



Academic Affairs Committee Minutes

Tuesday September 24, 2019 – **SC106**

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

Guests: E. Mendonca, S. Shain, B. Heineman, A. Ellis

Note taker: Linda Fagan

1. **Review minutes from 9/10/2019** – Minutes were amended as follows: BIO225 was approved with no high cost course fees per Pat. W., then unanimously accepted.
2. **Course proposals for review (Brian MacKenna-Rice, Kathleen Bartolini and Amy Callahan in attendance)**

Proposal Number	Term	Meta Major	Department	Type	Name	Submitter	
1920-012	Fall 2020	Professional Studies	Human Services	New Course	HUS 210 Fundamentals in Children's Behavioral Health	kbartolini	Approved *
1920-014	Spring 2020	Health	Exercise Science	New Course	PED 142	Amy Cameron	Approved / Yoga I PED 145 needs to be inactivated
1920-001	Spring 2020	Liberal Arts	Global Studies	New Course	SPN 106 Spanish for Legal Professionals I	Judy Zubrow	Tabled – A. Callahan and P. Cavan to discuss

*Suggestion by the committee for a minor program revision to revise minimum grade from C - to C. This may also require course revisions.

3. Program proposals for review:

Proposal	Course/Program Name	Implement	Explanation	Proposer	
1920-001	CIS: Networking and Security Option	Spring 2020	Minor Program Revision	Jason Termini	Tabled – questions for J. Termini
1920-002	CIS: Information Technology Option	Spring 2020	Minor Program Revision	Jason Termini	Tabled – questions for J. Termini

4. Bill Heineman, VP, Academic & Student Affairs and Audrey Ellis, Assistant Director, Student Success Management Systems

- a) Communication of policy changes – We need to do this better. The new position yet to be posted for Director of Academic Policy, Curriculum and Learning, will be tasked with this, in addition to many other things including outcomes assessment. **Note:** when the academic catalog is updated, there should be a college wide email.
- b) The Deans List policy change was discussed. The draft was amended to allow students on Special Probation to be eligible for the Deans List.



Deans List
Policy.docx

- c) The new form developed to document changes in pathways was discussed. This form can be found on the Curriculum Forms tab of the Curriculum Management Application.
- d) Course Substitutions- Discussion regarding the need for a system to ensure proper documentation. Sue S. believes Degree Works can provide reporting.

Next meeting is Tuesday, October 8 from 2 – 4pm in room SC106

CC: S. Shain, W. Heineman