

**Minutes of the Meeting of the Academic Affairs Committee  
Room 251, Chavis University Center  
19 November 2003**

Members present: Robert Brown, Bill Campbell, Susan Edkins, Paul Flowers (chair), Linda Hafer, Wright Killian, Sara Simmons, Ray Sutherland (secretary-in-rotation), Tommy Thompson, Richard Vela

Guest: Jamie Litty

1. The meeting was called to order at 3:37 p.m.
2. The agenda was approved.
3. The minutes of the October meeting were approved.
4. Two proposals from the Subcommittee on Curriculum were approved unanimously:
  - a. Proposal from the Department of Mass Communications to create a 20 hour minor in broadcasting.
  - b. Proposal from the Department of Education to create an 18 hour Academic Concentration in Special Education.
5. The Subcommittee on General Education had no report.
6. Susan Edkins reported from the Subcommittee on Enrollment Management that classroom capacity is a concern for the university. The closing of the Dial Building is an important factor in this. Classroom assignments for Spring Semester 2003 are complete and every classroom is occupied until 3:30 p.m. A discussion followed in which the possibility of the university's not being in compliance with fire code regulations. The Subcommittee on Enrollment Management was asked to contact the university Safety Office about fire code compliance.
7. Linda Hafer reported from the Subcommittee on Academic Support Services that 15 faculty from the Dial Building are being housed in the library.
8. Richard Vela reported from the ad hoc committee on "special consideration admission policy" that Jackie Clark will address a future meeting of the committee on the subject.
9. A discussion of the mechanics of computing of QPA "in the major" was held. The Committee decided to take no action in the matter.
10. The meeting adjourned at 4:12 p.m..