

**Academic Affairs Committee
March 5, 2009
Meeting Notes**

Committee members in attendance:

Kathy Menzie (chair)
Keith Mazacheck
Paul Byrne
Linda Croucher
Lori Khan
Cal Melick
Robin Bowen (ex officio)

Guests:

Nancy Tate, Associate Vice President for Academic Affairs
Jeff Mott, Director, Leadership Institute
Jaci Jenkins, Associate Director, Leadership Institute

The meeting was called to order by Kathy Menzie. She explained the change in order of the agenda. Dr. Jeff Mott would present the Leadership proposal to the committee first so he could leave after the presentation.

Item II: New Business

A. Leadership Program Proposal

Jeff Mott presented the proposal for a minor in Leadership. He emphasized the proposed change in the Leadership program could be achieved with current resources and without any additional cost to the university. In addition, he said faculty would also be encouraged to teach leadership classes to encourage a more interdisciplinary approach to the classes.

Kathy Menzie thanked Dr. Mott for his presentation and he and Jaci Jenkins left the meeting.

Action: The committee voted unanimously to approve the Leadership proposal for recommendation to the Faculty Senate.

Item I: Approval of minutes

Kathy Menzie told the committee the approved College of Arts and Sciences class changes were forwarded to the Faculty Senate prior to the meeting because they needed to go before the Faculty Senate in a timely manner. She had not forwarded the minutes because they were not yet approved.

Action: Minutes from the February 15, 2010, meeting were approved as written.

Meeting Schedule

Dr. Bowen requested permission to discuss the issue of meeting schedules with the committee. She said her concern was the committee would not be able to review the General Education Proposal in a timely manner if the committee continued to meet only once a month. Dr. Bowen suggested the committee meet more frequently until the proposal was reviewed and the recommendation made to the Faculty Senate.

Action: After discussion, the committee agreed they would meet once a week until the General Education Proposal went to the Faculty Senate. The only time all committee members are available is Friday afternoon at 3 pm, therefore this is the time the committee will meet.

Due to Spring Break and the absence of the chair, the next meeting of the Academic Affairs Committee will be March 26th. Thereafter they will meet

Item II: Old Business

A. Grade appeal process report

The committee reviewed the document prepared by the subcommittee, which included the changes suggested at the last meeting, and discussed whether there were additional areas of concern.

Action: The committee unanimously approved the Appeal to Grade Appeal Committee procedure document.

B. General Education Proposal

The committee discussed how to proceed with the proposal and make recommendations to the Faculty Senate.

Action: The committee voted unanimously to bring to the Faculty Senate their recommendation for the entire General Education Proposal.

Discussion followed.

Meeting Adjourned

Next meeting

March 26, 3 – 4:30 pm, Baker Room