

**Academic Affairs Committee Meeting  
February 4, 2013  
Meeting Minutes**

Committee members in attendance

Jennifer Ball  
Lori Edwards  
Debbie Isaacson  
Vickie Kelly  
Royce Kitts  
Tony Palbicke  
Randy Pembroke (ex officio)  
Shaun Schmidt  
Danny Wade  
Rob Weigand

Guests

Richard Liedtke, Executive Director Enrollment Management  
Gail Palmer, Financial Aid Office

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

**I. Minutes from January 14, 2013**

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. Subcommittee Assignments**

a. **General Education:** Nothing to report.

b. **Graduate Committee:** Nothing to report.

c. **Administrative Withdrawal: Report on the three (3) F's:** Mr. Liedtke discussed the new process of reporting F's. The 3 F's process just started with this last semester and overall faculty did well with recording the necessary grades.

Mr. Liedtke indicated there were 11 freshman who received an NF, which was surprising. Other specific details will be made available once the report has been reviewed thoroughly.

Dr. Pembroke also discussed the concern with faculty not getting grades posted on time.

d. **Degree Plan:** Gail Palmer explained degree plans are necessary in order for the University to comply with federal regulations. Gail explained the following:

**PACE:** Pace is the total number attempted credit hours divided into the total number of credit hour completed. During this degree plan, students are notified by the financial aid office they must have an academic plan. Students in this status must complete 67% of their courses in order to stay in academic standing.

**Degree Plans:** Students who have to have degree plans are those who have maxed out their credit hours for financial aid. Gail indicated a template will be developed.

**Veterans Office** has yet different rules and degree plans must be completed prior to the semester.

Discussion and question/answer time occurred. Some questions asked included:

1. Could Banner help with completing the degree plan? No.
2. Could the Financial Aid office use the same degree plan from one semester to the next? Yes, as long as there aren't changes.
3. Could there be templates developed for PACE and for the Degree Audit used for a degree plan. Yes. Gail will do so and request assistance from those on the Academic Affairs Committee.

The meeting was adjourned.

**Meeting Schedule:**

Monday, February 18, 2013, 3-4:00 pm, Baker Room

Monday, March 4, 2013 3 – 4:00 pm, Baker Room