MINUTES
Meeting of the Academic Affairs Committee
Wednesday, November 19, 2014
University Center, Room 213

Committee Membership

Jose D’Arruda (Senator & Chair) Marisa Scott (Senator)
Rick Crandall (Senator) Lisa Mitchell (chair of General Education)
Tony Curtis (Senator) Jaime Martinez (chair of Curriculum)
Jonathan Maisonpierre (Senator) Anita R. Guynn (chair of Enrollment)
(secretary in rotation) Robert Arndt (chair of Academic Services)
Cyndi Miecznikowski (Senator) Ken Kitts (Provost and VC for Academic Affairs)
David Nikkel (Senator)
Maria Pereira (Senator)

Members Present: D’Arruda, Crandall, Curtis, Maisonpierre, Miecznikowski, Nikkel, Pereira, Scott, Mitchell, Martinez, Guynn, Arndt, Kitts

Guests: Raquel Alfaro (ETFL), Jennifer Jones-Locklear (Nursing), Cecilia Lara (ETFL), Wendy Miller (ETFL), Elizabeth Normandy, Melissa Schaub

I. Call to Order at 3:30 PM
II. The minutes of the October 15, 2014 meeting were approved
III. The agenda was approved
IV. Report from the Chair – deferred to New Business
V. Reports from Subcommittees
   A. Curriculum: Jaime Martinez, Chair

   Actions Requiring only AA Chair Signature
   4. Proposal from the Department of Social Work
      4.1 Course Proposal: revise description of SWK 5600 Advanced Clinical Assessment and Intervention Methods

   5. Proposals from the Department of English, Theatre, and Foreign Languages
      5.1 Course Proposal: revise title, description, and prerequisites of SPN 2990 Spanish Phonetics and Pronunciation
      5.2 Course Proposal: revise title, description, and prerequisites of SPN 3150 Analytical Skills and Critical Aspects of Spanish
      5.4 Program Proposal: add SPN 3400 to list of Spanish Elective options for the Bachelor of Arts in Spanish

   6. Proposal from the Department of American Indian Studies
      6.1 Course Proposal: cross list ENG 5050 as AIS 5500/ENG 5050
**Actions Requiring AA Approval Only**

5. **Proposals from the Department of English, Theatre, and Foreign Languages**

5.3 **Course Proposal:** create SPN 3400 Spanish Phonetics and Phonology

Approved unanimously

7. **Proposal from the Department of Nursing**

7.1 **Course Proposal:** create NUR 2010 Medical Terminology for Professional Nursing

Approved unanimously

**Actions Requiring AA Approval and to be sent to Senate**

Resolution to Faculty Senate: The Subcommittee on Curriculum requests that the Faculty Senate pursues the adoption of an electronic management system for the curriculum development and revision process and the academic catalog.

Approved unanimously

**B. Enrollment Management:** Anita R. Guynn, Chair

The subcommittee is reviewing catalog language regarding academic probationary status.

**C. General Education:** Lisa Mitchell, Chair

1) CHM 1300 – change in prerequisites: Approved unanimously
2) PHY 1500 – change in prerequisites: Approved unanimously
3) Remove Speech Test Requirement from General Education Curriculum: Approved unanimously
4) SPE 1020 – modification of course description: Returned to the Curriculum Subcommittee for approval

**D. Academic Support Services:** Robert Arndt, Chair

See Appendix A.

**VI. Old Business**

From Enrollment Management Subcommittee Meeting Minutes, Monday, February 24, 2014:

**Mid-Term Grades**

The current mid-term grade date was discussed and current practices examined.

The following addition to the faculty handbook was proposed by James Robinson and seconded by Sharon Kissick passed unanimously by the committee:

Faculty members submit advisory midterm grades for each undergraduate course on a schedule established by the Registrar by the close of business on the Monday prior to Fall Break in the Fall semester and the Monday prior to Spring Break in the Spring semester. Midterm grades are not assigned for graduate courses. Grades are reported to students and are interim reports intended to inform students about their progress in undergraduate courses.
to date.  
(UNCP Faculty Handbook 2013-14, p.156)

This proposal was discussed, but not recorded in the minutes of the March 19, 2014 Academic Affairs meeting and, therefore, was not forwarded to the Senate for consideration.

The above statement was modified as follows (motion put forth by Tony Curtis, seconded by David Nikkel):

Faculty members submit advisory midterm grades for each undergraduate course on a schedule established by the Registrar by the close of business on the Monday prior to after Fall Break in the Fall semester and the Monday prior to prior to of Spring Break in the Spring semester. Midterm grades are not assigned for graduate courses. Grades are reported to students and are interim reports intended to inform students about their progress in undergraduate courses to date.

The motion was approved: 10-1-0

VII. New Business

The chair reported on the meeting between the Chancellor, Provost, and Senate Executive Committee. Discussion followed on the Chancellor’s and Provost’s ideas concerning streamlining the work of the Academic Affairs Committee and Senate, especially regarding curriculum changes.

VIII. Announcements – none

IX. The meeting adjourned at 4:20 PM.
Appendix A

Academic Support Services – November 11, 2014

Academic Support Center reported that Hawk Alerts are up. They had 1770 referrals (1170 students). Due to the increase they are prioritizing contacts. Tutoring sessions are also up. The Writing Center reported 833 sessions with 368 unique clients. Feedback of these sessions remains positive.

The Library reported increase demand for study rooms. There was also an increase in the number of research and reference assistance request. The Library sponsored the Fall Faculty Showcase where Dr. Mohammad Ashraf and Dr. John Spillan presented on their latest books. The Library also hosted the program North Carolinians Meet Sherman’s March by Jacqueline Glass.

Nancy Crouch reported that has hired a Director of Enterprise Applications and that recruiting is underway for open positions, including IT Security Officer. The Academic Computing Initiative (ACI), a plan for refreshing faculty, classroom and laboratory computers, is in its planning stages. In partnership with the Nursing faculty and vendors we upgraded the video simulation and recording system (Calypso) in the Health Sciences Building and trained faculty to use it. The upgrade enables faculty to record multiple sessions from multiple labs, edit recordings, and stream the videos from one central location. The upgrade also provides UNCP with a more energy efficient system and includes maintenance of the equipment for a fraction of the original anticipated costs. UNCP is now part of the system wide Learning Management System (LMS) Consortium. This will provide us with peer support and networks from which we can learn about best practices and more.

Nicollete Campos reported Accessibility Resource Center coordinated and participated in a VSA event on campus on Oct. 23 where over 1200 Public Schools of Robeson County children with disabilities attended with over 200 volunteers. ARC staff met with two UNCP students who would like to create and coordinate an inclusive sports day program on campus for students with disabilities in the Public Schools of Robeson County.