

**Minutes**  
**Meeting of the Academic Affairs Committee**  
**Wednesday, November 15 at 3:30 pm**  
**Room 213, Chavis University Center**

Committee Members Present

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

Committee Members Absent

Tim Altman  
Holden Hansen (*University activity scheduled prior to his appointment to this committee*)  
\*Chuck Lillie

Guests

Sherry Edwards (SWK)  
Kathleen Hilton (School of Education)  
Sonia Tinsley (HPER)

- I. Call to Order – The meeting was called to order at 3:32 pm.
- II. Approval of Minutes – The minutes for the 18 October 2006 Meeting were approved as distributed (minutes available at <http://www.uncp.edu/senate/aa/>). *NOTE: One editorial revision was made, i.e., an omitted verb in the second sentence of section IV was added.*
- 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 2 November 2006 meeting for proposal descriptions at <http://www.uncp.edu/senate/curriculum/index.htm>)
    - i. A proposal from the Department of Health, Physical Education & Recreation was passed by unanimous vote.
    - ii. Consideration of proposals from the Department of Biology was postponed as no representative from that department was present.
    - iii. Proposals from the Mathematics & Computer Science Department were considered, and some discussion ensued regarding the nature of the MAT 260/360/460 1-credit hour courses

“Connections in Mathematics”, including the rationale for these courses, the lack of pilot testing, and details of how teaching loads would be credited for faculty instructing these courses. The proposals were passed by a vote of 9 in favor, 1 opposed, and 0 abstained.

- iv. Proposals from the Department of Social Work were considered. A number of typographical and other errors in this large set of 23 individual proposals generated much discussion regarding the current protocol of curriculum proposal submission (see “New Business” below). The proposals were passed by unanimous vote with the stipulation that the Chair and Prof. Edwards would appropriately revise the proposals prior to their consideration by the Faculty Senate.

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 in Spring 2007, and that her subcommittee was studying recent developments in the student declaration of major procedure that seem to indicate a return to the previous policy may be warranted.

c. Academic Support Services – Robert Kreger representing 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 reported that this subcommittee was presently continuing work on objectives to accompany the General Education goal statement and aimed to define an assessment plan for our General Education program by the end of this year.

- VI. Old Business – The Chair noted that rewording the by-laws regarding the Provost’s membership in the Academic Affairs Committee was presently being considered by the Faculty Governance Committee.
- VII. New Business – Regarding the issue of the current procedure for submitting and routing curriculum proposal forms, Prof. Bukowy noted that the Curriculum Subcommittee was presently revising the proposal forms. The suggestion was made that this subcommittee consider (a) requiring that electronic versions of all proposal forms be submitted concurrently with paper copies (the latter taking the usual route for signature approvals), and (b) having the electronic versions of these proposals made accessible to all members of committees involved in the approval process, perhaps even all members of the University community, in order to facilitate review and reduce the errors that often accompany multiple transcriptions of proposal narratives in committee agendas.
- VIII. Announcements – There were no announcements.
- IX. Adjournment – The meeting was adjourned at 4:47 pm.