

**Academic Affairs Committee**  
**Minutes**  
**November 17, 2021 at 3:30 pm**  
**Via WebEX: <https://unep.webex.com/meet/robin.snead>**

**Committee Members Present:**

Timothy Altman (Senator)  
Robert Arndt (Chair, Subcommittee on Academic Support Services)  
Paul Flowers (Chair, Subcommittee on Curriculum)  
Deborah Hummer (Senator)  
Jennifer Jones-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)

**Committee Members Absent:** Cindy Locklear (Senator), Eric Voecks (Senator)

**Guests:** Polina Chemishanova, Porter Lillis, Derek Oxendine, Joe West

**I. Call to Order**

*The Chair called the meeting to order at 3:31 pm.*

**II. Approval of Minutes from the October 20, 2021 meeting (Appendix A)**

*The Committee approved the minutes by acclamation (10-0-0).*

**III. Approval of the Agenda**

*The Committee approved the agenda by acclamation (10-0-0).*

**IV. Determination of Secretary (rotating)**

*Paul Flowers was appointed rotating secretary for this meeting.*

**V. Report from Chair**

*The Chair reported on several items.*

*The Indigenous Cultures and Communities (ICC) Committee has been formed and has begun to meet, faculty may contact the ICC Committee Chair, Ben Killian with questions.*

*The Spring advanced registration period for the Fall 2022 Semester will begin 9:00 pm on Sunday instead of 12:01 am on Monday.*

*A revised residency requirement policy will go into effect Fall 2022 (see Provost report in agenda item VI below).*

*Faculty research colloquia will be held online this year.*

*The Senate has returned our Committee's motion on general education revisions to the General Education Subcommittee requesting the motion be clarified and an explicit charge for the proposed special committee be added. Several relevant issues noted in the Senate meeting included number of required hours, objectives / outcomes, articulation agreements, etc.*

## **VI. Report from Administration**

*The Provost reported on several items, including enrollment totals (undergraduate and graduate), pending reaccreditation processes for the Schools of Business and Education, the return of the Teaching Fellows Program, progress on Dean searches for the School of Business and the College of Health Sciences, status of requests to create three new programs (Master of Occupational Therapy, B.S. in Cybersecurity, and Doctorate in Nursing Practice have all received approval from the NC General Administration).*

*Regarding the revised residency requirements for undergraduates, effective Fall 2022 all freshmen and sophomores living outside a 20-mile radius will be required to live on campus unless waivers are granted.*

*Finally, optimism surrounds the newly signed NC state budget which promises to bring "historic" level support to the UNC system schools.*

## **VII. Reports from Subcommittees**

### **A. Academic Support Services**

*Report provided by Chair Arndt (see appendix of these minutes).*

### **B. Curriculum**

*Chair Flowers reported just one proposal being brought forward (see agenda item IX below) and noted that a pair of related proposals from the Department of English and World Languages was deferred to next month's meeting of the Curriculum Subcommittee due to absence of a departmental representative.*

### **C. Enrollment Management**

*Chair Regan reported two issues presently being pursued by EM, revision of AP and IB credits (in the info gathering stage at the moment) and possible revisions to course repetition policy for students who transfer away from and then back to UNCP and seek to replace a course taken during their first enrollment at UNCP.*

### **D. General Education**

*Chair Van Hassel noted no substantive items to report.*

## **VIII. Unfinished Business**

### **IX. New Business** (view Proposal at <https://uncp.curriculog.com/agenda:165/form>)

#### **A. New Program Proposal: Minor in Chemistry**

*Paul Flowers summarized the proposal details for the Committee members. Tim Altman asked for and received confirmation that the program did not involve any*

*new courses and that all the courses involved were regularly taught. The proposal passed by acclamation (10-0-0).*

**X. Announcements**

*No announcements were made.*

**XI. Adjournment**

*The Chair adjourned the meeting at 4:02 pm.*

## Appendix: Report from Academic Support Services Subcommittee

### Report to Academic Affairs November

#### Accessibility Resource Center

130 students have currently implemented accommodations for the semester

11 intake appointments

Proctored 85 exams

177 consultations with professors/UNCP employees regarding 65 students

#### Center for Student Success

Advising continues.

HAWK alerts are up because of the progress reports. 1323 referrals for Oct.

Tutoring and supplemental instruction met with 461 Students (341 Face-to-face/119 WebEx). Several promotional events were held.

Study hall had 225 students served with 2934 hours provided (Oct 2021)

#### Mary Livermore Library

**Hotspots grant update** – we have received 30 Verizon Hotspots for a one-year grant. We are processing them for students to check out. Our intention is to allow students to check them out for the whole semester. Policy is being finalized and will be communicated on our website. We will promote this to students via campus email and website.

**Systems Librarian** – still waiting for their contract to be finalized.

Library will be closed Nov. 25-28 for Thanksgiving. Exam hours (2 am) will begin Nov.29. This will be for Monday through Thursday until Dec.10.

The Library will be closed from Dec. 12 to Jan.4. Part of this is due to the renovations to Special Collections. There is a 2-phase shifting project moving all the special collections from the first floor to the 2<sup>nd</sup> floor and then, shifting the circulating collection while moving shelving on the first floor. Reference email and chat will be checked during Fall 3.

#### Writing Center

- **184 total consultations** | 2020: 257 total consultations
  - 88 Written Feedback
  - 45 Face-to-Face Sessions
  - 51 Live Online Sessions
- **121 individual writers** | 2020: 147 writers
- **139 online consultations** | 2020: 257 online consultations
- **78% of clients visited one time** | 2020: 66% of clients visited one time
- **78.59% appt usage** | 2020: 71.44% appt usage

The Writing Center is short several tutors due to staffing changes which has affected the number of appointments that can be made. More tutors are expected in the Spring as students complete the coursework necessary to be a Writing Center tutor.