

## **Academic Affairs Committee Minutes**

**Tuesday, September 10, 2013**

**2:00-4:00 pm, SC213**

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

**Recorder:** J. Bailey

### **1. Ellen Wentland – Proposed policy for learning outcomes assessment.**

- A one page proposed policy for Program, Institutional and State Level Student Outcomes Assessment was presented by Ellen. The following statement is included: *“any student who does not wish to have their products collected for program, department, or campus level assessment can opt out by notifying their instructor”*. The proposed policy does not include the permission form that was used in the past for students who agree to participate. The committee discussed the difficulty of keeping track of who is/isn't willing to participate without the permission slip.
- Carolyn Cohen suggested that the request for assignments come out earlier. Ellen said that in her particular instance it was at the state level and the state's requests came out late. Now the request for Spring assignments come out in the Fall.
- The following questions/comments were raised -- who monitors or evaluates intensive courses? Ellen said this is not the charge of her committee. Where did the competency areas come from? NEASC? When a course is approved, every section is intensive. Not everyone does this.
- *Committee recommendation:* The committee has no objection to the policy, but recommends the continued use of permission forms. A recommendation was also made to condense the policy as much as possible so students will read it. Ellen agreed to revise and re-send the policy.

### **2. Review of Vice President Bill Heineman's memo to the committee.**

- The committee reviewed Bill's memo
- In response to Bill's concern with faculty's tendency of NOT providing clear, concrete transferability information on proposal forms, Grace agreed to bounce back these proposals before they come to committee. She will work with faculty to obtain this information from her colleagues at transferring institutions.

### **3. Forms – Pat Willet said that because the semester has begun and forms have already started to come in, we will not use revised forms; possibly we will revise in the Spring.**

### **4. Other Business –**

- Kathy Proietti and Scott Joubert both now belong to the same division (TAPS). One person needs to be an alternate. It was decided that Scott would be the alternate. He is encouraged to attend meetings.
- The task and timeline that comes out of the academic affairs office lists separate due dates for special topics courses. Jane will look into this.

### **5. Minutes from April 23 – were accepted.**

**Adjourned at 4:05**