**Academic Affairs Committee**

**Agenda, November 28, 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)

Dorea Bonneau (Chair, Enrollment Management Subcommittee)

David Young (Senator)

David Ward (Provost and VC for Academic Affairs)

1. **Call to Order**
2. **Approval of Minutes from October 17, 2018 (see Attachment A)**
3. **Approval of Agenda**
4. **Actions Requiring Votes**
   1. **Curriculum:** [**https://uncp.curriculog.com/agenda:83/form**](https://uncp.curriculog.com/agenda:83/form)
      1. Course Proposal from Livermore Library to add LIB - 5000 - Introduction to Graduate Academic Research
5. **Report from Chair**
6. **Reports from Administrators**
7. **Reports from Subcommittees**

a. Subcommittee on Academic Support Services: Robert Arndt **See Appendix B**

b. Curriculum Subcommittee: Porter Lillis

c. Enrollment Management Subcommittee: Dorea Bonneau

1. Proposals to Change Grade Replacement and Academic Probation Policies **See Appendix C**

d. General Education Subcommittee: Roger Ladd

1. **Unfinished Business** 
   1. **Movement on Curriculum Support**
   2. **Upcoming Hires**
2. **New Business**
3. **Announcements**
4. **Adjournment**

**APPENDIX A**

**MINUTES**

**(Pending Approval)**

**Meeting of the Academic Affairs Committee**

**Wednesday, April 18, 2018**

**University Center 233**

Members Present: Abigail Mann , Chair (Senator), Robert Arndt (Chair, Academic Support Services Subcommittee), Cherry Beasley (Senator), Polina Chemishanova (Senator), Roger Ladd (Chair, General Education Subcommittee), John Parnell (Senator), Michael Spivey (Senator), David Young (Senator).

Members Absent: Porter Lillis (Chair, Curriculum Subcommittee), David Oxendine (Senator), Frederick Stephens (Chair, Enrollment Management Subcommittee), David Ward (Provost and VC for Academic Affairs)

Guests: James Doyle (School of Business), Charles Xiong (School of Business)

Recording Secretary: David Young

1. **Call to Order**

The meeting was called to order by Dr. Mann (Chair) at 3:32 p.m.

1. **Approval of Minutes from April 18, 2018**

The minutes were approved as distributed

1. Approval of Agenda

The agenda was approved with one amendment. The amendment involved moving the report from the General Education Subcommittee from item VII, part C up to item VII, part A. Dr. Roger Ladd, Chair of the Subcommittee, had to leave the meeting early and had requested from Dr. Mann to be moved up on the agenda. After this amendment had been considered by the Committee, the agenda was adopted as amended.

1. Approval of Secretary (David Young)

David Young was officially recognized as the new Academic Affairs

1. Report from Chair

* Dr. Mann had a discussion with Provost David Ward about *Curriculog*. The focus of the discussion was to keep a close watch on all curriculum proposals going into *Curriculog*.
* Dr. Mann asked Committee members if there were any administrative questions to ask Dr. Ward. The idea is to make faculty members’ lives easier and to elect/appoint a *Curriculog* “manager.” Perhaps, faculty could get a stipend to work exclusively on this process. The faculty member/”manager” should also get a “course release” to work on the *Curriculog* project.
* An “exploratory Committee” has been formed to look at an American Indian Studies course requirement at UNC Pembroke.

1. Reports from Administrators

No report

1. Reports from Subcommittees
2. General Education Subcommittee (Dr. Roger Ladd). Dr. Ladd reported that the Subcommittee is examining the Goals & Objectives for all academic departments on campus. With the SACS visit to UNCP approaching in 2020, the Subcommittee wanted to inform SACS that “data is being collected which is collectible.” The goal is to end up with a curriculum in place so that faculty know what curriculum courses are being offered and when they are occurring. Dr. Ladd mentioned to the Committee that he had received some enrollment numbers (Fall 2018) from the Enrollment Subcommittee as follows: total enrollment (undergraduate and undergraduate) is 7,137; total freshman is 1233, and retention percentage has increased.
3. Curriculum Subcommittee (Dr. Porter Lillis). Dr. Lillis was unable to attend the meeting, but members of the School of Education were present to offer the following proposals:

\*Proposal from the Department of Economics and Decision Sciences to add DSC 3190 Business Analytics (to the catalog). The Academic Affairs Committee did not vote on this matter, and decided to defer a decision until the next meeting.

\*There was a proposal from the Department of Management, Marketing and International Business to a) add MGMT 5211, “Transportation and Logistics Management,” as well as b) add MGMT 5212, “Procurement and Global Sourcing” to the course curriculum. The vote on both matters was: 7-0-0.

1. Enrollment Management Subcommittee. Dr. Mann reported for Subcommittee Chair Frederick Stephens. She stated that the Subcommittee was looking at making proposed changed to the Course Repetition and Grade Replacement Policies. Also, the Subcommittee is examining proposed changes to the Academic Standing Policy. Both of these items were informational in nature for the Academic Affairs Committee membership.
2. Subcommittee on Academic Support Services (Mr. Robert Arndt). Mr. Arndt, on behalf of the Subcommittee, made the following updates:
3. Accessibility Resource Center. There will be no increase in requested accommodations. Additionally, there has been a two week follow-up meeting for students who have been granted accommodations
4. The Writing Center added three undergraduate consultants, and they need more tutors.
5. The Center for Student Success: *Tutor.com* is popular, and additional hours may have to be purchased. Finally, the Center is implementing a

Mid-term Consulting Plan.

1. The University College has a plan in place to communicate with first year students regarding their midterm grades.
2. At the Library, Café 641 has opened for business, and there are other new renovations on the first floor, including exercise bikes, and moveable white boards. Additionally, the Library has re-acquired access to the *Oxford Journals* and have upgraded the access package to *Project Muse*. Finally, the Library is hosting staff from Hickory Hall as the building is being repaired and renovated.
3. Unfinished Business

None.

1. New Business

None

1. Announcements

None.

1. Adjournment

There being no further business, the meeting was adjourned at 4:46 p.m.

Respectfully submitted:

David Young

Secretary

**Appendix B: Academic Support Services Stats**

Accessibilities Resource Center 129 person have implemented accommodations.

120 exams have been proctored. Both numbers are increases over past years.

Center for Student Success

Currently, 31 peer tutors and 3 professional tutors have been hired. A total of 225 students requested tutoring from 10/1/18 to 10/31/18 totaling 675 requests. A total of 188 appointments were cancelled, 55 appointments were no-shows, and a total of 432 appointments occurred with 194 students totaling 23,405 of tutored minutes (390.08 hours).

Demographics:

\* Gender – Females (71.11%), Males (28.89%),

\* Ethnicity – African American (44.89%), American Indian (12.89%), White (29.77%), Hispanic/Latino (6.67), Asian (2.67%), and Unknown (3.11%).

\* Classification – Freshman (66.2%), Sophomore (18.26%), Junior (8.44%), Senior (7.1%)

Tutor.com

Currently, 184 students utilized online tutoring services via Tutor.com for a total of 454 sessions totaling 14,887.8 mins (248.13 hours) from 10/1/18 to 10/31/18.

The University has used most of the hours purchased from Tutor.com for year. Additional hours will need to be purchased.

Library

Renovations continue. UV film has been placed on some additional windows.

The book sale was a success.

Writing Center

Usage Information (9 October 2018 – 9 November 2018)

\* 296 appointments | 394 appts. (F17)

\* 57 visited 2 or more times| 79 visited 2 or more times (F17)

\* 135 new writers registered | 124 new writers registered (F17)

October % of Total Hours Booked % of Total Hours Used

2018 88.24 72.77

2017 27.49 23.11

**Appendix C: Changes to Academic Probation and Replacement Hours Policies**

Appendix A: Course Repetition/Grade Replacement Policy Proposal

This proposal would modify the current UNCP catalog in the Undergraduate Academic Policies🡪Academic Procedures and Policies area: <http://catalog.uncp.edu/content.php?catoid=9&navoid=495#registration-procedures-and-policies>

**Repetition of Course Work**

A student who wishes to repeat a course must adhere to the following policies:

1. The original course and the repeat course must be taken at UNCP.
2. The course being repeated must be the same course taken previously; no substitutions are allowed.
3. Students may repeat a course twice. Exceptions to this limit require approval of the chair of the department offering the course and the appropriate dean.
4. All grades received in courses repeated will be used to compute the quality point average, unless the student elects to use a grade replacement (see "Grade Replacement Policy" below).
5. A student will receive credit (earned hours) for a course one time, and ~~most recent~~ the highest grade will be used in meeting graduation requirements.
6. All entries remain a part of the student's permanent record.

**Note: Please visit the website for Repetition of Course Work Policies prior to Fall 2018**

1. **Grade Replacement Policy**
2. **Note: Please visit the website for Grade Replacement Policies prior to Fall 2018**
3. *~~a. Students Entering UNCP Prior to Fall 1994~~*

~~Undergraduate students who entered UNCP before the fall of 1994 and who follow the repeat policy will automatically have the grade replaced for all eligible repeats. The semester hours and quality points in courses repeated are counted only once, and the most recent grade and the quality points corresponding to the most recent grade are used in computing the quality point average and meeting graduation requirements. However, all entries remain a part of the student's permanent record.~~

1. *~~b. Students Entering UNCP for Fall 1994 and Thereafter~~*

~~Beginning with the fall semester of 1994, undergraduate students who enter UNCP and who wish to replace a course grade must adhere to/the following policies:~~

1. A student must follow all regulations regarding repetition of course work.
2. Some courses may be taken more than once for full credit; these courses are not eligible for grade replacement.
3. The semester hours and quality points in courses repeated are counted only once, and the most recent grade and the quality points corresponding to the most recent grade are used in computing the quality point average and meeting graduation requirements.
4. ~~Students entering UNCP as freshmen from Fall 1994 through Spring 2013~~ Students will have the option of replacing a maximum of ~~15~~ 16 credit hours with improved grades earned by repeating courses. ~~Students entering UNCP as freshmen beginning in Fall 2013 will have the option of replacing a maximum of 12 credit hours with improved grades earned by repeating courses. No student is eligible for more than 15 hours of replacement credit regardless of his/her entry date.~~
5. The credit hours associated with each repeated course will count toward the cumulative replacement hours.
6. Students transferring or readmitted to UNCP may replace grades for courses taken at UNCP for a maximum number of hours as determined by the scale below, which is based on the number of hours accepted for transfer or readmission.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Transfer Hours** | **Maximum Withdrawal Hours** | | 0‑59 hours | 16 | | 60 or more hours | 13 | | Candidate for Second Bachelor's degree | 13 | |  |
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1. The student must secure a form from the Registrar's Office and indicate in writing which course grades are to be replaced for computation of the quality point average. The form designating specific course grade replacements will be maintained on permanent file in the Registrar's Office.
2. Decisions for course grade replacement are irrevocable.
3. All entries remain a part of the student's permanent record.

Examples of other UNC System schools’ policies for reference:

WCU: <http://catalog.wcu.edu/content.php?catoid=41&navoid=1481#grad_repl_and>

App State: <http://bulletin.appstate.edu/content.php?catoid=4&navoid=196>

UNCW: <http://catalogue.uncw.edu/content.php?catoid=41&navoid=5537#Repeating_of_Courses>

NCCU: <http://ecatalog.nccu.edu/content.php?catoid=9&navoid=1131#Undergraduate_Grade_Repeat_Policy_and_Grade_Point_Average>

Federal regulations that restrict the use of financial aid to repeat courses, which are related to the Repetition of Course Work policy, are on the Financial Aid Web site at: <https://www.uncp.edu/sites/default/files/2017-12/repeated_courses_policy.pdf>

Appendix B: Academic Standing Policy Proposal

This proposal would modify the current UNCP catalog in the Undergraduate Academic Policies🡪Academic Procedures and Policies area:

[https://catalog.uncp.edu/content.php?catoid=12&navoid=682#undergraduate-grading-and-academic-eligibility](https://catalog.uncp.edu/content.php?catoid=12&navoid=682%23undergraduate-grading-and-academic-eligibility)

Proposal for revisions to the Undergraduate Grading and Academic Eligibility section of the Academic Catalog regarding Academic Probation, brought to EMS by the Office of the Registrar, the Office of Financial Aid, and the Center for Student Success.

Rational regarding the proposed changes:

1. Corrects a grammatical error in the current language.
2. Each semester there are students on academic probation that receive a GPA of 2.0 to 2.29 and are academically suspended. The proposed changes would allow these students to submit a suspension appeal. Over the last three academic years 150 students (86 in AY 15-16, 52 in AY 16-17, and 12 in AY 17-18) were academically suspended who fell in this GPA range.

**Academic Probation**

A student is placed on Academic Probation when his/her cumulative GPA falls below 2.0. Students on academic probation are eligible to attend the University while carrying a cumulate grade point average below 2.0 under specified provisions but are not in good standing.

Students on probation have two semesters to improve their academic performance.  If a student takes a leave of absence after one semester of probation, he~~r~~ or she would still be under probation for one semester after returning.  Enrollment for the probationary term will be limited to a maximum of 13 semester hours, and students must participate in the services for probationary students offered through the Center for Student Success (CSS). This is a mandatory requirement.  Failure to participate in CSS services will result in immediate Academic Dismissal at the end of the semester.  Students should refer to the CSS website for more information on these services.

By the end of the second probationary semester, students must achieve one of the following:

1. Raise the cumulative GPA to a minimum of 2.0, or
2. Earn a minimum GPA of 2.3 for the second probationary semester.

Failure to meet one of the conditions above will result in a mandatory suspension from UNCP for one semester. Students who earn a 2.0-2.299 GPA in the second probationary semester, are eligible and have the option to appeal (see Suspension Appeals). If approved, the student will forfeit the one semester suspension and will be allowed to continue on probation for two additional semesters. Refer to the section on Academic Suspension for more information.

To return to good standing, a student must have a cumulative GPA of 2.0 or better.  A probationary student who has earned a semester GPA of 2.3 but who has not achieved a cumulative GPA of 2.0 is continued on probation.