

**Minutes**  
**Meeting of the Academic Affairs Committee**  
**Wednesday, 17 January 2007 at 3:30 pm**  
**Room 213, Chavis University Center**

Committee Members Present

Stephen Bukowy (Chair, Curriculum Subcommittee)  
Susan Cannata (Chair)  
Paul Flowers (Secretary)  
Holden Hansen  
Charles Harrington (Academic Affairs Office)  
Carol Higy (Chair, Enrollment Management Subcommittee)  
Jane Huffman (Chair, General Education Subcommittee)  
Deok-Hyun Hwang  
Beverly King  
Chuck Lillie (Chair, Academic Support Services Subcommittee)  
Lee Phillips  
Sara Simmons

Committee Member Absent

Tim Altman

Guests

Kathleen Hilton (Graduate Studies)  
Leon Jernigan (Biology)  
David Maxwell (Biology)  
David Pitner (Psychology and Counseling)  
David Zeigler (Biology)

- I. Call to Order – The meeting was called to order at 3:30 pm.
- II. Approval of Minutes – The minutes for the 15 November 2006 meeting were approved as distributed (minutes available at <http://www.uncp.edu/senate/aa/>). *NOTE: Two minor typographical errors were identified and corrected.*
- III. Approval of the Agenda – The agenda was approved as distributed.
- IV. Report from the Chair – The Chair had nothing to report.
- V. Reports from Subcommittees
  - a. Curriculum – Stephen Bukowy, Chair  
(see minutes of the 7 December 2006 meeting for proposal descriptions at <http://www.uncp.edu/senate/curriculum/index.htm>)
    - i. A number of proposals from the Biology Department were considered. One series of proposals concerning changes related to the interdepartmental (BIO and CHM/PHY) B.S. degree in Biotechnology and a few concerning genetics and immunology courses were withdrawn from consideration (see Attachment A, items 1.1 through 1.8 of this meeting's agenda).

Another proposal from the Biology Department concerning modification of course descriptions for the majority of BIO and ENV courses (removing any reference to semesters offered and the number of lecture or lab hours) was discussed. Concern was expressed that the specific wording of the revised descriptions was not provided, and that the representatives of the Biology Department present at the meeting did not agree with the stated intent of the proposals as indicated on the proposal forms. This proposal was passed by unanimous vote on the condition that Biology Department provide explicit course descriptions for all affected courses to the Chair prior to the upcoming Faculty Senate Meeting

A final series of proposals from the Biology Department involving various course creations, deletions, and modifications, and modifications to the Biology and Environmental Science degree programs was passed by unanimous vote.

- ii. Proposals from the School of Education related to several graduate courses and programs were passed by unanimous vote.

b. Enrollment Management – Carol Higy, Chair

(see minutes of the most recent meeting at <http://www.uncp.edu/senate/enrollment/index.htm>)

The Chair noted that the Banner student information system will be implemented for Fall '07 preregistration in the coming Spring Semester, while BraveWeb will be used for Summer '07 preregistration. The Provost urged faculty members to petition for training sessions regarding the use of Banner for academic advising.

c. Academic Support Services –Chuck Lillie, Chair

(see minutes of the most recent meeting at <http://www.uncp.edu/senate/acadsuppt/index.htm>)

This subcommittee had no business items to consider.

d. General Education – Jane Huffman, Chair

(see minutes of the most recent meeting at <http://www.uncp.edu/senate/gened/index.htm>)

The Chair distributed a draft of revised listing of the UNCP General Education Programs' skills, goals and objectives (Attachment B of the meeting agenda). After some discussion, a vote on passing these revisions was postponed pending review by committee members in the coming weeks. The Chair urged all those reviewing these revisions to provide feedback.

- VI. Old Business – The Chair of the Curriculum Subcommittee noted that revision of all course and program proposal forms was near completion and should be submitted for this Committee's consideration at its next meeting.
- VII. New Business – The Provost relayed his concerns about recent rulings of the Campus Judicial Board that in essence overturned faculty statements of Honor Code violation consequences made in course syllabi, and noted that a review of CJB actions and rulings in the recent past was underway. He encouraged this committee to consider these data carefully once they were made available.
- VIII. Announcements – There were no announcements.
- IX. Adjournment – The meeting was adjourned at 5:10 pm (motion to extend ten minutes was passed unanimously at 4:58 pm).