

**Academic Affairs Committee
January 15, 2010
Meeting Notes**

Committee members in attendance:

Kathy Menzie (chair)
Keith Mazacheck
Paul Byrne
Kandy Ockree
Linda Croucher
Lori Khan
Cal Melick
Jeanie Catanzaro
Debbie Isaccson
Robin Bowen (ex officio)

Guests

Alan Bearman
Keith Rocci
Mike Russell
Nancy Tate

Item I: Call to order and approval of minutes

The meeting was called to order by Kathy Menzie.

Action: Minutes from the December 5, 2009, meeting were approved as written.

Item II: Old Business

A. General Education Proposal

1. Discussion of new class in information literacy (WU 101)

Guests, Alan Bearman and Keith Rocci, were present to provide information about the proposed Information Literacy Class (WU 101). Prior to the meeting, committee members received a copy of the proposal for this class. Dr. Bearman noted the proposed name change was to eliminate confusion because WU101 is not an extension or expansion of the current one-hour IS170 course.

The three-hour Information Literacy course is presented as a core university requirement. Dr. Bearman explained that currently, the material covered by the course is not consistently taught by all faculty because of time limitations. With the addition of two more librarians, 40 sections would be ready for Fall of 2011, so implementation was feasible for the next academic year.

The committee expressed concerns regarding making this course a core university requirement. They agreed the information provided in the course was important, but may not need to be a required course for every student. Some honors or advanced students

would not need this course and should not be forced to take it. The average student may find the courses helpful because they need to understand how to do research at appropriate levels.

The committee was also concerned about the potentially negative impact on transfer students, because this course is not currently a requirement in other universities.

Two possible alternatives were discussed; the first alternative was to use the current on-line, 1-unit course for students transferring in with a certain number of units. The second alternative was to provide a competency test, which would allow both traditional and nontraditional students an opportunity to test out of the course. The committee noted testing would require additional costs to the university.

The committee also noted that making WU 101 a core requirement would also increase the number of courses required for students to graduate, which is already a challenge for some Allied Health and Nursing programs.

Dr. Bearman suggested other possible adjustments of the course would be to provide an Honors section.

The committee said they did not have enough information about the proposed course and still had questions about the impact on transfer students and the impact on some of the schools regarding the number of units required to graduate. The committee determined continued discussion in another meeting was required.

2. Survey for faculty (www.surveymoney.com/s/K5QRL73)

The committee received a copy of the survey prior to the meeting. Dr. Mike Russell was present to answer any questions and make requested changes to the survey. The committee reviewed the document and made changes and additions as necessary for clarification.

The goal of the survey is to obtain more information and feedback from faculty and staff about the Gen Ed proposal, especially since the attendance of the Gen Ed open forums had been low. The information obtained will help the committee and the Gen Ed Task Force make decisions about the proposal.

It was noted the Faculty Development meeting on Feb 5th (3:30 pm) would be reserved specifically for discussion of the Gen Ed Proposal.

The committee agreed to send any additional questions after the meeting out to the entire group so the issues could be addressed as quickly as possible before distribution.

Action: The motion was made and carried to distribute the survey on Tuesday, January 19th.

3. Faculty Comments on Wiki (<http://wugened.pbworks.com>)

In addition to the comments from the Gen Ed open forums and survey, the committee how to obtain additional information from faculty about the Gen Ed proposal.

The College of Arts and Sciences has assigned learning objectives to the Gen Ed courses. The committee requested this information from the other schools as well.

The committee was also encouraged to attend the Faculty Development meeting on February 5th, after which the committee will convene for further discussion about the Gen Ed proposal.

B. Discussion of Grade Appeal Process

Dr. Nancy Tate was present to provide information about this grade appeal process and to answer questions regarding the concerns pertaining to the existing grade appeal procedure. She explained the concerns from the Grade Appeal Committee had been brought before the Academic Affairs committee last year and were now being revisited.

The committee discussed several of the issues presented and determined a subcommittee should be formed to prepare a rough draft of the procedures for the appeal process. Kandy Ockree and Linda Croucher volunteered to work with Nancy Tate to develop a draft of the appeal process for the next meeting of the committee.

Item III: School of Business Curriculum Changes

The committee reviewed and discussed the documentation for the proposed course change.

Action: The committee moved to recommend the approval of the change to the alternative required course in the Finance major: specifically the establishment of BU 484 Applied Portfolio Management as an Alternative to BU 374 Principles of Risk and Insurance to meet the requirement of the major area of concentration in Finance in the BBA degree.

The motion carried. The recommendation will move forwarded to the Faculty Senate.

The meeting was concluded.

The next meeting will be on February 5th following the Faculty Development meeting at approximately 3:30 pm.