Academic Affairs Committee Meeting
Minutes Draft
Wednesday, April 19th, 2023
3:30 pm
Via WebEx

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

Members Present: Robert Arndt, Cherry Beasley, Jennifer Jones-Locklear, Reneè Lamphere, Rachel Morrison, Shilpa Regan, Roland Stout, Julie Harrison-Swartz, Mark Tollefsen, Joseph Van Hassel, Richard Vela
Members Absent: Cindy Locklear
Guests: Kaitlin Campbell, Polina Chemishanova, Paul Flowers, Francis Kozub, Jaime Martinez, Emily Sharum, Ashley Parsons, Jonathan Ricks, Steven Singletary, Eva Skuka, Nicole Stargell, Stewart Thomas, Xin Zhang

Agenda

I.   **Call to Order at 3:34 PM**

II. **Approval of Minutes from the March 2023 (Appendix A) Academic Affairs Committee Meeting – Approved by Acclamation**

III. **Approval of the Agenda – Approved by Acclamation (Shilpa Motion, Rachel Second)**

IV. **Report from Chair – no report**

V.   **Report from Administration**

    A. **Cherry Beasley**

        1. **Board of Trustees and Board of Governors Meetings**

2. **UNC System SGA on-campus as well**

3. **Faculty Assemble Delegates also on-campus**

4. **BoT Meeting**

    a. **Name change: Thomas College of Business and Economics (no longer School of Business)**

        1. **Department Titles changed as needed to reflect what is actually done**

    b. **Two Faculty Emeritus awards**

        1. **Jeffery Geller and Jose D'Arruda**

    c. **Honorary Degree (Doctorate of Law)**

        1. **Dr. Marilynn Malerba**

5. **School of Education completed accreditation with a positive report**

6. **Increasing SEIs**

    a. **Allow time in synchronous classes**

    b. **System office is looking at**

7. **Reminder to attend graduation**

8. **Looking at budget (3.1% overall reduction)**

    a. **Trying to avoid cutting faculty positions**

9. **Summer contracts and stipends going out next week**

VI. **Reports from Subcommittees**

   A. **Academic Support Services**

       1. **Robert Arndt**

           a. **HawkAlerts double from last year at this time**

        b. **Complete library survey**

B. **Curriculum**

    1. **(Appendix B),** **Curriculum Proposals for Information Only**

    2. **Mark Tollefsen**

        a. **Information only proposals are small changes**

C. **Enrollment Management**

    1. **Motion to revise policy on adding, dropping, and withdrawing from courses (Appendix C) – motion – Roland, Second – Rachel. Approved by Acclamation**

    2. **Shilpa Regan**

        a. **SGA drafted a bereavement policy—working over summer to revise**

D. **General Education**

    1. **Update on General Education Peer & System Institution Study**

        a. **Joseph Van Hassel**

General Education Subcommittee
March 2023

UNC-Pembroke's General Education curriculum is similar in many respects to its peer and system institutions. Some areas that the General Education Subcommittee recommend looking at are as follows:

VII. **English/Writing/Literature – UNCP requires nine hours (six hours of English composition, three hours of literature). Two other system school requires this amount (Appalachian State and UNC-Wilmington). Other system schools require less (from three to seven hours), as do six out of eleven of the peer institutions studied (three to six hours).**

VIII. **Electives – a number of schools do not have a specific category for General Education electives (ten out of fifteen system schools; seven out of eleven peer institutions), so this could be an area worth looking at.**

IX. **Global Studies/Diversity – in addition to our recently implemented ICC requirement, a global studies/diversity aspect may be worth investigating. Ten out of fifteen system schools and six out of eleven peer institutions have a General Education diversity component.**

   1.

X. **Unfinished Business**

   A. Request to revise the current department chair evaluation form
      1. Renee will work on over summer

XI. **New Business**

   A. Curriculum Proposals Requiring Action (View complete proposals as needed in Curriculog at this link: https://uncp.curriculog.com/agenda:211/form)
   B. Items from Curriculum Subcommittee
      A. Proposals from the Department of Accounting and Finance – Stewart Thomas represented
         1. New Course: ACC 3400 (Data Analytics for Accounting)
         2. New Course: ACC 4700 (Accounting Ethics and Case Study)
         3. New Course: ACC 4800 (Accounting Internship)
            a. All New Courses Approved by Acclamation
         4. Program Revision: Accounting, B.S.
            a. Approved by Acclamation
      B. Proposals from the Department of Biology – Caitlin Campbell represented
         1. New Course: BIO 2060 (Animal Reproductive Physiology)
            a. Approved by Acclamation
      C. Proposals from the Department of Chemistry and Physics – Steven Singletary and Paul Flowers represented
         1. Program Deletion: Chemistry, Analytical, B.S.
         2. Program Deletion: Chemistry, Environmental, B.S.
            a. All program deletions approved by acclamation
         3. New Course: EGR 1100 (Introduction to Engineering Design)
            a. Approved by Acclamation
      D. Proposals from the Department of Counseling – Jonathan Ricks represented
         1. New Course: CNS 5815 (Sand Tray in Counseling)
         2. New Course: CNS 5825 (Neuroscience and Play Therapy)
            a. All new courses approved by acclamation
         3. Program Revision: Play Therapy Graduate Certificate
            a. Approved by Acclamation
      E. Proposals from the Department of Sociology and Criminal Justice – Polina Chemishanova represented
         1. Writing Intensive Course Proposal: CRJ 3680 (Law and Society)
         2. Writing Intensive Course Proposal: CRJ 4140 (Restorative Justice)
            a. All Writing Intensive Courses approved by acclamation
      F. Proposals from the Department of Mathematics and Computer Science – Cynthia Zhang represented

1. New Course: CYB 3500 (Laws, Ethics and Compliance in Cybersecurity)
2. New Course: CYB 4020 (Network Security)
3. New Course: CYB 4030 (Introduction to Digital Forensics)
4. New Course: CYB 4600 (AI in Cybersecurity)
5. New Course: CYB 4700 (Cloud Security)
6. New Course: CYB 4800 (Securing Self-driving Networks)
7. New Course: CYB 4970 (Internship in Cybersecurity)
8. New Course: CYB 4990 (Independent Study in Cybersecurity)
9. New Course: CYBS 4XXX (Special Topics in Cybersecurity)
   a. All new courses approved by acclamation
10. Program Revision: Cybersecurity, B.S.
    a. Program Revision Approved by acclamation
11. New Course: ITC 3300 (Secure System Integration & Administration)
    a. Approved by acclamation

G. Proposals from the Department of Kinesiology – Mike Kozub represented
   1. New Course: KIN 3100 (Coaching Sports)
   2. New Course: KIN 3200 (Officiating Sports)
      a. All new courses approved by acclamation
   3. New Program: Coaching Sports Minor
      a. New program approved by acclamation
   4. New Course: OCCT 5000 (Theories and Foundation in Occupational Therapy)
   5. New Course: OCCT 5005 (Special Topics in Occupational Science)
   6. New Course: OCCT 5100 (Functional Anatomy and Physiology)
   7. New Course: OCCT 5150 (Clinical Kinesiology)
   8. New Course: OCCT 5200 (Psychosocial Approaches & Mental Health)
   9. New Course: OCCT 5350 (Clinical Decision Making I)
   10. New Course: OCCT 6351 (Clinical Decision Making II)
   11. New Course: OCCT 5400 (Clinical Neuroscience)
   12. New Course: OCCT 5450 (Pediatrics in Occupational Therapy I)
   13. New Course: OCCT 5475 (Assessment in Adult Physical Dysfunction)
   14. New Course: OCCT 6480 (Interventions in Adult Physical Dysfunction)
   15. New Course: OCCT 6490 (Pediatrics in Occupational Therapy II)
   16. New Course: OCCT 5500 (Research Methods)
   17. New Course: OCCT 5600 (Assistive Technology)
   18. New Course: OCCT 5650 (Management, Advocacy and Leadership)
   19. New Course: OCCT 5680 (Health Promotion and Aging)
   20. New Course: OCCT 6000 (Hand Therapy and Upper Extremity Disorders)
   21. New Course: OCCT 6500 (Professional Ethics in Clinical Practice)
   22. New Course: OCCT 6600 (Clinical Pathophysiology)
   23. New Course: OCCT 6800 (Senior Seminar I)
   24. New Course: OCCT 6850 (Fieldwork Level IIa)
   25. New Course: OCCT 6870 (Fieldwork Level IIb)
   26. New Course: OCCT 6880 (Senior Seminar II)

        a. All new courses approved by Acclamation

27. New Program: Master's of Science in Occupational Therapy
        a. New Program approved by acclamation
28. New Course: PED 1181 (Marching Band)
        a. Approved by acclamation

H. Proposals from the Department of Political Science and Public Administration – Emily Sharum represented
1. Program Revision: General Political Science Minor
2. Program Revision: Political Science, Pre-Law Option, B.A.
3. Program Revision: Requirements for a Master of Public Administration (M.P.A.)
        a. Program Revisions approved by acclamation

I. Proposal from the Department of Geology and Geography - Polina Chemishanova represented
1. Writing Intensive Course Proposal: GGY 3720 (North America)
        a. Approved by acclamation

J. Proposals from the Department of History – Jaime Martinez represented
1. Writing Intensive Course Proposal: HST 4330 (The Russian Empire and the Soviet Union in the Twentieth Century) - Polina Chemishanova represented
        a. Writing Intensive Course approved by acclamation
2. New Course: HST 5400 (Themes in World History)
3. New Course: SSE 5350 (Curriculum and Assessment in the Social Studies)
4. New Course: SSE 5820 (Social Studies Seminar)
        a. All new courses approved by acclamation
5. Program Revision: Teaching with Middle Grades Social Studies Education Specialization, M.A.T.
6. Program Revision: Teaching with Social Studies Education (9-12) Specialization, M.A.T.
7. Program Revision: History, Social Studies Education, B.A.
8. Program Revision: History, General Track, B.A. (Appendix D)
        a. All program revisions approved by acclamation

K. Proposals from the Department of Music – Joseph Van Hassel and Mark Tollefsen represented
1. New Course: MUS 1015 (Commercial Music Ensemble)
2. New Course: MUS 2305 (Songwriting I)
3. New Course: MUS 3305 (Songwriting II)
4. New Course: MUS 3645 (Arranging for Songwriters)
        a. All new courses approved by acclamation
5. New Program: Music, Music Industry Emphasis-Songwriting Track, B.A.
6. New Program: Songwriting Minor
        a. All New Programs approved by acclamation

C. Items from General Education Subcommittee
    a. Proposals from the Department of Mathematics and Computer Science

      i. General Education Course Proposal: Program Revision: MUS 1181 (University Marching Band)
          1. Approved by acclamation

XII.   Announcements

    A. **Renee – thanks to committee**

XIII.   Adjournment – **motion – Richard Vela; Second – Jennifer Jones-Locklear**

    A. **4:21 PM**

Respectfully submitted Joseph Van Hassel