

## Academic Affairs Committee Minutes

Tuesday, Sept. 24, 2013

2:00-4:00 pm, SC213

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

**Guest:** Chuck Phair

**Recorder:** Jane Bailey

1. Review of Minutes – 9/10/13 - accepted
2. Revised policy for Learning Outcomes Assessment – The committee reviewed Ellen Wentland’s revised policy and recommends the last statement be italicized with a bold “NOTE” to add to its visibility so students see that they can opt out of having their work collected. What happens with State assessment?
3. New Proposals for initial review:

Proposal	Type	Course #	Course/Program Name	Implement	Acpt Implem	Explanation	
1314-001		PAR208	Contract Law	Fall 2014	Fall 2014	New Course	Approved
1314-002	ST	CRJ205	Response to Terrorism	Spring 2014	Fall 2014	Special Topics 1 <sup>st</sup> run	Umass Lowell runs this course here so committee moved implementation date to Fall 2014. Committee questioned no pre-req’s for a 200 level course (ENG101)?
1314-003		BIO117	Field Studies in Natural Systems	Spring 2015	Spring 2015	New Course	Approved

3. Special Topics proposals – the following questions were raised:
    - There are conflicting due dates for special topics proposals: Sept. 30 for Spring and January 31 for Fall on the Academic Affairs Scheduling Task and Timeline. This does not allow enough time for courses to be put on the master schedule.
    - Do second, third run, etc. special topics proposals really need to be reviewed by the committee?
    - Who monitors how many times a special topics course runs? Some of the old special topics courses need to be cleaned up.
    - Can a special topics course be part of a Learning Community?
    - How can we easily identify special topics courses – section numbers?
- Pat Willett said she would investigate the answer to these questions.

4. Bill Heineman – New policy regarding attendance of pregnant students

- The committee approved the policy statement regarding attendance of pregnant students to be added to the NECC website with the registrar or dean of academic advising as contact people.
- Some of the complications of this policy are:
  - Cannot require a doctor's note as doctor's notes are not required for other types of absences.
  - There is not a time limit in which the work of the absent student needs to be completed.
  - Cannot require faculty to add this policy to their syllabus. This will probably need to be impact bargained. Bill said he will talk to Steve Russell and his counterparts throughout the state for feedback on handling this issue.

**3:50 Adjourned**