signature of her or his advisor.

Withdrawal without penalty from a course or courses after the deadline for withdrawal but before the last two weeks of classes in the semester, may be approved only for appropriate cause such as serious illness. Appropriate documentation is required. Unsatisfactory academic performance does not by itself constitute sufficient reason to grant a late withdrawal.

The student should secure a course withdrawal form from the Registrar's office, obtain the instructor's signature and the advisor's signature, and return the form to the Academic Affairs Office for review. Approved requests receive W in the course. A copy of the completed form and any required documentation must be on file with the Academic Affairs Office before a late course withdrawal will be considered. A second copy of the completed withdrawal form will be forwarded to the Registrar's Office for entry of the assigned grade.

STUDENT HANDBOOK, p. 101

ADDING, DROPPING AND WITHDRAWING FROM COURSES

After a student has completed registration, the only way the student's schedule can be changed is through the drop-add procedure. To add a course, a student must obtain a Course Add Form from an academic department, complete the form, have it approved by his or her advisor, obtain the signature of the gaining professor, and present the form to the Office of the Registrar. To drop a course, a student must obtain a Course Withdrawal Form from an academic department, complete the form, have it approved by the student's advisor, and present the form to the Office of the Registrar.

→ A student may withdraw from a course after the drop-add period but prior to and including the last day of the first week of classes after midterm grades are reported, with a grade of W, if the student obtains the signature of their advisor and instructor. Students entering UNCP as freshmen will have the option of withdrawing from a maximum of 15 semester hours of coursework. No student is eligible to withdraw from more than fifteen (15) hours of credit regardless of their entry date.