



Academic Affairs Committee Minutes

Tuesday September 10, 2019 – SC106

Attendees: L. Bass, S. Courchesne, D. Felisberto, A. Fishbone, H. Mores, S. Munoz, D. Naudzunus, J. Ronsivalli, S. Wares, H. von Strunck, Chair, P. Willett

Guests: E. Mendonca, R. Boersma

Note taker: Linda Fagan

1. **Welcome Back/Review Minutes:** Minutes from 5/7/19 were approved and unanimously approved
2. **Membership:** Looking for someone interested in chairing this committee to shadow Pat for the next year or two
3. **Summer Activity:**
 - a. Discussion regarding EAB Navigator, Current Catalog and AAC records having to be the same. The paper program proposals have been updated to include Current Pathways, which should be the same as Current Course Sequence.
 - b. Pat met with Bill regarding pathways. Bill is the person overseeing this until he can hire a new position who will take this over and be a member of the AAC. He supports the committees attempt to have the correct documentation.
4. **Curriculum Manager updates:**
 - a. Ellen is looking for best practice for recommending courses within a program; do you list or not? Some do, some don't.
 - b. Many academic programs in the catalog have program notes, which are marketing language. Bill has approved their removal.
5. **Updated Program Forms:**
 - a. A form has been developed for those wanting to make changes to the pathway or course sequencing only.
 - b. We hope to have program proposals electronic by January.
6. **Future Expected Proposals** – Music program, Art program

7. Course proposals for review:

Proposal Number	Term	Meta Major	Department	Type	Name	Submitter	
1920-001	Spring 2020	Liberal Arts	Global Studies	New Course	SPN 106 Spanish for Legal Professionals I	Judy Zubrow	Tabled until next meeting. Invite Paul Cavan & Amy Callahan
1920-003	Spring 2020	Health	Physical Education	Revise Course	PED 145 Yoga I	Amy Cameron	Tabled – Increase in CR requires submission as NEW course and inactivation of current course
1920-013	Spring 2020	STEM	Natural Science	New Course	BIO 225 Topics in Biology Seminar	Sarah Courchesne	Approved pending the determination of high cost course fee
1920-008	Spring 2020	Other Areas	Developmental Math	Revise Course	MAT 096 QR Fusion	James Sullivan	Approved
1920-009	Spring 2020	Other Areas	Developmental Math	Revise Course	MAT 097 Stats Fusion	James Sullivan	Approved
1920-011	Spring 2020	Other Areas	Developmental Math	Revise Course	MAT 095 Math Fusion	James Sullivan	Approved

8. Bill Heineman and Audrey Ellis, Assistant Director, Student Success Management Systems, will attend our next meeting on Tuesday, September 24 from 2 – 4pm in room SC106

CC: S. Shain, W. Heineman