

Minutes
Academic Affairs Committee
The University of North Carolina at Pembroke

Present: Dr. Wright Killian (Chair), Dr. Irene Aiken, Dr. Robert Brown, Dr. Bill Campbell, Dr. Tommy Thompson (Chair, Curriculum Subcommittee), Dr. Paul Flowers (Chair, General Education Subcommittee), Ms. Linda Hafer (Chair, Academic Support Services Subcommittee), Dr. Lisa Kelly (Chair, Enrollment Management Subcommittee) and Dr. Bill Gash (for Dr. Roger Brown)

Excused: Dr. Michael Spivey, Dr. Ray Sutherland, Dr. Richard Vela

Date: Wednesday, September 18, 2002

Time: 3:32

Location: Room 251, Chavis University Center

1. Dr. Wright Killian called the meeting to order at 3:32 pm
2. Dr. Killian asked that one item be added to the agenda, the obtainment of a secretary. Otherwise the agenda was accepted.
3. Dr. Killian asked for a secretary volunteer. As no one volunteered, Dr. Killian stated that the group would rotate secretarial duties. Irene Aiken volunteered for the day's meeting. Dr. Killian stated he would create a secretary "schedule" and asked members to please inform him of meetings they may miss.
4. The minutes of April 18, 2002 meeting were declared approved.
5. Report from the chair: Dr. Killian noted that all four subcommittees are functioning with a chair and selected secretary (or format—see notes on subcommittees).

Dr. Killian commented on the committee's unfinished business from last year. Two items concern surveys from last year: the Writing Center Survey (the faculty survey was conducted, but the student survey was not conducted) and the library survey (not conducted). Dr. Bill Gash stated that the matter was being "looked into." Dr. Robert Brown gave further details about the problem related to that which can be obtained from the April 17 minutes.

Dr. Killian stated that another issue postponed last year that the committee will address following the NCATE visit is the on-line posting of syllabi.

6. Dr. Paul Flowers, Chair, reported for the General Education Subcommittee. Monika Brown has been selected as the secretary. Minutes from the previous meeting have been distributed and the committee will meet on the fourth Thursday at 3:30.
7. Ms. Linda Hafer, Chair, reported for the Academic Support Services Subcommittee. The committee will meet on the second Tuesday at 3:30 in the Library Conference Room. Betty Brown will serve as secretary. They are investigating the issues surrounding the Library and Writing Center surveys.
8. Dr. Tommy Thompson, Chair, Curriculum Subcommittee (Larry Schultz, secretary) indicated the two minor changes presented in the agenda (no vote required). He then introduced the proposal by the Dept. of Math & Computer Science to change MAT 501 Theoretical Bases of Math Instruction from an elective to a requirement in the M.A. in Math Education degree as required by NCATE (Pending approval by the Graduate Council), Dr. Bill Campbell could answer any questions. The proposal was unanimously approved.
9. Old Business. Dr. Killian noted that old business included a proposal by the Dept. of Social Work which was postponed due to the lack of a representative being present which will continue to be postponed until a representative addresses the committee.
10. No new business was presented.
11. Announcements:
 - A: 2002-2003 Meeting Schedule:
 - October 16, 2002
 - November 20, 2002
 - January 15, 2003
 - February 19, 2003
 - March 19, 2003
 - April 16, 2003
 - B: All Academic Affairs Committee meetings will be held in Room 251, UC **except** the November 20, 2002, meeting which will be held in Room 213, UC.
12. The meeting was adjourned at 3:50 pm

Respectfully Submitted,

Irene Pittman Aiken, Secretary in Rotation
Wright Killian, Chair