**Academic Affairs Committee**

**Agenda, October 17, 2018 at 3:30PM**

**University Center 233**

**Committee Members:**

Abigail Mann, Chair (Senator)

Robert Arndt (Chair, Academic Support Services Subcommittee)

Cherry Beasley (Senator)

Polina Chemishanova (Senator)

Roger Ladd (Chair, General Education Subcommittee)

Porter Lillis (Chair, Curriculum Subcommittee)

David Oxendine (Senator)

John Parnell (Senator)

Michael Spivey (Senator)

Frederick Stephens (Chair, Enrollment Management Subcommittee)

David Ward (Provost and VC for Academic Affairs)

1. **Call to Order**
2. **Approval of Minutes from April 18, 2018 (see Attachment A)**
3. **Approval of Agenda**
4. **Approval of Secretary (David Young)**
5. **Report from Chair**
6. **Reports from Administrators**
7. **Reports from Subcommittees**

a. Curriculum Subcommittee: Porter Lillis

[https://uncp.curriculog.com/agenda:74/form](https://uncp.curriculog.com/agenda%3A74/form)

1. Proposal from the Department of Economics and Decision Sciences
	1. Course Proposal to add DSC 3190 Business Analytics
2. Proposals from the Department of Management, Marketing, and International Business
	1. Course Proposal to add MGMT 5211 Transportation and Logistics Management
	2. Course Proposal to add MGMT 5212 Procurement and Global Sourcing

b. Enrollment Management Subcommittee: Frederick Stephens

1. Forthcoming A. Proposed changes to the Course Repetition and Grade Replacement Policies
2. B. Proposed changes to the Academic Standing Policy

c. General Education Subcommittee: Roger Ladd

1. General Education Survey (Appendix B)

d. Subcommittee on Academic Support Services: Robert Arndt

1. Accessibility Resource Center: No increase in requested accommodations; implemented a two week follow-up meeting for students who have been granted accommodations
2. Writing Center: added 3 undergraduate consultants.
3. Center for Student Success: Tutor.com popular, additional hours may have to be purchased; implementing a Mid-Term Consulting plan (see below).
4. The University College will use the following plan to communicate with first year students regarding their midterm grades (see appendix C)
5. Library: Café 641, new space, exercise bikes and moveable white boards have all been popular; re-acquired access to the Oxford Journals and upgrade the access package to Project Muse; hosting staff from the Honors College and Arts and Sciences while Hickory Hall is being renovated.
6. **Unfinished Business (none)**
7. **New Business**
8. **Announcements**
9. **Adjournment**

**APPENDIX A**

**MINUTES**

**(Pending Approval)**

**Meeting of the Academic Affairs Committee**

**Wednesday, April 18, 2018**

**University Center 208**

**Appendix B**

****

**Appendix C**

The University College will use the following plan to communicate with first year students regarding their midterm grades.

1. Midterm grades are due on October 15, 2018. Instructors are strongly encouraged to give all first year students, including transfer students, a midterm grade.

2. Advisors within the University College will review midterm grades during the week of October 15.

3. Communicating with students:

a. Students receiving all A’s – a congratulatory notecard will be mailed to student’s address on file;

b. Students receiving all A’s and B’s – a congratulatory email will be sent to student’s UNCP email account;

c. Students with no deficient grades – no communication needed at this time;

d. Students with deficient grade but no F’s – a supportive email will be sent to student’s UNCP email account reminding student of available resources as well as last day to withdraw from the course;

e. Students with one F – a supportive email will be sent to student’s UNCP email account with a copy of Midterm Grade Improvement Plan – with offer (no requirement) to meet with academic advisor – including available resources as well as last day to withdraw from the course;

f. Students with 2 F’s – a supportive email will be sent to student’s UNCP email account with a copy of Midterm Grade Improvement Plan – student will be asked to meet with advisor;

g. Students with 3 or more F’s – names should be submitted to Dean of the University College. Based on numbers, an outreach plan will be determined in consultation with Derek Oxendine