

**Minutes**  
**Meeting of the Academic Affairs Committee**  
**Wednesday, 19 January 2005 at 3:30 pm**  
**Room 237, Old Main**

Committee Members Present

Robert Brown  
Bill Gash (representing the Academic Affairs Office in lieu of Provost Brown)  
Stephen Bukowy (Chair, Curriculum Subcommittee)  
Susan Cannata  
Paul Flowers  
Carol Higy for Tulla Lightfoot (Chair, Enrollment Management Subcommittee)  
Jane Huffman (Chair, General Education Subcommittee)  
Doek-Hyun Hwang  
Liz Normandy (Chair)  
Sara Simmons  
Richard Vela  
Liliana Wendorff (Chair, Academic Support Services Subcommittee)

Guests

Jackie Clark, Lee Phillips, Janita Byers

- I. The meeting was called to order at 3:30 pm.
- II. The minutes for the 17 November 2004 Meeting were approved as distributed (see <http://www.uncp.edu/senate/aa/minutes/2004-05/11.17.04.pdf>)
- III. The agenda was approved as distributed.
- IV. The Chair made no report.
- V. Reports from Subcommittees

A. Curriculum – Stephen Bukowy, Chair

*NOTE: Descriptions of the curriculum proposals cited below may be obtained from the minutes of the 2 December 2004 Curriculum Subcommittee meeting (see <http://www.uncp.edu/senate/curriculum/minutes/2004-05/12.2.04.pdf>)*

1. Proposals from the Music Department were passed unanimously.
2. Proposals from the Chemistry & Physics Department were passed unanimously.
3. Dr. Bukowy reported that the curriculum subcommittee met in a special session on 13 January 2005 to discuss several issues related to enhancing the proposal submission and review process (instructions for proposal forms, revisions to faculty handbook descriptions of procedures, etc.).

B. Enrollment Management – Carol Higy for Tulla Lightfoot, Chair

No actionable business was brought, but the committee has been discussing various issues related to improving the advisement for entering freshmen, including the possibility of having more faculty assist with registration.

C. Academic Support Services –Liliana Wendorff, Chair

No actionable business was brought, but several items addressed at this subcommittee's last meeting were reported, including (a) the need for "after hours" BraveWeb support, (b) the announcement that UCIS will stop support for WordPerfect, and (c) a likely request for the addition of the Disability Support Services Office to their subcommittee's roster.

D. General Education – Jane Huffman, Chair

The newly elected chair noted the resignation of the former chair, Julie Smith, and that this subcommittee will again take up the issue of assessment of the general education program.

VI. Old Business – There was no old business.

VII. New Business - Dr. Gash briefly summarized present policy on faculty teaching loads.

VIII. Announcements – There were no announcements.

IX. Adjournment – The meeting was adjourned at 4:15 pm.