

**Academic Affairs Committee Meeting
November 19, 2012
Meeting Minutes**

Committee members in attendance

Debbie Isaacson (by phone)
Vickie Kelly
Royce Kitts
Kandy Ockree
Tony Palbicke
Shaun Schmidt (Chair)
Randy Pembrook (ex officio)

Guests

Roy Wohl, Chair, Department of Kinesiology
Young Sub Kwon, Department of Kinesiology

The meeting was called to order by the Chair, Shaun Schmidt.

I. Minutes from November 5, 2012

The minutes were sent to the committee prior to the meeting for review. The minutes were approved as written (with the correction of a typo) and will be forwarded to Faculty Senate.

II. Kinesiology: Change in Minor in Fitness

Roy Wohl thanked the committee for letting them return to the committee with some clarification regarding their proposal. Roy indicated the proposal is to move the minor in Health and Fitness to a minor in Fitness, and the deletion of the minor from the 2012-2013 University catalog was an oversight. There will not be a cost with this change and after discussion, it was decided to add the wording of “no additional costs” as the financial implications rather than adjunct replacement.

The 2011-2012 catalog section relevant to this proposal will also be attached to the proposal and moved forward to the Faculty Senate.

A motion was made and seconded to approve the proposal to change the minor. This was approved unanimously.

III. Subcommittee Assignments

Shaun asked for updates regarding the assigned subcommittees:

- a. Phase II Gen Ed (KN 198/WU101): Nothing to report at this time.
- b. Graduate Committee: Nothing to report at this time.

c. Administrative Withdrawal:

Tony reported that a meeting with Richard Liedtke proved to be educational regarding the administrative withdrawal process. There were several points of interest discussed:

- The administrative withdrawal process connects to financial aid, and ultimately how much money the University must return to the federal government if students aren't withdrawal timely and appropriately.
- Registrar's office will do most of the "work" once they are notified. The thought was many faculty do not know this.
- The syllabus must show that the faculty could administratively withdrawal students and at what point within the semester: first 2 weeks, after midterm or when.
- Possible guidelines might be necessary for faculty
- Mr. Liedtke wants the easiest way for faculty to provide the information.
- More discussion will occur with a report/proposal back to the Academic Affairs committee.

d. Degree Plan: Nothing to report at this time.

The meeting was adjourned.

Meeting Schedule:

Monday, December 3, 2012 3 – 4:00 pm, Baker Room