

Minutes
Meeting of the Academic Affairs Committee
Wednesday, 20 October 2004 at 3:30 pm
Room 251, Chavis University Center

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
Jane Huffman
Doek-Hyun Hwang
Liz Normandy (Chair)
Sara Simmons
Julie Smith (Chair, General Education Subcommittee)
Richard Vela

Committee Members Absent

Tulla Lightfoot (Chair, Enrollment Management Subcommittee)
Liliana Wendorff (Chair, Academic Support Services Subcommittee)

- I. The meeting was called to order at 3:30 pm.
- II. The minutes for the 15 September 2004 Meeting were approved as distributed (see <http://www.uncp.edu/senate/aa/minutes/2004-05/9.15.04.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 7 October 2004 Curriculum Subcommittee meeting (see http://www.uncp.edu/senate/curriculum/minutes/2004-05/10_7_04.pdf)

1. Proposals from the Philosophy & Religion Department were passed unanimously.
2. Proposals from the School of Education were passed unanimously.
3. Proposals from the Mathematics & Computer Science Department were passed unanimously, and notation was made of the withdrawal of proposals to delete CSC 155 and CSC 205.
4. Proposals from the Biology and Chemistry & Physics Departments were passed unanimously after correcting a typographical error in the course requirements for the proposed B.S. in Biotechnology degree program (i.e., changing CHM 227 “Analytic Chemistry” to CHM 227 “Analytical Chemistry”).

B. Enrollment Management – Tulla Lightfoot, Chair (absent)

Liz Normandy commented briefly on present efforts to identify factors responsible for the poor

retention rate observed for UNCP freshman, noting that a consultant was being hired and many campus organizations were considering the issue.

C. Academic Support Services – Liliana Wendorff, Chair (absent)

Liz Normandy noted this committee was presently examining their charge.

D. General Education – Julie Smith, Chair

This subcommittee met, elected Julie Smith as Chair and Bev King as secretary, and agreed to begin examination of the “measureability” of the UNCP General Education program’s goals and objectives.

VI. Old Business – There was no old business.

VII. New Business - There was no new business

VIII. Announcements – The Chair noted future meeting dates of November 17, 2004 and January 19, February 16, March 16 and April 20, 2005. Robert Brown encouraged faculty members to closely examine the spring '05 course offerings as listed on BraveWeb, as numerous errors have thus far been discovered.

IX. Adjournment – The meeting was adjourned at 4:20 pm.

Repetition of Course Work

A student who wishes to repeat a course must adhere to the following policies:

1. The original course and the repeat course must be taken at UNCP.
2. The course being repeated must be the same course taken previously; no substitutions are allowed.
3. Students may repeat a course a maximum of three times. Exceptions to this limit require approval of the chair of the department offering the course and the appropriate dean.
4. All grades received in courses repeated will be used to compute the quality point average, unless the student elects to use a grade replacement (see "Grade Replacement Policy" below).
5. A student will receive credit (earned hours) for a course one time and the most recent grade will be used in meeting graduation requirements.
6. All entries remain a part of the student's permanent record.

Grade Replacement Policy

a. Students Entering UNCP Prior to Fall 1994

Undergraduate students who entered UNCP before the fall of 1994 and who follow the repeat policy will automatically have the grade replaced for all eligible repeats. The semester hours and quality points in courses repeated are counted only once, and the most recent grade and the quality points corresponding to the most recent grade are used in computing the quality point average and meeting graduation requirements. However, all entries remain a part of the student's permanent record.

b. Students Entering UNCP Fall 1994 and Thereafter

Beginning with the fall semester of 1994, undergraduate students who enter UNCP and who wish to replace a course grade must adhere to the following policies:

1. A student must follow all regulations regarding repetition of course work.
2. Some courses may be taken more than once for full credit; these courses are not eligible for grade replacement.
3. The semester hours and quality points in courses repeated are counted only once, and the most recent grade and the quality points corresponding to the most recent grade are used in computing the quality point average and meeting graduation requirements.
4. Students entering UNCP as freshmen will have the option of replacing a maximum of 15 credit hours with improved grades earned by repeating courses. No student is eligible for more than 15 hours of replacement credit regardless of his/her entry date.
5. The credit hours associated with each repeated course will count toward the cumulative replacement hours.
6. Students transferring or readmitted to UNCP may replace grades for courses taken at UNCP for a maximum number of hours as determined by the scale below, which is based on the number of hours accepted for transfer or readmission.

Transfer or Readmission Hours Accepted as of Fall 1994	Maximum Hours for Replacement
0-23	15
24-51	12
52-89	9
90 or more	6
Candidate for Second Bachelor's Degree	6

7. The student must secure a form from the Registrar's Office and indicate in writing which course grades are to be replaced for computation of the quality point average. The form designating specific course grade replacements will be maintained on permanent file in the Registrar's Office.
8. Decisions for course grade replacement are irrevocable.
9. All entries remain a part of the student's permanent record.