Agenda for the Academic Affairs Committee Meeting
Wednesday, February 15, 2023
3:30 pm
Via WebEx
https://uncp.webex.com/meet/renee.lamphere

Committee Members:
Robert Arndt (Chair, Subcommittee on Academic Support Services)
Cherry Beasley (Ex Officio, Interim Provost)
Jennifer Jones-Locklear (Senator)
Renee Lamphere (Senator; Chair, Academic Affairs Committee)
Cindy Locklear (Senator)
Rachel Morrison (Senator)
Shilpa Regan (Chair, Enrollment Management Subcommittee)
Roland Stout (Senator)
Mark Tollefsen (Chair, Subcommittee on Curriculum)
Joseph Van Hassel (Chair, General Education Subcommittee)
Richard Vela (Senator)
TBD (Senator)

Agenda

I. **Call to Order**
II. **Approval of Minutes from the January 2023 (Appendix A) Academic Affairs Committee Meeting**
III. **Approval of the Agenda**
IV. **Report from Chair**
V. **Report from Administration**
VI. **Reports from Subcommittees**
   A. **Academic Support Services**
   B. **Curriculum**
      1. **Curriculum Proposals Requiring Action. (View at https://uncp.curriculog.com/agenda:198/form)**
         a. **From the Department of Economics and Decision Sciences - new course proposals**
            1. **ECN 3400 (Law and Economics)**
            2. **ECN 4600 (Business Forecasting)**
      2. **Approved Curriculum Proposals for Information**
         a. **From the Department of American Indian Studies**
            1. **Program Revision: American Indian Studies, B. A.**
         b. **From the Department of Kinesiology**
            1. **Course Deletion: EXER 6200 (Graduate Comprehensive Examination)**
            2. **Course Revision: HLTH 3660 (Health Advocacy)**
         c. **From the Department of History**
            1. **Course Revision: HST 3000 (Historical Practice and Theory)**

        2. **Course Revisions: HST 3640 (Civil Rights Movement), HST 3870 (Modern Mexico), HST 4080 (Indigenous Communities in Asia), and HST 4740 (Introduction to Public History)**
        3. **Course Deletions: HST 4210 (History of Modern Germany, 1866 to the Present) and HST 4220 (The Second World War)**
    d. **From the Department of Political Science and Public Administration**
        1. **Course Revision: PLS 3050 (Public Opinion and Elections in the American Political System)**
    e. **From the Department of Sociology & Criminal Justice**
        1. **Course Revisions: SOC 2220 (Technology and Society), SOC 3130 (The Community and Urban Sociology), SOC 3180 (Community Development), and SOC 3960 (The Sociology of Everyday Life)**
  C. **Enrollment Management**
      1. **Committee Update**
  D. **General Education**

VII. **Unfinished Business**

VIII. **New Business**
  A. **Request to revise the current department chair evaluation form (Appendix B)**

IX. **Announcements**

X. **Adjournment**

Unapproved Minutes for the Academic Affairs Committee Meeting
Wednesday, January 18, 2023
3:30 pm
Via WebEx
https://uncp.webex.com/meet/renee.lamphere

Committee Members:
Robert Arndt (Chair, Subcommittee on Academic Support Services)
Cherry Beasley (Ex Officio, Interim Provost)
Jennifer Jones-Locklear (Senator)
Renee Lamphere (Senator; Chair, Academic Affairs Committee)
Cindy Locklear (Senator)
Rachel Morrison (Senator)
Shilpa Regan (Chair, Enrollment Management Subcommittee)
Roland Stout (Senator)
Mark Tollefsen (Chair, Subcommittee on Curriculum)
Joseph Van Hassel (Chair, General Education Subcommittee)
Richard Vela (Senator)
TBD (Senator)

Committee Members Absent:
Jennifer Jones-Locklear

Guests:
Polina Chemishanova, Zhixin Kang, Bishwa Koirala, Joanna Hersey

Unapproved Minutes

  I. **Call to Order** at 3:30pm
 II. **Approval of Minutes from the September 2022, October 2022, and November 2022 Academic Affairs Committee Meeting Minutes**
       Moved by Shilpa Regan, seconded by Roland Stout, approved by acclamation
III. **Approval of the Agenda**
       Modified Agenda to reflect the revised policy being put forth by EMS (should say policy on "graduation with honors" instead of "repetition of course work"). The minutes reflect this change. Motion to modify agenda to hear Curriculum Report first, moved by Shilpa Regan, seconded by Richard Vela, approved by acclamation
IV. **Report from Chair:** no report
 V. **Report from Administration** (Polina reported for Provost Office until Interim Provost Beasley could join the meeting)
       A. Several faculty members were awarded the 2023 Faculty Summer Research Grant from the office of Sponsored Research and Programs: Dr. Courtney Alexander from Biology, Dr. Lisa Kelly and Dr. Kaitlin Campbell from Biology, Dr. John Roe from Biology, Dr. Sylvia Smith from Biology, Dr. Mike Kozub from Kinesiology, Dr. Abdullah Norman from Finance, and Dr. Brandon Sanderson from Art.

B. Questions: There were a lot of changes in Fall 2022 and now that the provost is gone, are these changes going to continue moving forward (e.g., advising, class meeting times, registration, etc.)? Faculty did not get much input on those decisions, so can faculty have input on the dismantling of these changes? Renee Lamphere would be happy to represent Academic Affairs or maybe other faculty from the subcommittees would like to be involved. Interim Provost has been in discussion with the chancellor about this and the goal is to not create further disruption at this point.

C. Interim Provost Beasley joined meeting at 3:53pm via phone call. She has heard a bit about scheduling issues and she would like AA to work with her to develop a way of evaluating the changes (what works and what doesn't).

VI. **Reports from Subcommittees**

A. **Academic Support Services:**

1. Nothing to add. Writing center just opened for services (Elise Dixon is back from leave). Library is getting things started (reminder to sign up if your classes need instruction).

B. **Curriculum**

Question: Can we vote on these changes all together? Mark Tollefsen suggests voting on all of the new courses under 1b. together and then approving the new program (1a.) separately. Dr. Kang, and Dr. Koirala were present to answer any questions regarding the Business Administration curriculum additions.

1. **Curriculum Proposals Requiring Action. (View at** https://uncp.curriculog.com/agenda:195/form)

   a. **From the Department of Economics and Decision Sciences - new program proposal.**

      1. **Business Administration, Business Analytics Track, B. S.**

   Vote: 9 yays, 0 nays, 0 abstentions

   b. **From the Department of Economics and Decision Sciences - new course proposals**

   Vote: 9 yays, 0 nays, 0 abstentions

      1. **DSC 3290 – Software Application in Business Analytics**
      2. **DSC 3300 – Descriptive Analytics and Visualizations**
      3. **DSC 4700 – Predictive Analytics**
      4. **DSC 4750 – Prescriptive Analytics**
      5. **DSC 4800 – Internship in Business Analytics**
      6. **DSC 4830 – Senior Project in Business Analytics**

2. **Approved Curriculum Proposals for Information**

   a. **From the Department of Health & Physical Education**

      1. **Course Deletion: PED 1640 – Fall Sport Varsity Athlete**
      2. **Course Revision: PED 1650 – Varsity Athlete**

         i. **Course description changed to clarify that the course does not satisfy any General Education requirements**

   Comment: both courses serving same purpose and students were confused about which to take (changed 1650 description to be clearer and deleting PED 1640)

      3. **Minor Program Changes: Sport Leadership Minor**

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i. Some course prefixes changed from HHP to RSA

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Comment: adjusted course prefixes to better reflect courses

C. **Enrollment Management**

    1. **Motion to revise policy on graduation with honors (Academic Catalog https://catalog.uncp.edu/content.php?catoid=3&navoid=117) as shown in Appendix DA:**

        a. EMS was asked by the Registrar office (due to students expressing concerns) to examine the policy on how we calculate graduating with honors (we currently include transfer grades in this calculation). EMS investigated what sister institutions do; most do not include transfer courses, only course work completed in-house. EMS revised policy in Appendix D, while still maintaining 45 semester hours (discussion that hours varied from 45-60 hours of coursework at sister institutions).

        b. Comments were made regarding this change being needed to follow along with how GPA is calculated (we do not include transfer grades in GPA calculation).

        c. Motion to approve the revisions to the policy proposed by EMS by Richard Vela seconded by Roland Stout; Vote: 9 yays, 0 nays, 0 abstentions

    2. Questions:

        a. How long before we will have information on enrollment and retention? Answer: As of last EMS meeting, 6880 students enrolled Spring 23. Follow-up question about a comparison between last semester enrollment and current. Answer: Will need to go back and look at that information from last semester.

        b. Is anything being put in place so we could see if the changes implemented last semester are impacting enrollment? Answer: EMS has been very vocal about wanting to see how we can track these changes (e.g., concerns regarding 3 day weekend, how this influences grades, time conflicts with registering for classes, etc.). Need to figure out how to calculate that data. It was mentioned that athletes, military students, and others have had issues getting into classes since the schedule changes. Also, brief discussion of concern over 75-minute classes and student attention span. It was suggested that maybe SACL can be involved in research on how students are feeling about the changes.

    3. EMS mentioned that SGA has brought forth a bereavement policy that will be brought to a future AA meeting.

D. **General Education**

    1. Meeting next week for 1ˢᵗ meeting of semester. Mentioned an ongoing study of peer and sister institutions looking at GE curriculum and will have material to report to Executive Committee in the next month or so.

VII. **Unfinished Business**

None

VIII. **New Business**
  None
  IX. **Announcements**
  None
   X. **Adjournment** at 4:02pm
  Moved by Roland Stout, seconded by Richard Vela, approved by acclamation

Department Chair Evaluation Form

Instructions: This questionnaire is for use by a faculty member in evaluating the department chair. The data are distributed, collected, and assessed by the Dean. Use the scale given below to rate your opinion of the department chair's performance during the past year. Assign a numeric rating ranging from 5 (excellent) to 1 (unsatisfactory) to each area if applicable in your department and if you have a basis from which to judge. Since a rating by itself provides only limited information, you may also write comments in the space provided. The confidential comments will be shared anonymously with the Chair by the Dean as part of the Chair's performance review.

Scale: 5 Excellent; 4 Good; 3 Adequate; 2 Needs improvement; 1 Unsatisfactory

I. LEADERSHIP OF TEACHING ACTIVITIES

Ensures the academic integrity and curricular coherence of the department
5   4   3   2   1

Facilitates requests for texts, supplies, and instructional materials, classrooms and facilities
5   4   3   2   1

Monitors student relationships, senior projects, special exams, and independent studies
5   4   3   2   1

Supervises the use of, maintenance of, and accounting for equipment, facilities, and supplies.
5   4   3   2   1

Comments:

II. LEADERSHIP OF SCHOLARLY ACTIVITIES

Shows commitment to productive scholarship and research in relation to teaching load and service by facilitating faculty endeavors and through faculty evaluation in accordance with University guidelines
5   4   3   2   1

Resourceful and cooperative in helping faculty members solve practical problems related to research (including the development of grant proposals)
5   4   3   2   1

Fair and transparent in the delegation of responsibilities in the areas mentioned above
5   4   3   2   1

Fair and transparent in allocating departmental resources to support scholarship

5   **4**   **3**   **2**   **1**

Comments:

III. FACULTY EVALUATION

Fair in setting aside personal feelings, loyalties, and philosophical considerations in conducting evaluations

5   **4**   **3**   **2**   **1**

Accurate in reviewing the details of a faculty member's work

5   **4**   **3**   **2**   **1**

Flexible in encouraging individualized patterns of overall achievement

5   **4**   **3**   **2**   **1**

Conscientious in using evaluative criteria that are in accordance with the guidelines of the Faculty Evaluation Model

5   **4**   **3**   **2**   **1**

Diligent in handling the procedural details associated with evaluation

5   **4**   **3**   **2**   **1**

Comments:

IV. EXTERNAL/INTERNAL COMMUNICATION

Accurate in communicating the department's concerns to the administration

5   **4**   **3**   **2**   **1**

Accurate and transparent in communicating the administration's concerns to the department

5   **4**   **3**   **2**   **1**

Assists the University in maintaining good community and alumni relations.

5   **4**   **3**   **2**   **1**

Oversees department brochures, websites, and newsletters and reports

5   **4**   **3**   **2**   **1**

Promotes the department's achievements and activities to the campus community
5   4   3   2   1

Comments:

V. RECRUITMENT OF FACULTY
Accurate in assessing the department's short- and long-term needs for faculty and staff
5   4   3   2   1

Coordinating the hiring of new full-time and adjunct faculty
5   4   3   2   1

Determines course scheduling and staffing and coordinates off-campus course offerings.
5   4   3   2   1

Comments: