

ACADEMIC AFFAIRS COMMITTEE MINUTES

Wednesday, February 18, 2003

3:30 pm, UC 251

- I. Chair Paul Flowers called the meeting to order at 3:33 p.m.
Members Present: Robert Brown, Roger Brown, Bill Campbell, Susan Cannata, Susan Edkins, Paul Flowers, Linda Hafer, Sara Simmons, Julie Smith (secretary in rotation), Tommy Thompson, Richard Vela
Guests: Bonnie Kelley, Andy Ash, Joseph Lakatos, Martin Farley, Deb Preston, Warren Baker
- II. The agenda for the meeting was approved.
- III. The minutes of the January 21, 2004 meeting were approved as distributed by email.
- IV. Paul Flowers commented on the usage of the Minor Course or Program Change Proposal Form.
- V. Under Reports from Subcommittees:
 - A) Curriculum - Tommy Thompson, Chair
 - 1) Proposals from the Biology Department to establish a 120 BS degree track in Environmental Science was approved.
 - a. Add seven new courses
 - i. ENV 220 Field Botany (4 hrs)
 - ii. ENV 230 Field Zoology (4 hrs)
 - iii. ENV 240 Field Microbiology (4 hrs)
 - iv. ENV 310 Freshwater Ecosystems (4 hrs)
 - v. ENV 320 Soils and Hydrology (4 hrs)
 - vi. ENV 410 Environmental Law (3 hrs)
 - vii. ENV 490 Internship/Co-Op (3 hrs)
 - b. Delete BIO 308 (course contents will be replaced with new ENV 220 & 230)
 - c. Add new 3-hr course BIO 414 Biogeography to strengthen dept offerings and as an elective for biology majors.
 - d. Minor change: Change course prefix and title of "BIO 210 Environmental Biology" to ENV 210 Environmental Science; will be the new intro course for the new degree track above.
 - 2) Proposals from the School of Business were approved
 - a. Add new 3-hr course MGT 316 International Business Law to round out course offerings in the International Business concentration and as an elective in other dept programs
 - b. Three minor changes:
 - i. Change prereq for ACC 413 from DSC 209 & ACC 331 to read "...DSC 209 & ACC 331 or concurrent registration ..."
 - ii. Change prereq for DSC 313 from MAT 107 to read "...a C or better in MAT 107..."
 - iii. In the dept's intro section, add the word "unduplicated" so that the current sentence on p. 207 will now read: "...Students who want to have more than one concentration/track must successfully complete all requirements for each, plus at least 12 additional unduplicated hours..."
 - 3) Proposal from the Chemistry & Physics Department were approved to create a new 120(122) hour Pre-Pharmacy track in the BS in Chemistry degree that will, in essence, be a 3:1 program structured similar to the existing Medical Technology track; the program will allow 26 hrs credit for the first year in an approved Doctor of Pharmacy program following completion of a 94-96 hrs UNCP curriculum; a formal agreement between UNCP & Howard Univ School of Pharmacy has been negotiated in regards to this proposal
 - 4) Proposals from the Psychology and Counseling Department were approved

- a. Delete PCN 555 Psychoeducational Methods & PSY 580 Cognitive-Behavioral Counseling Approaches
 - b. Add two new 3-hr courses:
 - i. PSY 506Crisis Intervention
 - ii. PCN 507 College Counseling & Student Affairs
 - c. Add MPM 501 Organizational Leadership Seminar and MPM-HC 573 Legal & Ethical Issues in Health Care as approved electives for the Masters in Service Agency Counseling Program
- 5) Proposals from School of Education were approved
- a. New 39-hr Master of Arts in Teaching (MAT) for seven areas: Art Ed, English Ed, Middle Grades Ed, Math Ed, Music Ed, PE, Science Ed, and Social Studies Ed.
 - b. Add two new 3-hr courses for inclusion in each new MAT to assure practical instructional practices:
 - i. EDN 5xx Effective Instructional Practices
 - ii. EDN 5xx Instructional Development
 - c. Change the current requirements in the Masters in Middle Grades Ed degree: Instead of students having to complete "...two 12 hrs content area concentrations...", change that to read "...complete one 21 hrs content area concentration..."
- B. Julie Smith reported for the General Education. – No meeting in January
- C. Linda Hafer reported for Academic Support Services committee
- a. Minutes of the last committee meeting are on line
 - b. UCIS survey for online classes in draft form.
 - c. Banner is on time for online implementation
 - d. There is one more tutor working with Praxis I students
 - e. Library
 - i. The writing center is still housed in the Library, but the rest of Dial staff have moved from the library
 - ii. The library staff is concerned about the inclement weather policy and library staffing. The basic problem is who are essential personnel?
NOTE: Provost Brown indicated that the Chancellor has requested the Vice Chancellors to define "essential personnel"
- D. Susan Edkins reported for Enrollment Management.
- a. The registrar reports that there will be .pdf version of the Spring schedule available by discipline rather than individual class updated daily.
 - b. Midterm grades will be available on line
 - c. The office of recruitment has a CD/VHS/DVD versions available. Each department should have a copy.
 - d. Enrollment number are going up, especially transfers and retention from fall to spring of first year students.
 - i. Headcount is 4,669
 - ii. There was a 1.1% increase in retention from Fall 03 to Spring 04
 - iii. Retention rate overall is 1.5%, the freshmen rate is improving
 - e. There is an advising seminar on March 25 for Financial Aid and Student Athlete advising
 - f. Classroom capacity – there is a difference between the fire code and what our institution has for classroom capacity. Institutional affairs determines how and what square footage is used and some concerned was expressed about which number should be and are used

- VI. There was no Old Business.
- VII. New Business
- VIII. The meeting adjourned at 4:44 p.m.