

**Academic Affairs Committee Meeting
November 5, 2012
Meeting Minutes**

Committee members in attendance

Lori Edwards
Debbie Isaacson
Vickie Kelly
Royce Kitts
Kandy Ockree
Tony Palbicke
Shaun Schmidt (Chair)
Nancy Tate (ex officio)
Danny Wade

Guests

Kevin Charlwood, Chair, Mathematics & Statistics Department
Young Sub Kwon, Department of Kinesiology

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

I. Minutes from October 15, 2012

The minutes were sent to the committee prior to the meeting for review. The minutes were approved as written and will be forwarded to Faculty Senate.

II. Agenda item added for clarification

Discussion ensued regarding WU101 and KN 198. Clarification was sought that WU 101 is not replacing KN 198 as a University requirement or as a “wellness course” of the core. All agreed to that understanding.

III. Kinesiology: Change in Minor in Fitness

Young Sub Kwon provided information regarding the agenda item. He indicated this was a title change from Minor in Health and Fitness to Minor in Fitness.

1. What are the classes in the current or previous minor?

This answer could not be provided and will be sent by Roy Wohl, Chair of Kinesiology department.

2. What are the financial implications of this change?

This answer will need to be sent by Roy Wohl, Chair of the Kinesiology department.

After some additional discussion, it was decided to defer this agenda item under further clarification and information was provided by the Kinesiology department.

IV. Proposal regarding MA 112 Essential Mathematics

Kevin Charlwood provided information regarding the proposed course. He stated that MA 110

would remain as a course for now but will be eliminated by Fall 2013. It is proposed that MA 112 be added into the catalog where there is MA110/116 language, which should read upon approval MA 110/112/116.

Questions asked with the answers are noted below:

1. Course listings that include MA110/116 will also need to be changed.
Kevin indicated the Math department will visit with the academic units to help with the declarations of prerequisites.
2. Will MA 112 be added into the equation for a student who has a catalog requirement of MA 110 or 116?
Yes, MA 112 will be added retroactively. (Language will be added to the agenda item so this will be clearer to all as the agenda item moves through the governance process.)

A motion was made and seconded to approve the proposal to change the university math requirements with the addition of MA 112 . This was approved unanimously.

V. 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:
The committee has been gathering information regarding the flow of approval processes for the Graduate committee. The subcommittee feels it is important to not add steps to the approval process but feels there needs to be some discussion as to how faculty can provide more input into the decisions regarding graduate committees.

Questions asked with the answers are noted below:

1. What is the membership of the Graduate Committee?
The graduate committee involves the Deans, the Chairs and the directors of the graduate program. The graduate programs go through this committee, then onto Faculty Senate and General Faculty for approval.

The undergraduate programs go through Academic Affairs committee, then onto Faculty Senate and General Faculty for approval.

2. The issue is the structure of the current Graduate Committee is not a senate structure and the size of the membership is getting unmanageable.

3. Can AAC handle the work load of the Graduate Committee or do we continue with two separate committees with the same structure?

There were several options discussed:

- Keep separate committees
- Replace the Graduate committee
- Each School might elect representatives

- Expand the senate membership and change the constitution
 - Reconstitute the Graduate committee and put a Faculty Senator(s) representative on the committee.
- c. Administrative Withdrawal: Nothing to report
- d. Degree Plan:
The committee met with Gail Palmer who provided information regarding the differences between the degree plan and the degree audit. It should be noted both are federally mandated. There are two major issues with the degree plan:
- Faculty education/Advisor education
 - Workload issue
- Gail Palmer offered to come to a faculty senate or a general faculty meeting to provide additional information/education. Additionally, there are several resources available to faculty on the Washburn website. Gail also offered to develop a template for academic plans as well as a FAQ.

The meeting was adjourned.

Meeting Schedule:

Monday, November 19, 2012 3 – 4:00 pm, Baker Room