



Academic Affairs Committee Minutes

Tuesday, November 13, 2018, SC203, PDR

Attendees: L. Bass, S. Courchesne, L. Fagan, D. Felisberto, A. Fishbone, H. Mores, S. Munoz, J. Ronsivalli, H. Von Strunck, P. Willett, G. Young

Recorder: J. Bailey

Guests: P. Cavan, E. Greenslade, M. Gunning, E. Mendonca, S. Slaner, K. Sullivan

1. Review of minutes 10/23/18 - accepted
2. Proposals for review – Paul Cavan

Proposal	Type	Course #	Course/Program Name	Implement	Acpt Implem	Explanation	status
1819-034			Criminal Justice Program	Fall 2019	Fall 2019	<p>program revision</p> <p>Meredith Gunning presented an argument against removing Practical Logic as a program requirement. She stressed the importance of Practical Logic for C.J. students. Meredith said the class is offered once a year face to face, and stated they would accept lower enrollment in the face to face class and additionally, would consider offering the class as a directed study face to face class.</p> <p>Steve Slaner presented an argument against removing Civil Rights and Liberties as a program requirement, and stressed the importance of this class for C.J. students. He said he would be willing to conduct an orientation meeting to familiarize students with the on line format and additionally, he would consider offering it as a directed study face to face class.</p> <p>Paul Cavan presented a report indicating a 10% drop in completion rate, which he states is due to a reduced number of sections offered and students being forced to take online courses. He stated that</p>	

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							<p>this program change provides more class scheduling options and better aligns the C.J. Program with BHE's emphasis on ethical curriculum content.</p> <p>The committee considered these arguments, and voted to approve this program revision.</p>
1819-040			Business Management-Healthcare Practice Option	Fall 2019		minor program revision	Committee will review this proposal at the next meeting

3. HES208 Healthcare Practice Option capstone – new course proposal in SC_Curr workflow – Pat Willett

The committee viewed this course proposal, which was the first proposal submitted electronically in SC_Curr. The committee reviewed some of the comments and noted that each time a proposal is saved or a comment is made, a new version of the proposal is created. In this case, 16 versions have been created within the software. Pat asked the committee to check to see if they received an email from SC_Curr, notifying them that a proposal was ready for review in order to see if the workflow is working properly.

4. Guest Speaker Policy – Heather Mores & Ernie Greenslade

The guest speaker policy was presented to the committee. The draft has been approved by Ken Tashjy, MCCEO General Counsel, and complies with state ethics and campaign finance laws. While the policy is not mandatory, the committee recommended a stronger statement instead of “students, faculty and staff are encouraged”. The committee also recommended the paragraphs be re-ordered with the third paragraph moved to the beginning of the policy. Additionally, Heather said she would provide the link to the Commonwealth’s Ethics and Campaign Finance laws.

5. Academic Standards & Progress Policy – Grace Young & Alexis Fishbone

This policy combines both the academic standards policy and the financial aid policy. The policy treats all students the same, regardless of how they pay and aligns with retention efforts. The Banner financial aid module is currently being modified to accommodate this policy.

CC: S. Shain, W. Heineman