Appendix A

Minutes
Meeting of the Academic Affairs Committee
Wednesday, February 20, 3:30 p.m.
University Center, Conference Room 213

Committee Membership

Jesse Peters (chair)                        Jeremy Sellers
Leon Jernigan                                Jaime Martinez (chair of Curriculum)
Cherry Beasley                                Joanna Hersey (chair of General Education)
Jeff Bolles                                   Melinda Rosenberg (chair of Enrollment)
Robert Brown                                  Larry Arnold (chair of Academic Support)
Judy Curtis                                   Ken Kitts (Provost and VC for Academic Affairs)
David Nikkel

Members Present: Arnold, Beasley, Bolles, Brown, Curtis, Hersey, Jernigan, Kitts, Martinez, Nikkel, Peters, Rosenberg, and Sellers

Members Absent: None

Guests: Michael Alewine, Robert Arndt, Mike Menefee, Jack Spillan, Melissa Schaub, Beth Froeba, and Liz Normandy

I. Call to Order
   The Committee was called to order at 3:30 p.m.
   Based on the previous agreement to rotate secretarial duties, Leon Jernigan will serve in this role for this meeting.

II. Approval of the Minutes of the January 16 Meeting
   The Minutes were unanimously approved.

III. Approval of the agenda.
   The Agenda was unanimously approved.

IV. Report from the Chair
   - No committees have had members miss more than two meetings.
   - An email will be sent out soon with Faculty Talk dates.
   - The Senate Chair attended the Faculty Governance committee meeting.
   - There is an upcoming CAA meeting in Chapel Hill to discuss transfers from community colleges. Jaime Martinez explained that there is some concern over the common articulation agreement and lack of consistency among general education courses. Liz Normandy stated that there is an attempt to standardize courses that are accepted by the University system and that this attempt is being driven by the community colleges.
V. Reports from Subcommittees

A. Curriculum: Jaime Martinez, Chair

Actions Requiring only AA Chair Signature

1. Five Proposals from the Department of Mass Communications involving prerequisite revisions to existing courses (BRD 2600, BRD 3600, BRD4600, PRE 4070, and PRE 4600)

2. Proposal from Department of Health, Physical Education, and Recreation to change the title and course description of EXER 5030 was brought before the committee for a second time after being reaffirmed by the Curriculum subcommittee as a revision and not a new course. Some further discussion ensued.

Actions Requiring AA Approval only

1. Proposal from the Department of Management, Marketing, and International Business to create MKT 4850 Marketing Internship Approved 12-0-1

2. Proposals from the Advising Center to create two new courses
   2.1 FRS 1010 Learning Community
       Some discussion about what a non-credit course was. It was explained that this course is a place holder to keep a time slot open. Course is not required for graduation. Approved 12-0-0
   2.2 TRS 1000 New Transfer Seminar
       Further explanation of the rationale was given as well as who would teach it. Approved 12-0-0

3. Proposal from the Mary Livermore Library to create LIB 1000 Introduction to Academic Research
   Some discussion of staffing and potential increase in need for the course as well as it possibly becoming a corequisite for WE and WD courses. Approved 12-0-0

4. Proposal from the School of Business Entrepreneurship Program to create a new course, ENTR 2200 Invention and New Products
   Question was raised as to why it was a 2000-level course. Rationale was to make it open to all levels of students. Approved 12-0-0
Actions Requiring AA Approval and to be sent to Senate.

1. **Proposals from the Department of Mass Communications**
   1.1 Switch positions of JRN 3010 and PRE 4200 in electives and requirements for the Public Relations minor
   1.2 Remove JRN 3010 from the Public relation major requirements and replace it with PRE 4200
   Voted on together – Approved 12-0-0

2. **New courses proposed to be added to QEP**
   - BIO 3510 Research Strategies – WD
   - ECN 4080 Economic Development – WD
   - MGT 4660 Business Strategy – WD
   Approved 12-0-0

B. **Enrollment Management:** Melinda Rosenberg, Chair
   There is a problem with the language related to transfer student registration between what was in the 2011-12 catalog and the 2012-13 catalog. Transfer students do need an orientation which is enforced via time tickets. On-line students are waived from orientation. Uncertainty still exists regarding distance students.

C. **General Education:** Joanna Hersey, Chair
   1. **Proposal from the Department of Chemistry and Physics** to add a prerequisite grade of C- or better to the current prerequisite of CHM 1300
      Proposal was tabled until next meeting since no representative from chemistry or physics was present.

D. **Academic Support Services:** Larry Arnold, Chair
   Summary of various reports included: library funding status for digitizing collections; DoIT’s continuing programs; update on registration roster verification; DSS statistics on student need; need for more tutors; statistics on disciplinary actions

VI. **Old Business**
   Update and discussion on results of roster verification

VII. **New Business**
   None

VIII. **Announcements**
   None

IX. **Adjournment**
   The meeting was adjourned at 4:45 p.m.