

## Academic Affairs Committee Minutes

Tuesday, January 29, 2013

2:00-4:00 pm, SC213

**Attendees:** P. Willett, D. Naudzunus, C. Cohen, A. Fishbone, D. Felisberto, H. Wilson, G. Young, S. Joubert, R. Lizotte

**Guest:** R. Gouveia

**Recorder:** J. Bailey

**1. Review of Minutes** – December 18, 2012 - **Approved**

**2. New Proposals for initial review:**

Proposal	Type	Course #	Course/Program Name	Implement	Acpt Implem	Explanation	status
1213-089		CIS252	Computer Science II	Spring 2013	Spring 2014	revision of course	Approved

**3. Update on Honors courses** – In the past honors courses had their own separate process and went directly to Sue Shain. Sue provided a new course number. The process will change slightly. They will come to the committee, not for approval but as a formality to provide a paper trail.

**4. Review fall proposals for selection of “sample completed forms” to be posted on web page**

Pat suggested using General Studies Art for a sample program proposal. Alexis pointed out that the job market survey is a critical piece which must be included in the associate degree proposals and the details on need should be explicit. Pat said she would ask submitter’s permission to use their proposal and add these comments in red.

**5. Review program proposal form & guidelines to add financial aid signature requirement for all certificate programs.**

Due to stringent financial aid requirements, it was decided that Alexis Fishbone, Director of Financial Aid, will now be required to review and sign off on proposal forms for **certificate programs**.

**6. Other**

- It was pointed out that the Quantitative Reasoning course proposal is missing the transfer notation. Pat Willett will advise the Math department to contact Grace Young regarding course transfer evaluation.
- Grace pointed out that the Rad Tech proposal that recently went through the committee should have a start date of Fall 2014 as students have already begun this program in Fall 2013.

- Pat Willett told the committee if they have not done so, they should read the memo from Vice President Bill Heineman outlining Academic Affairs Activities, Curriculum and Policy updates. She said the memo is very informative and opens up the line of communication and that if anyone has any questions they should email Bill.

**Adjourned: 4:00**