

Academic Affairs Committee Minutes
November 7, 2011
1:00 – 2:00 pm
Baker Room

Members present:

Kandy Ockree (Chair)
Paul Byrne
Becky Dodge
Lori Edwards
Debbie Isaacson
Vickie Kelly
Cal Melick
Shawn Schmidt
Mary Sheldon
Randy Pembroke (ex officio)

Kandy Ockree called the meeting to order.

1. Committee minutes from October 24, 2011

The committee minutes from October 24 were sent to the committee prior to the meeting for their review. A motion was made to accept the minutes as presented. The motion was seconded and carried.

2. Review of Program changes:

The proposed program changes were sent to the committee for review prior to the meeting. The list of changes appears below:

- **Political Science** – Program change.
- **Kinesiology** - Program Change, Athletic Training Education Program/BS Athletic Training Major
- **Kinesiology** Program Change, Athletic Training Education Program/BS Athletic Training Major
- **Art** - Program Change, Course Requirement for All BFA Programs

The committee voted on the proposed program changes as one agenda item. The motion was made to approve these changes and to recommend them to the faculty senate. The motion was seconded and carried unanimously.

Dr. Pembroke recommended to the committee that The Political Science and Art Departments provide additional information to the Faculty Senate regarding their current and anticipated enrollments for the proposed classes (e.g., would this approach result in lower enrollment in upper division classes). Vickie Kelly, secretary to the Faculty Senate said she would request the information from these departments.

3. University Closing/Technical Difficulty policy

A proposed statement was provided by the VPAA office as a guideline for use with master syllabus as follows:

The course instructor is responsible for providing information in his/her course syllabus regarding the class policy for dealing with unanticipated university closings (e.g., weather related cancellations) and technical difficulties experienced by students attempting to utilize any online class materials and assignments. This information can be found in the main portion of the course syllabus.

After discussion, the committee modified the wording as follows:

The course instructor is responsible for providing information in his/her course syllabus regarding the class policy for dealing with unanticipated university closings and technical difficulties.

The motion was made to approve the proposed policy as modified. The motion was seconded and carried unanimously.

The committee agreed to provide syllabi examples they felt were appropriate and agreed to forward their examples to Rebecca Atnip to be used as examples with the policy statement above.

4. New Program Submission forms from Schools/College

Several committee members had not had an opportunity to meet with their units to discuss the new program submission form. The agenda item will be discussed at the next meeting.

5. The next committee meeting will be Monday, December 5th at 1- 2pm.

The meeting was adjourned.