

Academic Affairs Meeting Minutes

Date: 2/20/2017, Monday 3:30-4:30 PM

Location: Max Merrill Room, Library 221

Present (voting members):

Eddie Johnson (*Faculty Forum President*)
Stephanie André (*Elected by Faculty Forum*)
Betsy Julian (*VPI*)
Tim Peterson (*Faculty at Large*)
Truman Merrifield (*Student representative*)
Dana Topliff (*Elected by Faculty Forum*)
Colette Hansen (*Classified Representative*)
Brian Bubak (*CTE Representative*)

Absent (voting members):

Jessica Russell (*Elected by Faculty Forum*)

Present (non-voting members):

Eric Weller (*Note taker*)
Vickery Viles (*Director of Curriculum & Assessment*)
Ralph Phillips (*ChairMoot Chair Elect*)
Courtney Whetstone (*Director of Admissions & Registrar*)
Jeff Floyd (*IT Representative*)

Absent (non-voting members):

All present

Guests:

none

Minutes: (Note: **Approvals and Action items** written in red.)

1. Review Minutes from 2/6/17 Meeting

- a. The meeting was open to review the minutes from February 23rd, 2017.
- b. The committee was given an update on the status of finding a replacement member for Mara Kerr's position.
 - i. Brian Bubak was the only faculty nominated to replace Mara. As a result, the Faculty Forum determined to accept Brain Bubak as the new voting member for Academic Affairs without requiring a vote.
- c. It was noted the title for Eric Weller should be updated to "Committee Specialist".
- d. It was mentioned the minutes state the Grading Policy taskforce will be included on future agendas.
 - i. This topic should have been included on the current agenda but was missed.



- ii. Tim/Eric will ensure the Grading Policy taskforce topic is included on future agendas.
 - iii. It was stated the taskforce will hold their first meeting on 2/27/17.
 - e. **Betsy Julian motioned to approve the minutes with the noted change. Eddie Johnson seconded the motion. The minutes were unanimously approved with this change.**
- 2. **Discussion Only: Review of Curriculum Committee Minutes from 2/7/17; 2/14/17.**
 - a. The meeting was open to review all of the minutes from the listed Curriculum committee meetings.
 - i. Note: the 2/14/17 Curriculum committee meeting was canceled. As a result, there were no minutes to review.
 - b. The deadline for submitting curriculum changes for this year has passed.
 - i. Some departments have shown interest in submitting requests after the deadline.
 - 1. When these requests are received, Vickery will work with the VPI/Deans to determine if an exception is appropriate.
 - c. The Curriculum committee's agenda will be full through spring break working on all changes submitted.
 - d. Are there guidelines for determining when a new major code should be created?
 - i. There is work being done to make this process more clear.
 - ii. An example from Business was given to help explain the issue. (i.e. Business/Marketing>Marketing/Operations).
- 3. **SECOND READING: Promotions Committee Membership**
 - a. The revised proposal and membership handout was reviewed by the committee.
 - b. A summary of the revised proposal was given. Below are some of the revisions mentioned:
 - i. Two-year terms are being changed to three-year terms.
 - ii. Committee members should not be eligible to stand for promotions during their term.
 - iii. The last sentence was clarified to indicate the committee Chair should be a faculty member from the committee.
 - iv. "Discipline" was used in place of program.
 - c. After a summary of the revised proposal was provided, the following questions/comments were discussed amongst the group:
 - i. Associate faculty deciding not to go up to full professor will need to indicate that they will not be going up for promotions to full professor.
 - ii. What does "diverse perspective and experiences" mean?
 - 1. This broad language recommended by the Promotions committee to help encourage a broad range of perspectives.
 - 2. It was meant to address the issue of being a committee consisting of all associate or full professor members.
 - iii. Would there be satisfaction if the committee consisted of all transfer faculty?
 - 1. This was discussed as not being preferred, but the committee could still complete their tasks.
 - 2. The presidential appointment could help this situation from occurring.

- a. Currently there are no guidelines to indicate how the presidential appointment is determined. Should there be language added to clarify this process?
 - i. The concern mentioned is that a faculty member might try to obtain appointment to the committee through VPI influence to the president.
 3. The Dean/VPI experience can also help this issue.
 4. How is CTE/Transfer determined by the faculty forum?
 - a. The Faculty Forum president has the discretion to add language to the ballot to help inform the faculty voting members of what may be needed for a specific committee's structure.
 5. The transition handout was also reviewed by the group. There were no additional comments from the handout.
 - d. **Dana Topliff motioned to approve the proposal as presented. Colette Hansen seconded the motion. The proposal was unanimously approved for second reading.**
4. **SECOND READING: Course Standards Statement and Course Outline**
 - a. The revised proposal was reviewed, and the following topics discussed:
 - i. "Grade Mode" and "Fee" were added
 - ii. Is it still being determined where this will go on the web?
 1. The placing of the information in Banner will be the first issue to determine. Once determined, there will be work done to get the information on the web.
 - b. **Betsy Julian motioned to approve the proposal as written. Stephanie André seconded the motion. The proposal was unanimously approved for second reading.**
5. **SECOND READING: Curriculum Standards Procedure**
 - a. The meeting was open to discuss the proposal. The below subjects were discussed:
 - i. There were no changes made to the proposal from the previous meeting.
 - ii. When will the annual review take place of the "Curriculum Standards" document?
 1. Spring
 - b. **Dana Topliff motioned to approve the proposal with no changes. Betsy Julian seconded the motion. The proposal was unanimously approved for second reading.**
6. **Review of Policy Committee Presentation Checklist**
 - a. The Committee Presentation Checklist was reviewed by the group.
 - b. The purpose of the form is to create a document that can be used amongst all policy committees on campus (i.e. Academic Affairs, Student Affairs, College Affairs.)
 - c. The following comments/questions were discussed.
 - i. Note to change the word rational to rationale.
 - ii. Is it clear that people can remove "Form 1: Presentation Checklist"?
 - iii. Policy Committee name could be moved into a footer along with other items.
 - iv. Can this be formatted into a writeable pdf file?
 - v. The recommendation was made to add a place for the content of a proposal to be included on the form.
 - vi. It will be important for individuals submitting proposals to be thoughtful and cognizant of what they are submitting.

Eddie Johnson motioned to adjourn the meeting. The meeting adjourned at 4:11pm.

Next Meeting: Monday, February 20, 2017 – Max Merrill, Library 221 at 3:30 p.m.