

Academic Affairs Committee
September 22, 2010
Meeting Notes

Committee members in attendance:

Kathy Menzie (chair)
Mary Sheldon
Cal Melick
Jeannie Catanzaro
Debbie Isaacson
Linda Croucher
Becky Dodge
Paul Byrne
Kandy Ockree

Guests:

Nancy Tate, Acting Vice President for Academic Affairs

The meeting was called to order by Kathy Menzie.

I. Committee Chair

Kathy asked for nominations for a new committee chair for the next year.

Action: Kathy Menzie was nominated as chair and unanimously approved by the committee.

2. Program Deletion Request

The committee reviewed the request from the College of Arts and Sciences to eliminate the Health Education and Promotion Concentration as a stand alone Bachelor of Arts degree.

Action: The motion was made and carried to bring to the Faculty Senate the Committee's recommendation to approve the request from the College of Arts and Sciences to delete the Health Education and Promotion Concentration as a stand alone Bachelor of Arts degree.

3 Standardized form for Submitting Program Changes/Deletions

The committee discussed a request for a standardized form or template for submitting new programs to the Academic Affairs Committee for those areas that did not currently have their own forms. It was also suggested that guidelines be provided in addition to the forms.

Action:

- a) Dr. Tate said she would provide a list of the requirements from KBOR so that every unit would be sure to answer the same questions regarding program changes/deletions, whether or not they used the same form.
- b) The committee members will provide copies from the curricular committees in their units/departments to provide information for the Committee to review at the next meeting.

4. Gen Ed Proposal

The Committee reviewed the items from the General Education Proposal that were approved by the General Faculty:

Item 1: General Education Statement

Item 2: General Education Learning Outcomes

Item 3: Learning Outcome Descriptions

Item 4: General Education Distribution Requirements [Breadth of Knowledge]

Item 7: University Requirements

The Committee discussed the questions regarding the General Education Proposal that are still pending and how best to proceed in resolving these questions.

Questions still to be decided by Academic Affairs:

1. Determine the learning outcome assessment procedure/approval process
2. Define learning outcomes integration with general education
3. Determine purposes and functions of General Education and Assessment Committee.
Define membership/time of service/eligibility/ duties and responsibilities
4. Composition of Core courses: relationship to learning outcomes and general education
5. Discipline courses included in general education –all courses or course specific
6. Define learning outcomes/general education plan for Associates degrees
7. Determine the transfer policy for learning outcomes/general education
8. Develop a transition plan following adoption of a general education proposal

The Committee discussed the possibility of assigning each question to individual committee members who would then form a committee to work on the question. After discussion, the Committee decided to meet again in two weeks to discuss this further and to determine how to prioritize the list.

In order to obtain more information about assessment in addressing some of the pending questions, the Committee will invite Donna LaLonde, Assessment Committee Chair, to attend the next meeting.

Next meeting

Wednesday, October 6, 2010

3:00 – 4:30 pm

Baker Room