

Academic Affairs Committee Minutes
Tuesday, September 12, 2017, 2:00-4:00 pm, SC213

Attendees: L. Bass, M. Carles, M. Cross, J. Ducharme, D. Felisberto, A. Fishbone, K. Holmes, C. Knoepfler, P. Willett, G. Young

Guests: E. Mendonca, M. Sunday

Recorder: Jane Bailey

1. **Review of minutes** from 4/25/17 meeting - approved
2. **Calendar of meetings** - Nov. 7 meeting has been changed to Oct. 31 due to beginning of Registration.
3. Committee membership updates – Pat Willett announced the following changes to committee membership:
TAPSS division - Joanne Ronsivalli is on medical leave, Maria Carles will serve as an alternate
Faculty at Large – Sarah Courchesne has a class conflict with no alternate to take her place. Marilyn McCarthy is not available so there are only 2 members.
Professional Staff – Stephanie Wares stepped down, Jayne Ducharme volunteered to take her place Sue Tashjian will remain as alternate
AFSCME – Deb Naudzunas is the only person who attends regularly.
Pat asked the committee to get the word out to faculty and divisions to try to fill some of the vacancies.
4. **Course substitution forms** – form has been updated. The committee no longer tracks these forms, Jane Bailey’s name was removed. Form has been uploaded to the website and Deans/Assistant Deans/Administrative Assistants have been notified.
5. **Core Academic Skills (CAS) & Student Learning Outcomes (SLO) program proposal requirements** – Program proposals should have a solid easily identifiable plan for students to obtain CAS classes. There is currently a myriad of formats for SLOs. Scott Joubert is the new coach to work with faculty on developing SLOs. Incoming proposals will need to meet the standard. The committee has not authority to ask for SLO changes, however, Scott will be reviewing proposals, beginning now, for measurable course/program outcomes, then sending them back to proposers for revision when necessary. There will be no physical sign off from Scott, but his review will take place before proposals are forwarded on for VP/President approval.
6. **Curriculum Team updates (electronic AAC forms)** – Jane and Pat have been working with the SC_Curriculum team on the electronic academic affairs committee forms. At the end of Sept. the team will meet with the vendor. The forms contain many pull downs, and when possible, text should populate with information from the new on-line catalog. We are hoping at some time during the semester there will be a working model, and will be looking for people to do a “dry run” with their proposal to test the new forms.
7. **VPAA Update – email from Judy Zubrow**
 - Business Computer Applications will be an associate’s degree and will be geared toward applications in the business area rather than CIS.
 - Culinary Certificate – Alexis will not put this through for financial aid as changes may be made to the program upon hire of the program coordinator.
 - Inactivations in the developmental area due to changes in developmental reading/writing prerequisites - These classes already are not being offered. Grace pointed out that all admissions criteria needs to be updated for Fall 2019.

8. Proposals for initial review – 2:30 pm Janice Rogers

Proposal	Type	Course #	Course/Program Name	Implement	Acpt Implem	Explanation	Proposer	Department	status
1718-001		REA011	Basic Reading	Fall 2018	Fall 2018	course inactivation	J. Rogers	Liberal Arts	approved
1718-002		WRT001	Intro to Basic Writing	Fall 2018	Fall 2018	course inactivation	J. Rogers	Liberal Arts	approved
1718-003		WRT005	English Writing Skills	Fall 2018	Fall 2018	course inactivation	J. Rogers	Liberal Arts	approved
1718-004		WRT010	Basic Writing	Fall 2018	Fall 2018	course inactivation	J. Rogers	Liberal Arts	approved
1718-005		REA021	College Reading	Fall 2018	Fall 2018	course revision	J. Rogers	Liberal Arts	approved
1718-006			Multiple Course Revisions (REA 021)			Pre req revisions	P. Willett/J. Rogers	Liberal Arts	Will request an updated list of courses from Registrar, then send this to dean's for approval.
1718-007		HST211	Hospitality Law	Spring 2018	Spr. 18	ST Course new	J. Ciampi	TAPSS	Approved pending review of outcomes
1718-008		EST 113	Principles of Manufacturing	Spring 2018		Course revision	J. Fallon	TAPSS	The rationale for removing developmental proficiencies, is that the program is designed for vocational students. Testing and proficiencies create a barrier. Course work is hands on and removing proficiencies won't be a detriment to successful completion of this course. After a lengthy discussion the committee approved this change
1718-009			Engineering Science – Advanced Manufacturing Precision Machining	Spring 2018		Program revision	J Fallon	TAPSS	Course sequencing needs to change as EST110 is a prereq. To EST111. The term “et al” needs to change Can MAT115 be added as it is a pre-req. to Physics?
1718-010			Engineering Science – Advanced Manufacturing Electronics	Fall 2018		New Program	J Fallon	TAPSS	Could Engineering Science-Advanced Manufacturing have 2 concentrations: <ul style="list-style-type: none"> • Precision Machining • Electronics This will not require extensive BHE submission.

Adjourned 3:55 pm

CC: S. Shain, F. Gilkey, K. Sullivan, J. Zubrow