

Minutes (Draft Pending Approval)
The University of North Carolina at Pembroke
Academic Affairs Committee
Wednesday, September 17, 2008 at 3:30 PM
UC Annex 203

Committee Membership

Michael Alewine (Chair, General Education Subcommittee)
Robert Brown
Judy Curtis (Chair, Enrollment Management Subcommittee)
Jose D'Arruda
Holden Hansen (Chair, Curriculum Subcommittee)
Charles Harrington (Provost and Vice Chancellor for Academic Affairs)
Ramin Maysami - Chair
John Parnell
Marie Pereira
Lee Phillips
Chris Ziemnowicz (Chair, Academic Support Services Subcommittee)
2 senate-appointed seats vacant

Present: Michael Alewine; Robert Brown; Judy Curtis; Jose D'Arruda; Holden Hansen; Ramin Maysami; John Parnell; Maria Pereira; Lee Philips; and Chris Ziemnowicz.

Absent: Charles Harrington (excused) and 2 yet-to-be appointed Senators

Guests: Jeff Bolles; Tommy Thompson; and Marian Wooten

- I. Call to Order: The meeting was called to order at 3:30 p.m. The secretary will be appointed on a rotating basis in alphabetical order starting with Alewine.
- II. Approval of the Minutes of the Meeting of April 16, 2008: The Minutes were approved unanimously as distributed.
- III. Approval of the Agenda: The Agenda was approved unanimously as distributed.
- IV. Report from the Chair:
 - a. Maysami made a brief report on the nature and scope of the committee.
 - b. There was some discussion concerning the makeup of the committee.
 - c. It was decided that all subcommittee minutes should be sent to Dr. Maysami in electronic format with "Draft Pending Approval" labeled at the top prior to each meeting. This practice should also be observed when sending all unapproved subcommittee minutes to the faculty listserv.

V. Reports from Subcommittees

- a. General Education – Michael Alewine, Chair
 - i. Alewine reported that the subcommittee met on September 4 and discussed the Senate’s “three-pronged” approach to review and revise general education structure and procedure.
 - ii. Discussion ensued concerning a possible change of the day and time for future subcommittee meetings.
- b. Curriculum – Holden Hansen, Chair
 - i. The numbering of the curriculum proposals from HPER was unanimously changed from 5.1 – 5.6 to 1.1 – 1.6.
 - ii. HPER curriculum proposals 1.1 – 1.6 passed unanimously (10-0-0)
- c. Enrollment Management– Judy Curtis, Chair
 - i. Curtis reported that the subcommittee’s main discussion this month revolved around the issue of advising and "how and when" advisors are assigned as well as the process by which students declare their majors. The subcommittee agreed to invite Dr. Diane Jones, Vice Chancellor for Student Affairs, to their October meeting to present the retention strategies the departments in her division have devised. She also reported that the head count was set on the 10th day of classes at 6303, which is an increase of 3% from last year. Highlights include: 5577 undergraduate students, 726 graduate students (increase of 26), 960 freshmen (down from 1119), 560 transfer students (increase from 477).
 - ii. Discussion ensued concerning freshmen advising.
- d. Academic Support Services – Chris Ziemnowicz, Chair
 - i. Ziemnowicz reported that the subcommittee discussed the need for a new “information commons” and that there was some concern as to whether there would be enough space for all of the entities requesting a presence in the commons and for the books and other materials that are part of a traditional library space. DOiT wants to survey students regarding their perceptions of available technology. A focus group will be formed to look at the Banner Self Service. Disability Support Services (DSS) indicated that all faculty should include close-captioning for videos shown on campus or online.
 - ii. Discussion ensued concerning DSS concerns, ADA compliance, and its effect on academic freedom and pedagogy.
 - iii. It was suggested that the University Attorney be invited to the one of the future AA or Academic Support Services meeting to clarify the ADA issues.

VI. Old Business – there was none.

VII. New Business – there was none.

VIII. Announcements – there were none.

IX. Adjournment – the meeting was adjourned at 4:34 p.m.

Respectfully submitted,

Michael Alewine
Secretary in Rotation