

**Academic Affairs Committee  
March 18, 2020 at 3:30 pm  
University Center 251 & WebEx**

**MINUTES**

**Committee Members Present:**

Robert Arndt (Academic Support Services Subcommittee Chair)  
Cherry Beasley (Senator)  
Dorea Bonneau (Enrollment Management Subcommittee Chair)  
Susan Edkins (Senator)  
Benjamin Killian (Senator)  
Diana Lee (Curriculum Subcommittee Chair)  
Miranda Reiter (General Education Subcommittee Chair)  
Michael Spivey (Senator)  
Robin Snead, Chair (Senator)  
Jeff Warren, Secretary (Senator)

**Guest Present:**

Richard Gay  
Aaron Vandermeer  
Porter Lillis  
James Hudson  
Beth Holder  
Katrina Harrison  
Abby Mann  
Jane Halladay  
Ottis Murray  
Martin Farley  
Lois Williams  
Katrina Harrison  
Laura Hess  
Jamie Mize  
Christina Reeves

- I. Call to Order**
- II. Approval of Minutes from February 19, 2020**
  - A. Motion to approve was made and passed unanimously**
- III. Approval of Agenda**
  - A. Motion to approve was made and passed unanimously**
- IV. Action Items**
  - A. *Curriculum Proposals***—Please review Curriculum proposals in Curriculog at <https://uncp.curriculog.com/agenda:125/form>. (Note that a few proposals could

not be added to the Curriculog agenda due to routing issues. Read those by clicking the “All Proposals” tab and locating them alphabetically.):

1. Proposals from the Department of Art
  - a. Writing Intensive (WE): ART 3750—Art of the United States
  - b. Writing Intensive (WD): ART 4000—Art Education Internship Seminar

**Motion to approve as a package was made and passed unanimously.**

2. Proposals from the Department of Biology
  - a. Program Deletion: Biology, Pre-Physical Therapy/Pre-Occupational Therapy  
**Motion to approve was made and unanimously passed.**
  - b. Program Deletion: Biotechnology, BS  
**Amendment made and motion to approve was made and unanimously passed.**
  - c. New Program: Biology, Biotechnology Emphasis  
**Motion to approve as a was made and unanimously passed.**

3. Proposal from the Department of Counseling
  - a. Program Revision (Major): Clinical Mental Health Counseling, MAEd  
**Motion to approve as a was made and unanimously passed.**

4. Proposals from the Department of English, Theatre, and Foreign Languages
  - a. Course Revision (General Education): SPN 1230—Elementary Spanish II
  - b. Course Revision (General Education): SPN 2310—Intermediate Spanish I
  - c. Course Revision (General Education): SPN 1320—Intermediate Spanish II  
**Motion to approve as a package was made and passed unanimously**

5. Proposal from the Department of History
  - a. Program Revision (Major): Asian Studies Minor  
**Motion to approve as a was made and unanimously passed.**

6. Proposals from the Department of Kinesiology
  - a. New Course: ATR 5350—Diagnostic Imaging and Casting

**Motion to approve as a was made and unanimously passed.**

- b. Program Revision (Major): Athletic Training, MS

**Motion to approve as a was made and unanimously passed.**

- c. New Program: 3+2 BS EXSS Exercise Physiology/MS Athletic Training
  - a. Amendment made and seconded and una

**Motion to amend was seconded, approved, and unanimously passed.**

- 7. Proposal from the Department of Management, Marketing, and International Business (**NO REPRESENTATION**)
  - a. New Course: BUS 3000—Study Abroad in Business

- 8. Proposal from the Department of Music

- a. Program Revision (Major): Music Minor

**Motion to approve as a was made and unanimously passed.**

- 9. Proposals from the Department of Sociology and Criminal Justice

- a. Program Revision (Major): Medical Sociology Minor

**Motion to approve as a was made and unanimously passed.**

- b. Program Revision (Major): Substance Abuse Minor

**Motion to approve as a was made and unanimously passed.**

- B. *Indigenous Cultures and Communities Requirement* (formerly AIS Requirement)—Appendix A

Overview provided by Abby. Jamie Mize addressed concerns expressed including tracking of students' progression through requirement and logistical issues. This requirement only applies to new students. Current course offerings should be sufficient. This will become a part of the admissions presentation. Approval of activities/programming that are appropriate and relevant will occur. Lois Williams offered additional comments regarding Banner and UAchieve. Concerns were expressed among members and guests of the meeting.

**Motion made to extend the discussion for 10 minutes, seconded, and approved.**

**Motion made to table the proposal and forward to faculty senate for discussion, seconded and unanimously approved.**

- V. **Report from Chair (NO DISCUSSION, CHAIR OFFERED TO ANSWER ANY QUESTIONS)**

- A. We find ourselves in strange times, with conditions very fluid and changing daily. Thank you for all that you've done, all that you are currently doing, and all that you will do for our students and to ensure that the work of the university continues to be done.

1. From Senate:
  - a. Information was shared and discussion held regarding COVID-19 and how the university would operate. You all know this information now.
  - b. The AIS proposal (now ICC)—we'll be discussing this today.
  - c. Course withdrawals (under normal operating conditions, not pandemic response conditions)—we'll be discussing this today.
  - d. Abby Mann planned to set up a forum on parking with Chief Cummings.
2. Library Dean search—The search committee is/was working to get the search firm nailed down. Laura Hess and Joe Sculli are the Senate representatives on that search committee. Irene Aiken is the chair.
3. Governance presented for information a draft reflecting proposed changes to terms of Senators, terms of the Faculty Senate Chair and Secretary, creation of Chair-Elect and Secretary-Elect positions, and changes in Senator attendance policy. Feedback was encouraged and further discussion/dissemination of this information was planned.
4. Curriculum: both the revisions to the Biology: Agricultural Science Emphasis and the new concentration Master of Business Administration with Concentration in Forensic Accounting passed unanimously. All other curriculum items were informational.
5. Motion from EMS/Academic Affairs: The Senate unanimously approved the change to the academic probation policy that removed the 13-credit hour restriction for students on probation.
6. Three motions from FERS/FIAC:
  - a. The motion to revise the calendar/initial probationary terms for tenure-track faculty was sent back to FIAC/FERS for additional information, clarification, and response to questions from Senators.
  - b. The motion requiring chairs to include a statement on annual evaluations candidly assessing the faculty member's progress toward promotion and tenure passed.
  - c. 3. The motion to offer multiyear appointments for Lecturers with 5+ years of service to the university passed (but was contentious).

**VI. Reports from Administrators—NONE, PROVOST WAS NOT AVAILABLE**

**VII. Reports from Subcommittees**

A. Academic Support Services Subcommittee

i. Accessibilities Resource Center

1. Nicolette noted that that the Accessibilities Resource Center will be moving to the first floor of West Hall when the renovations are finished. The first floor will house all the compliance offices (Title IX and Internal Audit as well as the ARC). Each component will have separate entrances.

ii. Center for Students Success

1. HAWK Alerts are running about the same as last year (897 for the Spring). Academic Success workshops are ongoing. Weekly

attendance is 16-20 students and nightly workshop attendance ranges from 10-12 students (weekly). 13 of 49 students who enrolled in the online modules have completed them.

- iii. The SOAR (Students Obtaining Academic Resilience) program, which is for students whose GPA is under 1.5, has seen students raise their GPA an average of 1.65 points. The problem is getting students to see the value of the program.
  - iv. Tutor.com Analytics from February 1st – February 29, 2020:
    - 1. On-line Visits: 250
      - a. 24/7 Essay Drop off Review- 43
      - b. Live Writing Help – 40
      - c. Chemistry 1310 – 32
      - d. Chemistry 1300 – 19
      - e. Math 2150 – 17
      - f. Accounting 2280 – 14
      - g. Math 2210 – 13
      - h. Math 1070 – 10
      - i. Math 2100 – 9
      - j. Economics 2020 – 8
      - k. Mobile Usage Sessions – 22
  - v. Face to Face Peer Tutoring Analytics from February 1st- February 29, 2020:
    - 1. Face to Face Appointments- 168
      - a. Total No-Shows- 26
      - b. Total Cancellations- 50
      - c. Total for actual visits: 92
  - vi. Library Education
    - 1. Librarian search was at a point to have on campus interviews with 2 candidates—this has been delayed to May.
    - 2. Library has established a video chat reference using Webex. The link is on the Library’s homepage.
  - vii. Writing Center
    - 1. Writing Center is no longer holding night hours in the Library but has moved to their DF Lowery offices.
    - 2. Students are confusing Writing Center and Tutor.com. They think they are the same. Writing Center is exploring ways to offer more dropoff services.
    - 3. The search for a new writing center director was at the point of bringing candidates in for interviews but that has been postponed.
- B. Curriculum Subcommittee
- i. Action items from Subcommittee: There are several items that have passed to AA which were on the last Curriculum Subcommittee agenda.

- ii. Items which ended at the Curriculum Subcommittee level on March 5, 2020:
  - 1. Department of Counseling: Course Revision Proposal: CNS 5890- Diagnosis, Treatment and Psychopharmacology in Addiction (add 5900 as a prerequisite)
  - 2. Department of Art Program Revision Proposal: Art, Art Education Licensure (K-12) Track, B.A.
  - 3. (drop ART 2150 and add EDN 3150)
  - 4. Proposals from the Department of Biology
    - a. Program Revision Proposal: Biology, Botany Track, B.S. (added two elective options and deleted the cross-listed BIO 2200 since ENV 2200 is already there)
    - b. Course Revision Proposal: ENV 2200- Field Botany (Eliminate Cross-list with BIO 2200)
    - c. Course Revision Proposal: ENV 2300- Field Zoology (Eliminate Cross-list with BIO 2300)
    - d. Course Revision Proposal: ENV 2400- Field Microbiology Eliminate Cross-list with BIO 2400)
    - e. Course Revision Proposal: BIO 3010- Entomology (Remove BIO 1020 as prereq)
    - f. Course Revision Proposal: BIO 3400- Plant Systematics (Change prereq to BIO 1010 or ENV 2200)
  - 5. Proposals from the Department of Music
    - a. Course Revision Proposal: MUS 3290- Conducting I (Revised title to make sequence clearer)
    - b. Course Revision Proposal: MUS 3301- Conducting II (Revised title to make sequence clearer)
- iii. Future items
  - 1. Training should be given to Subcommittee Chair next year or perhaps a stipend
  - 2. Departments should be encouraged to submit proposals BEFORE MARCH
  - 3. There are currently 130+ items which will potentially be on the April agenda if we want to get through them all! There are definitely already 67 items.
- C. Enrollment Management Subcommittee
  - i. Indigenous course was discussed and will be further discussed in April meeting.
- D. General Education Subcommittee
  - i. Revising Gen Ed program and meeting again next week.

## **VIII. Unfinished Business**

- A. Update on Course Withdrawal, information on online workflows—Christina Reeves, Registrar

1. Taking withdrawals currently using online form just like the online distance ed form. Working with Ellucian to ensure withdrawal process is working. Coordinating with departments to make sure process works for all parties.
2. Withdrawal date for undergraduates is now March 31. Visit the Registrar's website for more information.

**IX. New Business**

A. Information from Mary Livermore Library—Dennis Swanson

1. Dean Swanson was not in attendance.
2. Document shared previously was referenced. Review the document and bring questions to chair.

**X. Announcements**

**A. No announcements**

**XI. Adjournment**

**A. Meeting adjourned at 5:13pm**

## APPENDIX A

### Proposed Organization and Charter of the Indigenous Cultures and Communities Requirement Council

The Indigenous Cultures and Communities (ICC) Requirement Council shall be responsible for assuring that every candidate for baccalaureate graduation meets the requirement of significant engagement with, study of, research in, and/or community service to American Indian communities, such that all baccalaureate graduates of the University experience and appreciate the histories, diversities, cultures, and/or sovereignties of Indigenous people.

The Council shall be composed of five voting members selected from among the faculty and affiliate faculty of the Department of American Indian Studies.

The council shall be supported and advised by the following *ex officio* members:

- Director, Office for Civic and Community Engagement
- Associate Director for Service Learning, Office for Civic and Community Engagement
- Director (or designee), Campus Engagement and Leadership
- Faculty Advisor, Native American Students Organization
- President (or designee, pending approval by the council), Student Government Association
- Director, Teaching and Learning Center
- Chair, Student Affairs and Campus Life Committee, Faculty Senate
- American Indian Liaison to the Chancellor

The chair of the American Indian Studies Graduation Requirement Ad-Hoc Committee of the Faculty Senate, at the approval of the Provost and Vice Chancellor of Academic Affairs and in consultation with the Chair of the Department of American Indian Studies, shall appoint members of the first Council to three-year terms with the possibility of renewal. The chair of the ad-hoc committee, or designee, shall serve as first Council Coordinator. The Council Coordinator is responsible for overseeing and creating agendas for Council meetings. The Council Coordinator shall serve a term of four years with the possibility of renewal.

Faculty members of subsequent Councils shall be appointed or renewed by the Council Coordinator, at the approval of the Provost and Vice Chancellor of Academic Affairs and in consultation with the Chair of the Department of American Indian Studies, to serve three-year terms with the possibility of renewal. Subsequent Council Coordinators shall be elected from among the Council members, in consultation with the Chair of the Department of American Indian Studies and subject to approval by the Provost and the Vice Chancellor of Academic Affairs, to a four-year term.

The Provost reserves the right to terminate or suspend the membership of any individual who fails to attend more than one Council meeting per academic year. Only the faculty members of the Council shall have the right of voting, and the Council shall regularly inform the Academic Affairs Committee of the Faculty Senate of its actions and recommendations.

The Council shall meet at the beginning of each semester during the traditional academic year, and a quorum of faculty member appointees must be present for the conduct of official business.

The Council shall fulfill its responsibilities through the following activities:

- Ensuring that programming aligns with the stated student learning outcomes the graduation requirement seeks to produce;
- Defining the varieties of curricular, cocurricular, and/or extracurricular activities and/or experiences (hereafter, “programming”) aligned with these learning outcomes that may satisfy fulfillment of the graduation requirement;
- Calling for and supporting the development of outcomes-driven and -aligned programming that supports students’ mastery of these learning outcomes;
- Reviewing such programming so as to determine its appropriateness for the graduation requirement and designating approved programming;
- Overseeing all programming for the purposes of ensuring fidelity to student learning outcomes and assuring the quality and significance of students’ learning.

### Proposed Additions to the Undergraduate Catalog

#### Indigenous Cultures and Communities Requirement

Undergraduate Students entering the University in Fall 2020 or later, as a requirement for graduation, shall complete the Indigenous Cultures and Communities Requirement. Students may satisfy the requirement through completing approved courses, attending approved programming, and/or complete approved service projects as outlined below:

Undergraduate Students with 0 – 30 credit hours from other degree granting institutions will complete 80 hours of cultural or community experiences. Students can accumulate hours in any of the following ways:

- AIS or cross listed course = 40 contact hours.\*
- University Programming as approved by the Council = 2 hours per event (students will swipe their Braves Card at the beginning and end of events to receive credit for these hours).
- Service Projects = hours determined in partnership with CCE (these include short and long term community service projects and/or internships).

Undergraduate Students with 31 – 60 credit hours from other degree granting institutions will complete 60 hours of cultural or community experiences (as defined above).

Undergraduate Students with 61 or more credit hours from other degree granting institutions will complete 40 hours of cultural or community experiences (as defined above).

\*Number of contact hours were derived from the typical lecture course contact time of 150 minutes per week across fifteen weeks of instruction.

## Proposed Changes to the Undergraduate Catalog

Proposed changes are highlighted in yellow.

### **Section 1:**

#### **Requirements and Options for a Baccalaureate Degree**

Each student is responsible for proper completion of his or her academic program, for familiarity with the University of North Carolina Catalog, for maintaining the grade point average required, and for meeting all other degree requirements. The academic advisor will counsel, but the final responsibility for a successful college career rests with the student.

To earn a baccalaureate degree from the University of North Carolina at Pembroke, students must earn between 120 and 128 hours of course credit in a program of study that includes a Freshman Seminar (UNV 1000), required of all freshmen during their first 15 hours; a General Education program of 44 hours; **an Indigenous Cultures and Communities Requirement**; a Writing Intensive Program of 9 hours; and at least one academic major. Detailed requirements for Freshman Seminar, General Education, and the Writing Intensive Program can be found in the links at the top of this page.

UNC Pembroke operates on the traditional two-semester system and offers an extensive summer program designed to permit the academic acceleration of regular university students and to serve the needs of public school teachers. Summer Session is divided into two terms.

### **Section 2:**

#### **Requirements for Baccalaureate Graduation**

Each student is responsible for proper completion of his or her academic program, for familiarity with the University of North Carolina Catalog, for maintaining the grade point average required, and for meeting all other degree requirements. The academic advisor will counsel, but the final responsibility for a successful college career rests with the student.

Though appropriate UNCP faculty and staff make every effort to insure that students register for the courses required by their chosen degree program, the ultimate responsibility for meeting graduation requirements lies with the individual student. Each candidate for graduation must meet all of the following requirements:

1. Have a minimum of 120 to 128 semester hours of course work in accordance with specific degree requirements, excluding ENG 0104, MAT 0104, EDN 0104, MUS 0106;

2. Have successfully completed the General Education Program;
3. Earn a grade of "C" (2.0) or better in both English composition courses, [ENG 1050](#) and [ENG 1060](#);
4. Have successfully completed a program for an academic major;
5. Have a minimum overall cumulative quality point average of 2.0 and have a minimum cumulative quality point average of 2.0 in all work attempted at the University of North Carolina at Pembroke;
6. Have a minimum overall cumulative quality point average of 2.0 in the major field of study;
7. Complete a minimum of 25% of semester credit hours applied toward the degree through regular enrollment in UNC Pembroke courses;
8. Complete a minimum of 9 semester hours above the General Education Program level in the major field of study at UNC Pembroke if the student transferred here (This does not contravene the minimum requirement of 15 total hours of 3000 or 4000 level courses in any major.);
9. Be registered during the academic year in which the student's graduation occurs;
10. Count no more than 3 semester hours of activity courses toward the credit hours required for graduation. Activity courses are defined as having: no regularly scheduled class meeting time, no well defined instructional format, and no graded (A, B, C, D) work required. Excluded from this definition are [UNV 1000 \(Freshman Seminar\)](#) and supervised internship courses;
11. Count no more than 24 semester hours of correspondence and/or extension credit (with no more than 12 hours of correspondence from regionally accredited institutions toward a degree, provided that such correspondence credit is approved by the Office of the Registrar and will not be applied to satisfy specifically stated course requirements in major programs) (NOTE: Any student needing to take correspondence work after admission to study at UNC Pembroke may be permitted to do so only after obtaining formal approval from the student's academic advisor, from the Office of Academic Affairs, and from the Office of the Registrar.);
12. Meet the requirements of one catalog which were current at the time the student entered this institution or a subsequent catalog. Students will not be allowed to meet some of the requirements of one catalog and some of the requirements of another catalog;
13. Meet the requirements of the catalog in effect at time of readmission or those of a subsequent catalog if attendance is interrupted for more than one year (two semesters);
14. Make application for the degree a year in advance: by April 1st for the following year's spring or summer commencement and by November 1st for the following year's winter commencement when earned hours reach 75 (end of first semester of junior year).
  - a. Complete (including all required signatures) a Degree Application Form (available in the Office of the Registrar);
  - b. Pay a non-refundable graduation fee of \$50 by the required date or an additional \$25 late filing fee will be charged;
  - c. If a candidate fails to qualify by the time of commencement, but does qualify at a later time, the student must submit another application and a \$25 diploma fee;
  - d. If the candidate fails to meet this requirement as specified, the student must wait until the next commencement to receive his or her degree;
15. Satisfy all financial obligations to the University.

16. Students entering in Fall 2011 or later must complete 9 semester credit hours of Writing Enriched and Writing in the Discipline courses. One course must be a Writing in the Discipline course. These are designated by "WE" or "WD" on the course schedule.

17. Students entering in Fall 2020 or later must complete the Indigenous Cultures and Communities Graduation Requirement.

All candidates are encouraged to complete a file in the Career Center.

**[RETURN TO THE AGENDA](#)**