**Academic Affairs Committee**

**Agenda, February 20, 2019 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 January 16, 2019 (see Appendix A)**
3. **Approval of Agenda**
4. **Actions Requiring Votes**
	1. **Curriculum: https://uncp.curriculog.com/agenda:89/form**
		1. **ACC - 4220 - Financial Reporting for Complex Business Entities, Governments, and Not-for-Profit Entities**
		2. **ACC - 4660 - Forensic Accounting and Fraud Examination**
		3. **BRD - 3200 - On-Camera Performance**
		4. **BUS - 3020 - International Business**
		5. **BUS - 4020 - Senior Seminar in Business**
		6. **Business Electives (3000 or 4000 level): 6 Sem. Hrs.**
		7. **CRJ - 3020 - Wrongful Convictions and Miscarriages of Justice**
		8. **CRJ - 4020 - Sex Crimes**
		9. **DSC - 3180 - Applied Business Statistics**
		10. **DSC - 3190 - Business Analytics**
		11. **English Academic Concentration**
		12. **MGT - 3150 - International Management**
		13. **MKT - 3130 - International Marketing**
		14. **MUS - 1210 - Global Music**
		15. **MUS - 4130 - Jazz Pedagogy**
		16. **SWK - 4490 - Social Work Practice with Justice-Involved Populations**
	2. **General Education**
		1. **MCM - 2500 - Film Appreciation**
		2. **MUS - 1060 - Rhythm and Rock**
5. **Report from Chair**
	1. **Library Update**
	2. **Curriculog Position Update**
6. **Reports from Administrators**
7. **Reports from Subcommittees**

a. Subcommittee on Academic Support Services: Robert Arndt (see Appendix B)

b. Curriculum Subcommittee: Porter Lillis

Informational Only:

**Program Proposal:**Revise credit hours for Art Academic Concentration

**Program Proposal:**Revise credit hours for Art, Art Education Licensure (K-12) Track, B.A.

**Course Proposal:**Revise vertical alignment  in course numbers and course catalog description for SSE 4100 Principles of Teaching Social Studies

**Course Proposal:**Revise title of ACC 2270 “Financial Accounting” to “Fundamentals of Financial Accounting and Reporting”

**Course Proposal:**Revise title of ACC 2280 “Managerial Accounting” to “Accounting Tools for Managerial Decisions”

**Course Proposal:**Revise title of ACC 3210 “Intermediate Accounting I” to “Financial Reporting & Analysis I”

**Course Proposal:**Revise title of ACC 3220 “Intermediate Accounting II” to “Financial Reporting & Analysis II”

**Course Proposal:**Revise title of ACC 3310 “Cost Accounting” to “Cost Analysis and the Decision Making Process”

**Course Proposal:**Revise title of ACC 4130 “Accounting Information Systems” to “Accounting Information Systems and Data Analysis”

**Course Proposal:**Revise title of ACC 4170 “Income Tax I” to “Tax Planning for Individuals and Related Ethical Issues”

**Course Proposal:**Revise title of ACC 4180 “Income Tax II” to “Tax Planning for Business Entities and Related Ethical Issues”

**Course Proposal:**Revise title of ACC 4210 “Advanced Accounting” to “Reporting & Analysis of Complex Business Entities and Transactions”

**Course Proposal:**Revise title of ACC 4580 “Auditing” to “Auditing Financial Statements with a Forensic Mindset”

**Course Proposal:**Revise title of BLAW 2150 “Business Law and Ethics” to “Legal and Ethical Issues in the Business Environment”

**Course Proposal:**Revise title of BLAW 3180 "Commercial Law" to “Ethical Standards and Commercial Regulations and Their Impact on Business”

**Course Proposal:**Revise prerequisites for FIN 3100 Business Finance

**Course Proposal:**Revise MGT 3150 International Management

**Course Proposal:**Revise MGT 4410 Operations Management

**Course Proposal:**Revise MKT 3130 International Marketing

**Course Proposal:**Revise MKT 4500 Marketing Research

**Course Proposal:**Revise grading and assessment for MUS 1810 Class Piano I for Music Majors

**Course Proposal:**Revise grading and assessment for MUS 1820 Class Piano II for Music Majors

**Course Proposal:**Revise MUS 3330 Rehearsal Lab

**Course Proposal:**Revise MUS 3930 The World of Music: Classical to the Contemporary Era

**Course Proposal:**Revise prerequisites and language for SWK 3750 Social Work Practice with Latinx Populations

**Course Proposal:**Revise prerequisites and language for SWK 3890 Social Work Practice with LGBTQ Populations

**Course Proposal:**Delete SWK 5000 Micro Human Behavior and the Social Environment

**Course Proposal:**Delete SWK 5130 Advanced Standing Bridge Course-Research Module

**Course Proposal:**Delete SWK 5150 Macro Human Behavior and the Social Environment

**Course Proposal:**Delete SWK 5330 Advanced Standing Bridge Course I

**Course Proposal:**Delete SWK 5340 Advanced Standing Bridge Course II

**Course Proposal:**Delete SWK 5600 Advanced Clinical Assessment and Intervention Methods

 **Course Proposal:**Revise EDN 5040 Basic Tenets of Education

**Course Proposal:**Revise EDN 5120 Advanced Studies of Exceptional Children

**Course Proposal:**Revise EDN 5450 Introduction to Curriculum Design and Best Practice

c. Enrollment Management Subcommittee: Dorea Bonneau

d. General Education Subcommittee: Roger Ladd

1. **Unfinished Business**
	1. **Forms/Procedures Requiring AA Advice and/or Consent**
	2. **Faculty Faith in Faculty Senate**
	3. **Administrative Involvement**
2. **New Business**
3. **Announcements**
4. **Adjournment**

Appendix A

Minutes

Meeting of the Academic Affairs Committee

Wednesday, January 16, 2019; 3:30 p.m.

University Center 213

Members Present: Abigail Mann , Chair (Senator), Robert Arndt (Chair, Academic Support Services Subcommittee), Dorea Bonneau (Chair, Enrollment Management Subcommittee), Cherry Beasley (Senator), Polina Chemishanova (Senator), Roger Ladd (Chair, General Education Subcommittee), David Oxendine (Senator), John Porter Lillis (Chair, Curriculum Subcommittee), Michael Spivey (Senator), David Young (Senator).

Members Absent: John Parnell (Senator), David Ward (Provost and VC for Academic Affairs)

Guests: Dr. Beth Holder (Dean, University College), Zhixin (Richard) Kang (School of Business), Rachel Morrison (Psychology Department)

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 November 28, 2018 Meeting**

Before the minutes were approved, there was a friendly amendment made by Dr. Beth Holder to say that minutes should reflect that she wants to “implement” a University College Faculty Status program at UNCP. After the friendly amendment was noted, the minutes were approved.

1. **Approval of Agenda**

The agenda was approved as distributed.

1. **Actions Requiring Votes**
	1. Curriculum: [https://uncp.curriculog.com/agenda:83/form](https://uncp.curriculog.com/agenda%3A83/form)

Course proposal to add ART 3080 (Art Education Field Experiences for Grade K-12 and Art Education Methods in Grades K-6 (**Approved 9-0-0**).

Course proposal to add DSC 3180 (Applied Business Statistics) as well as DSC 3190 (Business Analytics) (**Approved 9-0-0**).

Course proposal to add PHY 2560 (Modern Physics) (**Approved 9-0-0**).

Course proposal to add PSY 4090 (Psychology and Law) (**Approved 9-0-0**).

1. **Report from Chair**
* Dr. Mann mentioned that there is a job advertisement now for a Curriculog staff position. Meanwhile, for the Spring 2019 semester, the University is paying Dr. Jaime Martinez to be a faculty advisor for Curriculog. There will be no new WI course proposals accepted after February 15 and no new courses after March 4.
* Committee/Subcommittee Preferences. Dr Mann announced that requests for people to serve on University Subcommittees will soon be circulated, and urged people to recruit likely candidates as well as asking chairs to think about recruiting a chair from within the committee if they were not planning to continue in that role.

1. **Reports from Administrators**

No report

1. **Reports from Subcommittees**
2. General Education Subcommittee (Dr. Roger Ladd)

No report.

1. Curriculum Subcommittee (Dr. Porter Lillis).

Dr. Lillis had nothing official to report to the Committee, but he did indicate that 40 new curriculum proposals would be brought forward for a vote by the February Academic Affairs Committee meeting.

1. Enrollment Management Subcommittee.

Dorrea Bonneau had no official report other than to state that the Subcommittee had met back in November 2018. Enrollment numbers at UNCP are increasing due to *NC Promise*.

1. Subcommittee on Academic Support Services (Mr. Robert Arndt). The following updates were mentioned:
2. Accessibility Resource Center – There were 81 more proctored exams than in previous years. Additionally, Dr. Nicolette Campos will be visiting for “parent night” at multiple high school to advise/inform parents about transitioning from high school to collge/community college/ vocational schools.
3. The Center for Student Success: No report.
4. Library – Robert noted that renovations continue at the Livermore Library. Faculty are encouraged to contact Laura Hess about library instruction courses. The 3-credit hour “Introduction to Academic Research” classes are full for Spring 2019. There will be 3 online and 3 face-to-face sections offered. Finally, the Library is moving forward with a new integrated Library system which will include an enhancement of SUMMON.
5. Writing Center – Appointments for the Fall 2018 semester were down from the past year, but this is due to the lack of assistance. The Writing Center will open on January 14 in DF Lowery and the Library site will open January 22.

At this point, further discussion ensued about the Library’s collection development policy as well as how the Faculty Senate should be involved in the decisions made on campus.

1. **Unfinished Business**

Dr. Mann asked if there had been any movement on curriculum support. Further discussion ensued, but no decisions were made on the matter.

1. **New Business**

None

1. **Announcements**

The next Academic Affairs Committee meeting will be held at UC 233 (3:30 p.m.) on February 20.

1. **Adjournment**

There being no further business, the meeting was adjourned at 5:06 p.m.

Respectfully submitted:

David Young

Secretary

**Appendix B**

**Academic Support Services Reports**

Livermore Library Report for

Board of Trustees Meeting Feb 2019

By Dr. Dennis M. Swanson, Dean

Since the last report the Livermore Library has been quite active. We recently implemented a new organizational structure with four directors reporting to the dean and a reorganization of the existing staff. This will give us a modern and much more efficient operational structure.

We significant additions to our electronic academic resources in the last few months. We added Academic Search Ultimate which added over 3500 full-text journals and an additional 10,000 e-Book titles. We also added Business Source Ultimate which gives our students and faculty access another 1500 full-text journals, as well as all 52 Standard and Poors Industry Survey reports and an additional 60,000 video reports including Harvard Business Faculty Seminars. We also added the Hein American Indian Law Collection, 1.2 million articles related to local, state, federal, and tribal law issues as they relate to American Indians.

We are in the final process of adding the streaming video service *Kanopy*. This will give access to the students and faculty of over 30,000 movies, documentaries, and other video resources. *Kanopy* is the leading service in the academic world, serving over 4000 libraries.

We have begun the process of converting to a new Integrated Library System, *Alma* from Ex Libris Corporation. This is the leading product of its kind in the world, used by many state systems and is the system used by the Library of Congress. It’s *Leganto* module will integrate the library into our classroom learning system, Canvas. We will also add Primo, a feature that allows for simultaneous search of all of the library resources for comprehensive researching ability.

Finally, last fall the library added a three-unit general elective course in research and we filled six sections in the fall and another six sections this spring. Next fall we are adding a graduate level research course which several programs will be requiring for graduation.

**Accessibility Resource Center**

**Subcommittee on Academic Support Services**

**Meeting February 12, 2019**

**January statistics from Titanium database:**

• Active in database: approximately 600. These are students who are qualified for accommodations and could implement them at any time

• 87 students (75, 79, 80, 58) have implemented accommodations for the spring semester

• 17 (16, 13, 19, 18) Intake appointments

• Proctored 15 (13, 23, 15, 11) exams for 9 (17, 11, 7) SWD’s

• 184 (99, 5,12, 13) consultations with professors

• Coordinated hours 2 (34, 34, 81, 113.75 hours) of interpreting services (American Sign Language)

• 1460 (1230, 1335, 2594, 2526) pages converted to alternate format

From our hash mark sheet (numbers are not in Titanium, because they did not require a case note)

 158 (129, 170, 216, 228) phone calls

 75 (69, 109, 69, 27) note taker walk-ins (not unique note-takers)

296 (321, 346, 510, 268) miscellaneous walk-ins

**Activities**

Nicolette presented to new employees in the Onboarding program

Nicolette assisted with an appeal for an MSW student

Nicolette participated in two free webinars: one about audio description for video and one on Universal Design for Learning

Debbie participated in a free webinar about JAWS (Job Access With Speech)

Nicolette presented for academic advisors: teaching and advising students with disabilities. This presentation counted toward the Advisor series for the Center for Student Success and the Accessibility Certification for the Teaching and Learning Center.

**ADA Coordinator Activities**

Nicolette is working with Kelvin Jacobs on updating the UNCP ADA Grievance Policy

Nicolette and Debbie continue to review software programs for accessibility

Outreach to the public schools

Updated ADA Coordinator webpage

Nicolette met with Tribal Chairman, Harvey Godwin and his team, and April Oxendine of Innovative Approaches in the Robeson County Department of Health Services, regarding building an inclusive playground.

**Ongoing Committee Work:**

* Academic Support Services Subcommittee
* AITC
* Braves Book subcommittees
* CARE/EHS team
* Chancellor’s ADA Advisory Committee
* Commencement
* Coordinated Community Response Team (CCRT)
* Documentation Review Committee (DRC)
* Military Advisory Group (MAG)
* New Student Orientation
* Sexual Misconduct Advocacy and Resource Team (SMART)
* Special Olympics
* Sports Empowerment
* Student Services Committee
* Tuition Surcharge
* University Center Advisory Board
* VSA

**University Writing Center Report**

**Academic Support Services Subcommittee**

Submitted by Dr. Brandy Brown, Director of the University Writing Center

February 7, 2019

**Upcoming Events**:

* I will present at Southeastern Writing Center Association conference February 21 – 23.
Jordan Williams will also attend the conference and report back to the rest of the staff.

**Usage Information: Spring 2019 January 14 – February 6th**

* + - 113 sessions | 2018: 165 sessions
		- 78 unique writers | 2018: 108 unique writers
		- 31 online sessions | 2018: 23 online sessions
		- 17% of writers visited the center more than once| 2018: 35% writers visited the center more than once
		- 53 new writers registered | 2018: 54 new writers registered

Student Satisfaction Survey (19 responses)

Assessment Question Tracking: “I left the writing center with ideas for revision.”

**Survey comments:**

Always helpful and considerate **(1)**

[The Consultant] was a great resource to helping me write my paper! I will totally be coming back for help with more of my papers. **(1)**

If only I could work with [Consultant] every time, I would be happier. **(1)**

[Consultant], is by far, my favorite person to work with! **(1)**

[Consultant] was amazing and very knowledgable, I appreciate her assistance. **(1)**

[Consultant] was really wonderful and I felt great about the visit! Thank you, JSE **(1)**

**Spring 2019 Staff**

Brandy Brown, Director

*Graduate Student Assistant Director:*

* Steffany-Rae Lynch

*Undergraduate Tutors:*

* Heather Boggess (Psychology)
* Jordan Williams (English)
* Liz Allen (English)
* Kenneth Hyman (English)
* Megan Munroe (English)
* Ariana Farrington (Philosophy)
* Alexia McDougal (English)
* Sydney Blake (English)
* X-Staizha Benjamin (Psychology)