



Academic Affairs Committee Minutes

Tuesday, March 20, 2018, 2:00-4:00 pm, SC213

Attendees: L. Bass, D. Felisberto, K. Holmes, C. Knoepfler, H. Mores, D. Naudzunas, J. Ronsivalli
P. Willett, G. Young

Guest: E. Mendonca

Recorder: J. Bailey

1. Review of minutes from 2/20/18 meeting - accepted
2. Proposals for initial review

Proposal	Type	Course #	Course/Program Name	Implement	Acpt Implem	Explanation	Proposer	Dept	status
1718-097		BUS220	Business Analytics Capstone	Spring 2019		new course	K. Quinn	TAPSS	The committee revised the lengthy course description. Course not required in any programs and will not transfer. Will invite Kristen to the next meeting.
1718-098			Early Childhood Director Certificate	Fall 2018	Fall 2018	New Program	G. Feigenbaum	TAPSS	Program geared to people in the field. Target audience exists. Shortage of workers in the field. Approved for Fall 18 It is unlikely that Financial Aid will be available then.
1718-099			A.S. Biology	Spring 2019		Minor program revision	K Thomas	TAPSS	Proposal to add outcomes to program. Approved
1718-100			Liberal Arts: Writing Option	Fall 2018		Minor Program revision	P.Portanova	Liberal Arts	Outcomes should probably be revised. MAT122? Some of recommended courses don't run regularly. Committee will look at

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									Liberal Arts programs at the next meeting.

3. Special Topics courses

Pat met with the dept. chairs/coordinators in Feb. and it has been decided that there will be no more special topics courses. All courses will run as regular courses, and will be published in the catalog. This will enable all courses to be used as program requirements. There was a misconception that special topics proposal form was easier to complete than a regular course, however that is incorrect. Both forms are the same.

Proposal due dates:

- Any new course revisions submitted by Sept. 15 and Feb. 15 which have **no course dependencies** will be reviewed promptly and if approved, can be implemented the following semester.
- Other courses or programs submitted by Oct. 15 and March 15 if approved will continue to be implemented one year later.
- Proposals can be submitted at any time and will be reviewed by the committee as soon as possible. However, implementation may be delayed for any proposal submitted after Oct. 15 and March 15.

Adjourned: 4:00

CC: S. Shain, F. Gilkey, W. Heineman