

**Minutes for the Academic Affairs Committee Meeting**  
**Wednesday, February 15, 2023**  
**3:30PM via Webex**

Committee Members in attendance:

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)

Rachel Morrison (Senator)

Shilpa Regan (Chair, Enrollment Management Subcommittee)

Mark Tollefsen (Chair, Subcommittee on Curriculum)

Joseph Van Hassel (Chair, General Education Subcommittee)

Richard Vela (Senator)

Absent: Cindy Locklear (Senator), Roland Stout (Senator)

Guests: Joanna Hersey, Xinyan Shi

- I. Call to Order at 3:30PM
- II. January 2023 Minutes approved unanimously, 9-0-0. Richard made the motion, Rachel second.
- III. Agenda approved unanimously, 9-0-0, Jennifer made the motion, Mark second
- IV. Report from Chair
  - A. Names were forwarded to the Office of Academic Affairs who will form a committee regarding changes made to the advising process and course scheduling last semester by former administration. Dr. Beasley ensured faculty representation
  - B. UNC system wide committees created with representation from UNC Pembroke
    1. Robin Snead appointed to the Professional Track Faculty system office workgroup
    2. Renee Lamphere was appointed to the faculty evaluations workgroup
- V. Report from Administration
  - A. ICC requirement

1. not placed in 2022-2023 catalog, cannot legally prevent a student from graduating without it in the catalog, will send out an email from the Provost's office regarding this
2. ICC designations will remain on the courses
3. ICC requirements will be required starting in the Fall 2023 academic year
4. ICC requirements were removed from the degree audits without knowledge to faculty and advisors
5. We need a process of implementing the graduation requirements into the catalog, currently working on it

#### B. Course Scheduling

1. Prior administration changed course scheduling for the Spring 2023 semester.
2. Close to SACS violation with online courses
3. Chancellor requested to revert the courses back to previous schedule. Instead a compromise was reached: Encouraged Deans and Chairs to add more face to face classes and MWF classes. Also, freshman and sophomores were prevented from enrolling in online courses. Unable to make this change by registration time for seniors and priority registration. As such, registration was moved to 48 hours later.
4. Dr. Beasley noted the university may look into scheduling software and hiring a company to audit our use of facilities

5. Concerns shared with the abrupt registration change and lack of communication to faculty, staff, and students regarding the change.

C. SEI: student evaluation for instruction

1. Did pre and post covid study for return rates (30%)
2. UNCP falls in the middle of sister institutions (ranges from 10-50%)
3. Working with IT to determine methods to improve

VI. Reports from Subcommittees

A. Academic Support Services

1. ARC, Debbie Bullard retired, 81 students with accommodations implemented, proctored 21 exams, reduced due to greater use of Examity and Canvas,
2. CSS: 168 HAWK alerts for 104 students
3. Library: several upcoming events, academic resource fair, murder mystery, hosting high stakes testing workshop
4. Writing center; hired 6 new tutors, outreach event in UC lounge with high foot traffic

B. Curriculum

1. Department of Economics and Decision Sciences - new course proposals
  1. ECN 3400 (Law and Economics)
  2. ECN 4600 (Business Forecasting)
  3. Motion to approve Rachel, seconded Jennifer, approved unanimously
2. Proposal from the Department of American Indian Studies
  - Program Revision: American Indian Studies, B.A.

- A change to the General Focus selection areas allows students to graduate without having to select courses in all the focus areas
3. Proposals from the Department of Kinesiology
    - Course Deletion: EXER 6200 (Graduate Comprehensive Examination)
      - The course is no longer a degree requirement and need not be offered
    - Course Revision: HLTH 3660 (Health Advocacy)
      - Removal of pre-requisite courses that are no longer offered
  4. Proposals from the Department of History
    - Course Revision: HST 3000 (Historical Practice and Theory)
      - The list of potential prerequisites was too long and therefore not coded correctly in Banner. Streamlining the list to the most common and likely prerequisite courses fixes the problem.
    - Course Revisions: HST 3640 (Civil Rights Movement), HST 3870 (Modern Mexico), HST 4080 (Indigenous Communities in Asia) and HST 4740 (Introduction to Public History)
      - These courses will be included in a "research skills development" requirement in an upcoming program revision. The pre/co-requisites will ensure that students are sufficiently prepared and moving through the program in a timely manner
    - Course Deletions: HST 4210 (History of Modern Germany, 1866 to the Present) and HST 4220 (The Second World War)
      - The courses were given new course numbers last year (to go back to a previously-used 3000-level number) but the old listings were left active
  5. Proposal from the Department of Political Science and Public Administration
    - Course Revision: PLS 3050 (Public Opinion and Elections in the American Political System)
      - The PLS 2330 prerequisite was removed. Knowledge of political research methods is not required for success in this course
  6. Proposals from the Department of Sociology and Criminal Justice
    - Course Revisions: SOC 2200 (Technology and Society), SOC 3130 (The Community and Urban Sociology), SOC 3180 (Community Development) and SOC 3960 (The Sociology of Everyday Life)
      - Description and/or title changes to ensure that the courses are relevant, up-to-date, and applicable to the current field of sociology

C. Enrollment Management: Continues to work with SGA on bereavement policy.

- D. General Education: meets next week on one course proposal
- VII. No unfinished business
- VIII. New Business
  - A. Request to revise the current department chair evaluation form
    - 1. Problems with the form, not designed to be online, Request for a subcommittee to work on this form, send interest to Renee
  - B. Classroom management policy is being developed for placement in faculty handbook. Joint effort with Academic Affairs and Student Affairs. Will determine which committee takes this policy.
- IX. Announcements
  - A. Ted X talks were well done this past weekend
- X. Adjournment at 4:21PM, Rachel moved, seconded by Jennifer, approved 9-0-0

Respectfully submitted Shilpa Regan