

**Academic Affairs Committee**  
**October 20, 2021 at 3:30 pm**  
Via WebEX: <https://uncp.webex.com/meet/robin.snead>

**Committee Members:**

Timothy Altman (Senator)  
Robert Arndt (Chair, Subcommittee on Academic Support Services)  
Paul Flowers (Chair, Subcommittee on Curriculum)  
Deborah Hummer (Senator)  
Jennifer Jones-Locklear (Senator)  
Cindy Locklear (Senator)  
Zoe Locklear (Ex Officio, Interim Provost)  
Shilpa Regan (Chair, Enrollment Management Subcommittee)  
Gretchen Robinson (Senator)  
Robin Snead (Senator; Chair, Academic Affairs Committee)  
Joseph Van Hassel (Chair, General Education Subcommittee)  
Eric Voecks (Senator)

**Agenda**

- I. Call to Order**
- II. Approval of Minutes from the September 15, 2021 meeting** (Appendix A)
- III. Approval of the Agenda**
- IV. Determination of Secretary (rotating)**
- V. Report from Chair**
- VI. Report from Administration**
- VII. Reports from Subcommittees**
  - A. Academic Support Services**
    1. Report Appendix B
  - B. Curriculum**
  - C. Enrollment Management**
    1. Revision to the catalog: Addition of Associate Provost as an approver of withdrawal for extenuating circumstances (Appendix C)
  - D. General Education**

1. The General Education Subcommittee recommends to Academic Affairs that AP, IB, CLEP be looked at and evaluated for possible revisions to reflect current UNC-system practice.
2. The General Education Subcommittee recommends that an ad-Hoc taskforce be created to look at our current GenEd requirements and how they affect other areas of the university including degree requirements, transfer credits, among other areas, and what revisions may be appropriate.

**VIII. Unfinished Business**

**IX. New Business** (view Proposals at <https://uncp.curriculog.com/agenda:163/form>)

- A. New Program Proposal: Nursing, Rural Case Manager Specialization, MSN
- B. New Course Proposal: SWK 4750: Working with Children Through Play

**X. Announcements**

**XI. Adjournment**

## **Appendix A**

Unapproved Minutes from the Academic Affairs Committee

September 15, 2021 at 3:30 pm

Via WebEX: <https://uncp.webex.com/meet/robin.snead>

### **Committee Members in Attendance:**

Timothy Altman (Senator)

Robert Arndt (Chair, Subcommittee on Academic Support Services)

Paul Flowers (Chair, Subcommittee on Curriculum)

Deborah Hummer (Senator)

Jennifer Jones-Locklear (Senator)

Cindy Locklear (Senator)

Zoe Locklear (Ex Officio, Interim Provost)

Shilpa Regan (Chair, Enrollment Management Subcommittee)

Gretchen Robinson (Senator)

Robin Snead (Senator; Chair, Academic Affairs Committee)

Joseph Van Hassel (Chair, General Education Subcommittee)

Eric Voecks (Senator)

Guests: Dr. Derek Oxendine, Dr. Liz Normandy, Dr. Polina Chemishanova, Dr. Porter Lillis, Dr. James Hudson

- I.** Dr. Snead called the meeting to order at 3:30PM.
- II.** Approval of Minutes by acclimation for April 21, 2021 meeting and August 18, 2021 meeting.
- III.** Approval of the Agenda by acclimation with the curriculum proposal to follow Dr. Locklear's report.
- IV.** No volunteers for Secretary. Position will be rotated each meeting to a committee member.
- V.** Report from Chair
  - Ad hoc committee for revising SEI practices formed. They will a) revise the faculty handbook language to reflect that SEI's are conducted online, b) revise the faculty handbook to reflect that every faculty member will be evaluated every semester, and c) to evaluate the instruments used for student evaluation and revise based on best practices
    - Dr. Normandy noted that the Senate already passed language regarding the SEI's being conducted on line. Dr. Snead will communicate that information

- Voting issues: Due to open meeting laws in order to make business accessible via Webex to those who call in, roll call votes have to be conducted if any no votes
- Curriculum proposals on Curriculog is open
- Indigenous cultures committee is in process of begin formed with target first date meeting at the end of September, please express interest to Dr. Locklear
- Encourage participation in the hiring of the Provost. Next meeting for Provost input for faculty is 9-16 at 10:30AM

**VI.** Report from Dr. Zoe Locklear

A. Dr. Locklear noted that the ICC meeting will likely occur earlier than September end.

B. 1% overall growth in enrollment for the Fall 2021

1. 6318 UG, 2001 for Graduate

2. Overall total of 8319 compared to 8262 in Fall 2020

3. Fall to Fall retention is up to 73%

C. 36 new faculty for this semester, a few resignations and retirements as well

D. Hopefully new budget in next month, possibility of creating additional lines or converting 1 year contracts to tenure track lines

E. Cybersecurity program and Masters in OT working towards establishing the programs after receiving preliminary development approved

F. Dr. Loury Floyd will chair the national search for Dean of Health Sciences

G. Dr. Milewicz will chair the search for Dean of the School of Business

H. Millicent Strickland will be working in office of sponsored research as post award coordinator

**VII.** Curriculum Proposal

A. Curriculum Proposal: HST 4080 Indigenous Communities in Asia (Please see the proposal at <https://uncp.curriculog.com/agenda:161/form>) was presented by Dr. Hudson.

B. Dr. Flowers made motion to approve. Seconded by Dr. Altman. Pass by acclimation.

**VIII.** Reports from Subcommittees

- A. Academic Support Services: Dr. Arndt summarized the information in Appendix A. Dr. Oxendine responded to an inquiry on the location of study hall (Lowry Building for any student)
- B. Curriculum: Dr. Flowers noted the committee passed 3 other proposals not necessitating AA vote. He also explained that any curriculum request not approved in an academic year must be re-entered into the system to be considered for the following year. Okoye Whittington has been re-entering the information. Appeal for faculty to submit proposals early.
- C. Enrollment Management: Dr. Regan noted that UNCP is not in violation of the articulation agreement for the requirement of ENG1050 and 1060. The committee will discuss transfers with unique circumstances (e.g., AP Credit)
- D. General Education: Dr. Van Hassel noted no general education proposals were submitted and that they also discussed the ENG 1050-1060 articulation agreement

**IX.** No Unfinished Business

**X.** New Business

- A. Curriculog dates/deadlines (See Appendix B). Discussed date submissions for proposals in order to be included in the next academic year.
- B. Dr. Oxendine suggested a future conversation on whether curriculum proposals should be submitted and approved an entire academic year before it will be included.

**XI.** No announcements

**XII.** Adjournment at 4:29PM

Respectfully submitted by S. Regan

Appendix A to the Minutes of the September 15 Academic Affairs Committee Meeting

Report to Academic Affairs

September 15, 2021

### **Accessibilities Resource Center**

Graduated 98 undergraduate students in the Spring of 2021 and 6 graduate students.

80 students have currently implemented accommodations for the semester.

306 consultations with professors/UNCP employees regarding 110 students

1029 pages converted to alternate format for exams and books

### **Center for Student Success**

Advising

- Advising for incoming FR/CSS advisees will start ~ the last week of September

H.A.W.K. Alerts/Progress Reports

- Two separate Progress Reports have been submitted to Faculty (New FR/Probation) in an effort to determine early semester needs/difficulties. A follow-up Progress report for New FR is planned near mid-terms
- We have hired an additional HAWK Alert Spec to support Progress Reports and HAWK Alerts

They are expecting more HAWK alerts due to the implementation of the Progress report.

### **Students Obtaining Academic Resilience (SOAR)**

- SOAR has ~ 50 students that are mandated to attend and 8 that are optional

Study Hall

- Study Hall is currently providing 24 hours of weekly monitored study hall time and is open to all students
- We are serving now through Dec 2<sup>nd</sup>, Monday – Thursday 11- 2pm / Athletics also hosts Study Hall Sunday – Thursday 5 – 8pm

### **Mary Livermore Library**

We have a new Instructional Services Librarian named Elizabeth Jones starting Sept 20<sup>th</sup>. This position will focus on refreshing online services for the library through developing online content, teaching, and keep current in technology trends related to the library.

The library conducted a pandemic year review of usage trends within the collection, which include the physical circulating collection and electronic resources composed of eBooks, streaming videos, electronic journals, and databases used.

- The physical circulating collection declined quite significantly from 18,385 to 5,611.

This is due to the reduction of the collection in years past, in addition to the reduction of users in the physical building as classes were moved online. We will monitor the usage in the upcoming year to see if the physical collection numbers rebound.

- Increase usage of 48% increase of eBooks which included 6,578 more eBooks were accessed remotely this past year.
- Increased usage of scholarly articles at 14%, which averaged 29 full-text articles downloaded per student.
- Overall, a 62% increase of usage of electronic resources within the library collection and supports the electronic growth of resources needed.

## Writing Center

Usage Information: AY 2020-2021

- 1977 total consultations | 2019: 1799 total consultations [9.8% increase]
- 733 individual writers | 2019: 637 writers
- 1975 online consultations | 2019: 768 online consultations
- Live Online Sessions: 1183
- Dropoff Appointments: 792
  - 48% of clients visited one time | 2019: 52% of clients visited one time
  - 52% of unique clients visited more than one time | 2019: 48% of clients visited more than one time.
  - 783 new clients registered | 2019: 637 new clients registered

August 2021 numbers are down from the previous year as the semester started later.

Hours: appointments can be made from 10 am to 10 pm, Monday –Thursday, Friday 10 am – 2 pm, and Sunday 6 pm to 10 pm. Hours from 7 pm to 10 pm are online (Sunday all online)

**CURRICULOG DEADLINES FOR THE 2022-2023 ACADEMIC CATALOG**

**March 16** is the deadline for launching proposals in Curriculog for this year's curriculum cycle (to be included in the 2022-2023 Academic Catalog). This deadline is for proposals that *begin* the committee approval process at the Curriculum Subcommittee level and *do not require* approval from the General Education Committee, CEPP, the Graduate Council, the Writing Intensive Program, or the Indigenous Cultures and Communities Council.

If you'd like the proposal to be scheduled for an earlier Curriculum meeting, those deadlines are as follows:

For the February Curriculum meeting: **January 20**

For the March Curriculum meeting: **February 17**

**If approvals are required from one or more of the following committees, the deadline for launching your proposal is February 16.**

- General Education Committee\* (This deadline is for revisions to *existing* General Education courses or for adding an *existing* course to General Education. See below for new courses).
- Council for Teacher Education Preparation Programs (CEPP)
- Graduate Council
- Writing Intensive Program\* (This deadline is for *existing* courses seeking WE/WD courses. See below for new courses.)
- ICC Council (all courses seeking ICC designation)

**Special Notes on NEW courses:**

If you are proposing a new course that will also be added to the General Education program or for which you are seeking WE/WD designation, the deadline for launching this proposal to be sure it makes it through the curriculum cycle is **January 26**. These courses must first be approved as new courses before they can be added to General Education or be designated as WE/WD.



## **Appendix B**

### **Academic Support Services Subcommittee Report October 2021 Accessibilities Resource Center**

700 students active in the system but on 110 have implemented accommodations. The Center proctored 80 exams. The Center held 243 consultations with professors/UNCP employees regarding 87 students.

#### Center for Student Success

Advising is starting and will continue throughout the semester. So far this year there have been 1285 HAWK Alerts compared to 938 last year at this time. At the start of the semester 722 students were on academic probation. 59 have been removed from academic probation by using grade replacement or summer school classes while 633 remain. The appeals process has begun for Spring 22. The deadline for this is December 15<sup>th</sup>. The Center is hosting 14 Academic Success Workshops. The Center for Student Success still hosted a total of 14 academic success workshops for students. The workshops are held on Tuesdays at 6pm (WebEx) and Wednesdays at 11am (face-to face).

#### Mary Livermore Library

Library gate count for September was 8045 for an average of 269 per day. Wednesdays and Sundays are typically the busiest days and Fridays and Saturdays the least busy days. Study room reservations systems will hopefully be ready for Spring 2022. Renovations to Special Collections are planned for December after exams end. The renovations call for materials being moved out Special Collections to a new area upstairs, and the enlargement of Special Collections downstairs. The library will be closed after exams as the general collections books will have to be shifted to accommodate the larger Special Collections. During Fall 3reference services will limited and only be available via email and chat.

#### Writing Center

During September the Writing Center lost several student consultants. Writing Center tutors currently consist of 4 undergraduate students, a graduate student and the director. So far this semester there have been 230 consultation sessions compared to 257 last year at this time. Most of the consultation are occurring online because of tutor health concerns and the loss of the other tutors. Appointments should be made before visiting the writing.

Robert Arndt  
Academic Support Services Subcommittee Chair

## **Appendix C**

### **From the academic catalogue (Section Academic Procedures and Policies)**

**<https://catalog.uncp.edu/content.php?catoid=25&navoid=1504>**

### **Adding, Dropping, and Withdrawing from Courses**

The adding and dropping of courses during open registration can be done online for current students through BraveWeb. New freshmen students will need to see their University College advisor to request changes to their schedule. After the drop/add period, students can add a course by completing a Late Add form. The Late Add form will need to be submitted to the Office of the Registrar for processing (form must have all necessary signatures before it will be processed).

A student may withdraw from a course after the drop/add period through the last day to withdrawal from a class (see academic calendar for dates). Students will receive a W grade. The Course Withdrawal form is available online, and in Brave Central. The Course Withdrawal form must be completed and submitted to the Office of the Registrar for processing (form must have all necessary signatures before it will be processed). Students entering UNCP will have the option of withdrawing from a maximum of 16 semester hours of coursework.

The Associate Vice Chancellor for Enrollment or **Associate Provost** may approve withdrawal from a course or courses at any time without academic penalty if serious extenuating circumstances, such as serious illness, exist. Unsatisfactory academic performance does not by itself constitute an extenuating circumstance. As soon as possible, the student petitioning to withdraw from a course due to extenuating circumstances must meet with the Associate Vice Chancellor for Enrollment or **Associate Provost**, present the appropriate medical or legal documentation, and complete the necessary forms. Withdrawal under these circumstances will not count toward a student's 15-hour career withdrawal limit. Approved requests receive a grade of WX. In addition, the following conditions apply:

- i. a WX will be recorded on the transcript;
- ii. the course(s) will count as attempted hours;
- iii. the course(s) will not count in GPA calculation;
- iv. the course(s) are subject to all Financial Aid and SAP rules and calculations.

Students denied a request for the grade of WX may appeal to the Provost or designee whose decision will be final.

### **Withdrawal from the University**

Up to the last day to receive a W in a course, a student may complete an Undergraduate Withdrawal Application, available on the Office of the Registrar webpage at [www.uncp.edu/registrar](http://www.uncp.edu/registrar). The student should get the required signatures and submit the form to the Office of the Registrar for processing. Students are encouraged to discuss financial implications with a Brave Central Counselor. After the last day to withdrawal from a course, or if the student wishes to withdraw on time with grades of WX, the Associate Vice Chancellor for

Enrollment or Associate Provost approves withdrawal from the University without academic penalty only when unusual and documentable circumstances warrant. Unsatisfactory academic performance does not by itself meet the requirement. As soon as possible, the student petitioning to withdraw from the University must meet with the Associate Vice Chancellor for Enrollment or Associate Provost, present the appropriate medical or legal documentation, and complete the necessary forms. Withdrawal under these circumstances will not count toward a student's career withdrawal limit. In addition, the following conditions apply:

- i. a WX will be recorded on the transcript;
- ii. the course(s) will count as attempted hours;
- iii. the course(s) will not count in GPA calculation;
- iv. the course(s) are subject to all Financial Aid and SAP rules and calculations.

Students denied a request for the grade of WX may appeal to the Provost or designee whose decision will be final.

Students who stop attending classes without completing the withdrawal procedure ordinarily receive an F in courses for which they are registered.