

Academic Affairs Committee Minutes
October 24, 2011
Meeting Notes

Members in Attendance:

Becky Dodge
Cal Melick
Shaun Schmidt
Paul Byrne
Lori Edwards
Debbie Isaacson
Vickie Kelly
Lori Edwards
Kandy Ockree
Mary Sheldon
Randy Pembrook (ex-officio)

The meeting was called to order by Kandy Ockree, Chair.

- 1) Kandy Ockree called the meeting to order
- 2) Minutes of August 10, 2011, were approved as written.
- 3) The committee reviewed the proposed University Closing Policy and discussed some possible revisions. After committee discussion, Dr. Pembrook agreed that the VPAA office would draft a master syllabus template that will require a weather closure policy and a technical policy for on-line courses. The committee recommended also adding some sample syllabi for faculty reference.
- 4) New Program Submission Forms: Dr. Nancy Tate provided drafts of these from resulting from the Academic Affairs Committee work last year. The committee agreed to review these forms with their areas to make sure the wording was adequate and bring the results of these meeting back to the committee.
- 5) The next meeting is scheduled for Monday, November 7, 2011, from 1-2 pm in the Baker Room.

The meeting was adjourned.