

**Academic Affairs Committee Meeting
April 15, 2013
Meeting Minutes**

Committee members in attendance

Jennifer Ball
Debbie Isaacson
Vickie Kelley
Royce Kitts
Randy Pembroke (ex officio)
Shaun Schmidt
Rob Weigand

Lori Edwards
Tony Palbicke
Danny Wade

Guests

Alan Bearman, Dean, University Library
John Dahlstrand, Asst. Dean

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

I. Minutes from April 1, 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. Academic Advising Handbook

Dr. Bearman indicated in order to help those who advise in a consistent basis across campus, an academic advising handbook was developed. Dr. Bearman will be taking this through the Faculty Affairs committee but wished to shared it with the AAC for discussion.

After discussion regarding the handbook, a few suggestions/questions were made or asked:

- a. How can we ensure new faculty look at this?
- b. Advisor needs to know when classes are to be offered and consideration is asked to make statements to that regard in the book.
- c. There should be a statement regarding the responsibility to the student should the student chose to not follow the advisors advice regarding class choices.
- d. There should be a reminder to faculty the registrar audit process sometimes means the degree audit is not available and accuracy is questioned.

Updates from the subcommittees: None offered.

The meeting was adjourned for the academic year 2012-2013.