

Academic Affairs Committee Minutes

Tuesday, September 9, 2014 2:00-4:00 pm, SC213

Attendees: K. Holmes, J. Ronsivalli, D. Felisberto, P. Willett, H. Mores, D. Naudzunas, G. Young,
S. Wares, C. Rowse, C. Cohen

Recorder: J. Bailey

1. **Review of minutes from 5-6-14 meeting** – accepted
2. **Committee Membership changes** - Pat reviewed the changes in membership for this year and reported that Chuck Phair is working on membership for the TAPS division and asked Carolyn Cohen if she could spread the word to FSLAS faculty that the committee has faculty at large positions open and are in need of representation from this division.
3. **Review of course substitutions Fall13-Summer 14** – The changes in CIS and ART programs created a lot of substitutions which Grace reported that she enters directly in Degreeworks, without the form, deans/chairs signatures, or the ability to track these substitutions. Pat asked if there was a way to track these substitutions in Degreeworks and Grace said that a report would need to be developed. Pat noted that the report the committee is reviewing is inaccurate because substitution forms are not being processed under current policy and suggested that the policy be reviewed and updated. The Paralegal program had an unusual number of substitutions because many of the courses were special topics courses, and not part of the program. All of these substitutions were legitimate.
4. **AAC website updates**
 - Minor changes to the course & program proposal forms were suggested including the removal of the iHealth high cost course fee, a link to the guidelines in the header, and the current date on the updated form. Proposals from this point forward will need to be submitted on the updated forms.
 - Guidelines will be updated to include checkbox instructions, special topics due dates, submission process will move to the end of the document, corresponding proposal form item numbers will be added to each item, “Alexis Fishbone signature is required” for certificates will be added to the Program Guidelines.
5. **Mandatory Reporting Policy** – the group talked about the Mandatory Reporting Policy and its importance. Although this is not a new policy, many people are not aware of it. Heather said that Human Resources will be providing training on this policy.
6. **Distance Ed Agreement** – Pat asked the group if they were aware of the new Distance Ed. agreement that was signed in May. Nobody in the group is aware of this new agreement.

7. New proposal review:

Proposal	Type	Course #	Course/Program Name	Implement	Acpt Implem	Explanation	Proposer	status
1415-001	ST	LIT275	International Experience in Literature	Spring 2015	Spring 2015	Special Topics 1st run	M. Yeager/B. Stachniewicz	Approved – CAS has not been approved

8. Proposal re-review:

Proposal	Type	Course #	Course/Program Name	Implement	Acpt Implem	Explanation	Proposer	status
1314-077			Laboratory Science Program revision	Spring 2015		revision of program	K. Mitchell	The latest version of this program proposal was not submitted. Kevin needs to submit the latest version and update market survey. He will be invited to the next meeting if the proposal is received by then.

Adjourned: 4:05 pm

C: W. Heineman, T. Fallon, S. Shain,