

AGENDA (pending approval)
Meeting of the Academic Affairs Committee
Wednesday, November 18, 2015
University Center, Room 213

Committee Membership

Jose D'Arruda (Senator & Chair)	Patricia Sellers (Senator)
Justice Beverly (Senator)	Abigail Mann (chair of General Education)
Rick Crandall (Senator)	Jaime Martinez (chair of Curriculum)
Jonathan Maisonpierre (Senator)	Emily Neff-Sharum (chair of Enrollment)
Cliff Mensah (Senator)	Robert Arndt (chair of Academic Support)
Cyndi Miecznikowski (Senator and Secretary)	Zoe Locklear (Provost and VC for Academic Affairs)
David Nikkel (Senator)	

- I. Call to Order
- II. Approval of the Minutes of the October 21, 2015 Meeting ([Appendix A](#))
- III. Approval of the Agenda
- IV. Report from the Chair
- V. Reports from Subcommittees
 - A. **Curriculum:** Jaime Martinez, Chair

***a)* Actions Requiring only AA Chair Signature ([Appendix B](#))**

5. Proposals from the Department of Music (see [Appendix B](#) proposal detail)

5.1 Course Proposal: Delete MUS 2360, 2370, 4320, 4550, and 4900

5.3 Program Proposal: Delete unnecessary note in program requirements for Music Minor
Proposals 5.1 and 5.3 were approved 11-0-0

6. Proposals from the Department of Chemistry and Physics (see [Appendix B](#) proposal detail)

6.1 Course Proposal: revise prerequisites for PHY 3560
Proposal 6.1 approved 11-0-0

***b)* Actions Requiring AA Approval Only**

None

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

5. Proposals from the Department of Music (see [Appendix c](#) for details)

5.2 Program Proposal: Revise improvisation requirements in Jazz Studies Minor
Proposals 5.2 was approved 11-0-0

6. Proposals from the Department of Chemistry and Physics (see [Appendix c](#) for detail)

6.2 Program Proposal: revise requirements for Environmental Chemistry track (CENV)

6.3 Program Proposal: delete PHY 4480 from Academic Concentration in Physics

6.2 and 6.3 proposals approved 11-0-0

7. Proposal from the Department of History (see [Appendix c](#) for detail)

7.1 Program Proposal: delete two elective options from Minor in American Studies

Proposal 7.1 approved 11-0-0

B. **Enrollment Management:** Emily Neff-Sharum, Chair

Survey to gather information about roster verification for online courses

C. **General Education:** Abigail Mann, Chair

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

VI. Old Business.

VII. New Business

VIII. Announcements

IX. Adjournment

AGENDA (pending approval)
Meeting of the Academic Affairs Committee
Wednesday, October 21, 2015
University Center, Room 213

Committee Membership

Jose D'Arruda (Senator & Chair)	Patricia Sellers (Senator)
Justice Beverly (Senator)	Abigail Mann (chair of General Education)
Rick Crandall (Senator)	Jaime Martinez (chair of Curriculum)
Jonathan Maisonpierre (Senator)	Emily Neff-Sharum (chair of Enrollment)
Cliff Mensah (Senator)	Robert Arndt (chair of Academic Support)
Cyndi Miecznikowski (Senator and Secretary)	Zoe Locklear (Provost and VC for Academic Affairs) (Scott Billingsley for Zoe)
David Nikkel (Senator)	

Members not Present- Crandall, Mensah, Sellers

- I. Call to Order:
The meeting was called to order at 3:32.
- II. Approval of the Minutes of the September 16, 2015 Meeting
Approved
- III. Approval of the Agenda
Approved
- IV. Report from the Chair
There was no report.

Reports from Subcommittees

- E. **Curriculum:** Jaime Martinez, Chair

a) Actions Requiring only AA Chair Signature

4. Proposals from the Department of Psychology

4.1 Course Proposal: Delete PSY 3800 Supervised Research in Psychology

4.2 Course Proposal: Revise description of PSY 3990 Directed Study

4.1 and 4.2 approved 11-0-0.

b) Actions Requiring AA Approval Only

None

c) Actions Requiring AA Approval and to be sent to Senate

None

- F. **Enrollment Management:**

Chair Emily Neff-Sharum reported enrollment projections are in progress and will be conservative in view of growth in 2015.

- G. **General Education:**

Chair Abigail Mann had no report because no quorum at last meeting.

- V. **Academic Support Services:** Robert Arndt, Chair ([attachment](#))
- VI. Old Business
None
- VII. New Business
None
- VIII. Announcements
David Nikkel announced that Academic Affairs Fellowship Program deadline is November 10 and that Faculty Assembly would attend the announcement of Margaret Spellings as new UNC President.
- IX. Adjournment
The meeting ended at 4:20pm.

Academic Support Services Subcommittee Report October 2015

Accessibility Resource Center report usage numbers over last year. Nicolette Campos worked with Drs. Chaumba and Stanley in the Social Work Department to secure a \$5000 grant for an Adolescents Transitioning to Leadership and Success (ATLAS) program. The program will pair 6 UNCP students with disabilities with 6 K-12 students with similar disabilities and they will meet 6 times for facilitated discussion on transitional topics.

Academic Support Center

The Academic Support Center had 358 unique students scheduled for tutoring so far. This is up 100 from last year at this time (254).

The Emerging Scholars Program (ESP) held a Pig-Pickin' Meet and Greet social. This was the first meeting for this group.

The Striving Toward Academic Recovery (STAR) program has had 127 attend an intake appointment. This was from a list who submitted appeals for the Fall 15 and were academically eligible (267 students). Some of the students who did not show for an appointment have been rescheduled. 19 others have been removed from the contact list because they are not enrolled this semester or did not want to participate (1).

The Resource Learning Lab will be reopening soon.

The TRIO program has been refunded for another 5 years and new director should be hired soon.

Writing Center usage is up (565 sessions versus 398 last year). Online use is down as is the numbers in the Library.

Library

Library use and demand of the study rooms remains high. The Library hosted a Faculty Author's showcase on September 29th featuring David Zeigler and Rita Hagevik. Sixty-eight (68) library instruction sessions were provided. The Library offered three LIB 1000 (Introduction to Academic Research) classes which are full.

DoIT

The Repondus Lockdown Browser will be ready for Fall 2016 if funding can be identified. 95% of the new faculty computers have been deployed as part of the refresh. The UC Lab and Oxendine were upgraded with new Lenovo desktop computers.

DoIT is hosting Educause 2015 Virtual Conference on Oct. 28,29, and 30. Sessions will be streamed to BA 127. Faculty, Staff, and students are invited to attend. LABstats will be installed on lab computers to allow track software usage and trends.

Nancy Crouch requested feedback on discontinuing the VCL – Virtual Computer Lab because of security and software updated that will be soon be required. Usage of the VCL is very low—less than 1% of the campus population reserve the most used application. Subcommittee agreed that the use and cost does not warrant continued support.

Surveys

Joe West talked about survey methodologies. The subcommittee has questions about the use and purpose of the survey. Questions 1 and 2 echo subcommittee concerns. Questions 3 and 4 were raised by Joe West about survey methodology.

1) What is the exact purpose of the survey? Common purposes are: a) seeking to understand the survey population(s), b) using the survey information to take corrective action (make changes), c) using the information for prediction purposes.

2) Who should be generating the questions? The answer to this question relies on the answer to question 1) above. In general, if the information from the surveys will be used to make corrective action, those individuals who are expected to take corrective actions should be determining the content of the survey questions related to their departments... with oversight by the administration to ensure that the larger goals of the university as a whole are being considered.

3) Who should be overseeing the instrument and measurement process? This question seeks to understand how your committee ensures the integrity of the survey process. As a methodologist, I (Joe West) believe that the committee should have a methodologist design and review the survey prior to its use.

4) Who should be analyzing the survey results? I (Joe West) wonder if department heads have the skill set necessary to examine statistically significant survey results. Analyses can range from the simplistic frequency analysis and descriptive statistics to the more complex linear and non-linear modeling to understand statistically significant relationships.

The subcommittee would like Academic Affairs or Governance to look/revise the text in the faculty handbook related to the committee and surveys.

The text from the faculty handbook regarding SASS reads:

3. The Subcommittee on Academic Support Services shall examine proposals and policies relating to the operations and development of the Library, the Center for Academic Excellence, the Division of Information Technology, and the University Writing Center and shall make appropriate recommendations/proposals to the Academic Affairs Committee.

The Subcommittee shall also conduct, with the assistance of the Office of Institutional Effectiveness, a regular, usually biennial survey of the University community to assess perceptions of facilities and services of each academic support service area. The Subcommittee will report the information from the survey to the Academic Affairs Committee, director of the

appropriate academic support service area, the Assistant Vice Chancellor for Academic Affairs, and the Provost and Vice Chancellor for Academic Affairs.

This text raises a number of questions:

- 1) Why is the text “usually biennial” used? I would delete the word “usually”
- 2) What does it mean to “report the information from the survey”? This infers that someone in the SASS should process the survey information. I think responsibility for survey analyses should be spelled out in the text.
- 3) Should the end-users of survey data be given the raw data so that they can examine it for themselves? Should they receive a detailed analysis from the SASS? Should they receive both the raw data and detailed analyses? (I think they should receive both the raw data and a detailed analysis).
- 4) Is the list of departments (library, IT, etc.) complete? Are there other departments that should be added?

It is the hope of the Academic Support Services Subcommittee to shorten the survey and make better use of the tools in Qualtrics for this

END

[BACK TO AGENDA](#)

Appendix B

Actions Requiring only AA Chair Signature

5. Proposals from the Department of Music

5.1 Course Proposal: Delete MUS 2360 Improvisation I, MUS 2370 Improvisation II, MUS 4320 Counterpoint, MUS 4550 Special Projects in Music Industry, MUS 4900 Service Playing

Rationale: These courses are not part of any music degree program and have not been taught in several years.

Dept vote: 12 for; 0 against; 0 abstain

Affect others: No

Cross-Listing: No

Additional Resources: No

Affects Articulation Agreement: No

Affects Degree Pathway: No

Affects CAA Degree Plan: No

DELETE:

~~MUS 2360. Improvisation I~~

~~A course in the development of improvisational skills through the study and application of theoretical and stylistic principles common to the jazz idiom. Credit, 2 semester hours.~~

~~PREREQ: MUS 1150 or permission of instructor.~~

~~MUS 2370. Improvisation II~~

~~A continuation of MUS 2360. Credit, 2 semester hours. PREREQ: MUS 2360.~~

~~MUS 4320. Counterpoint~~

~~A study primarily of eighteenth-century contrapuntal techniques with a written work in two and three-part writing. Credit, 2 semester hours. PREREQ: MUS 2150.~~

~~MUS 4550.—Special Projects in Music Industry~~

~~An independent study project culminating the student's sequence of studies with a substantive research project resulting in a major paper or comparable original work.—Credit, 3 semester hours.~~

~~MUS 4900.—Service Playing~~

~~A study of the musical liturgy of the Catholic, Jewish, and Protestant services. Students should be free for Sunday morning church visitations. Credit, 1 semester hour. PREREQ: 3 semesters of MUSP 1021 or 1521/MUSP 1041 or 1541 or the equivalent.~~

5. Proposals from the Department of Music

5.3 Program Proposal: The Music Department proposes that the asterisk following “Music Electives” in the Minor of Music catalog entry be deleted.

Rationale: The statement to which the asterisk refers has been missing from the catalog since the 2001-2002 edition. The statement should read: “A minimum of 4 hours to chosen under the supervision of a Music Department advisor.” This statement seems unnecessary.

Dept vote: 12 for; 0 against; 0 abstain

Affect others: No

Cross-Listing: No

Additional Resources: No

Affects Articulation Agreement: No

Affects Degree Pathway: No

Affects CAA Degree Plan: No

PROGRAM INFORMATION:

MINOR IN MUSIC

A program designed to provide opportunities for any student to develop an understanding and appreciation of music as part of a liberal arts education. Students who plan to minor in music should consult with the Department Chair to acquire a music advisor in addition to their major advisor.

Required Courses	Sem. Hrs.
MUS 1140 and MUSL 1140	4
MUS 1330 or 1810 or MUSP 1021	1
MUS 1340 or 1820 or MUSP 1021	1
MUS 1020 (3 hrs); 3 hours of a Major Ensemble (at least 2 hours of MUS 1001 and up to 1 hour of MUS 1381 or 3 hours of MUS 1411)	6
Applied Music (MUSP)	2 ¹
Music Electives*	4
Total:	18

¹ If MUSP 1021 is chosen as the keyboard option, two additional semesters of MUSP 1021 may be used to fulfill this requirement.

[Return to Agenda--Return to Agenda--Return to Agenda--Return to Agenda](#)

6. Proposals from the Department of Chemistry and Physics

6.1 Course Proposal: Fix incorrectly listed prerequisite for PHY 3560 Modern Electronics. The course description lists PHY 1150, but it should be PHY 1500.

Rationale: typo that has gone uncorrected in catalog for years

Dept vote: 14 for; 0 against; 0 abstain

Affect others: No

Cross-Listing: No

Additional Resources: No

Affects Articulation Agreement: No

Affects Degree Pathway: No

Affects CAA Degree Plan: No

COURSE DESCRIPTIONS:

PHY 3560 Modern Electronics

Hours: 3

Prerequisites: PHY ~~1150~~ 1500 or 1510 or 2010 or equivalent

Required: no

Course description: An introduction to Analog and Digital Electronics. Problems and techniques of interfacing with laboratory instruments and computers. Credit, 3 semester hours. PREREQ: PHY ~~1150~~ 1500 or 1510 or 2010 or equivalent.

Course title: Modern Electronics

Code: LEC

END

[Return to Agenda](#)

Appendix C

Actions Requiring AA Approval and to be sent to Senate

5. Proposals from the Department of Music

5.2 Program Proposal: The Department of Music proposes amending the Minors in Jazz Studies by deleting MUS 2360 and 2370 (Improvisation I & II) which have not been offered for several years. The number of required hours in improvisation will not change since students are still required to enroll in Private Improvisation (MUSP 1171).

Rationale: This proposed change aligns the jazz minor course listings in the catalog with the department's current course offerings. No substantive changes are being proposed.

Dept vote: 12 for; 0 against; 0 abstain

Affect others: No

Cross-Listing: No

Additional Resources: No

Affects Articulation Agreement: No

Affects Degree Pathway: No

Affects CAA Degree Plan: No

PROGRAM INFORMATION:

MINOR IN JAZZ STUDIES for Non-Music Majors

A program designed to equip students to perform and teach music in the jazz idiom.

Required Courses	Sem. Hrs.
MUS 1040, 4220, 4230, 4240	6
3 hours of from MUSP 1171, MUS-2360, 2370	3
3 hours of MUSP (other than 1171)	3
6 hours of MUS 1561, 1621, 1741	6
Total: 18	

MINOR IN JAZZ STUDIES for Music Majors

A program designed to equip music majors to perform and teach music in the jazz idiom.

Required Courses	Sem. Hrs.
MUS 1040, 3460, 4220, 4230, 4240	8
4 hours of from MUSP 1171, MUS-2360, 2370	4
6 hours of MUS 1561, 1621, 1741	6
Total: 18	

[Return to Agenda](#)

6. Proposals from the Department of Chemistry and Physics

6.2 Program Proposal: Revise requirements for Environmental Chemistry track (CENV) in B.S. in Chemistry Program. ENV 2100 is listed, but it should be ENV 1100.

Rationale: The Biology Department changed ENV 2100 to ENV 1100 during the 2010-2011 Academic Year, but the CENV track had not been updated accordingly. Because the courses are equivalent in Braveweb, it has not affected students' progress through the program and therefore went unnoticed.

Dept vote: 14 for; 0 against; 0 abstain

Affect others: No

Cross-Listing: No

Additional Resources: No

Affects Articulation Agreement: No

Affects Degree Pathway: No

Affects CAA Degree Plan: No

PROGRAM REQUIREMENTS:

BACHELOR OF SCIENCE IN CHEMISTRY

Requirements for a Bachelor of Science Degree in Chemistry	Sem. Hrs.
Freshman Seminar	1
General Education Requirements*	44
Core Major Requirements	
BIO 1000	3
CHM 1100, 1110, 1300, 1310, 2260, 2270, 2500, 2510, 3980, 4100	30
PHY 1500, 1510, 1560, 1570 or PHY 2000, 2010, 2060, 2070	8
MAT 1070 and 1080 (or equivalent 1090), 2210, 2220	14(12)
**Track Option (see listings below)	34(36)
	Total: 122

*Twelve hours of General Education courses are listed separately above as specific core requirements.

**B.S. in Chemistry Track Option Course Requirements

Track (Major Code)	Sem. Hrs.
Environmental (CENV)	
CHM 2300, 3110, 3120, 4270	12
ENV 2100 1100	3
GLY 1150, 2620	6
GLYL 1150	1
Electives	12 (14)

+++++

6. Proposals from the Department of Chemistry and Physics

6.3 Program Proposal: Delete PHY 4480 from requirements for an Academic Concentration in Physics.

Rationale: Course was deleted years ago.

Dept vote: 14 for; 0 against; 0 abstain

Affect others: No

Cross-Listing: No

Additional Resources: No

Affects Articulation Agreement: No

Affects Degree Pathway: No

Affects CAA Degree Plan: No

PROGRAM REQUIREMENTS:

ACADEMIC CONCENTRATION

For students seeking a baccalaureate degree in Elementary Education, Special Education, or Physical Education, the Department offers an Academic Concentration of 24 hours in Physics. This Academic Concentration is available to other students, regardless of major.

Required Courses for an Academic Concentration in Physics	Sem. Hrs.
PHY 1500, 1560, 1510, 1570, 2180, 2560, 3000, 3200, 3260, 4480	
	Total: 24

7. Proposal from the Department of History

7.1 Program Proposal: The Minor in American Studies lists HST 4100 and SOC 3820 as course options. These courses have been deleted in the last few years and should be removed from the list of course options in the catalog. In addition, department and course codes throughout the entire entry have been edited for ease of understanding and consistency.

Rationale: Because the courses do not exist as options, the inclusion of them in the catalog is misleading and by removing them, students will have a more accurate rendering of the path toward a Minor in American Studies. By revising the Catalog to remove the two non-existent courses, students will more fully understand the proper course offerings.

Dept vote: 11 for; 0 against; 0 abstain

Affect others: No

Cross-Listing: No

Additional Resources: No

Affects Articulation Agreement: No

Affects Degree Pathway: No

Affects CAA Degree Plan: No

PROGRAM REQUIREMENTS:

Requirements for a Minor in American Studies	Sem. Hrs.
Core Requirements* HST 1010, HST 1020, HST 2010	9
Cultural Studies Elective Courses** One course (3 hours) from History: AIS 3600; HST 3040, 3050, 3060, 3100, 3140, 3150, 3160, 3170, 3260, 3410, 3610, 3620, 3800, 3820, 4040, 4050, 4060, 4070, 4100 , 4130, 4360 One course (3 hours) from Arts and Literature: AIS 3400; ART 3750; ENG 3100, 3130, 3140, 3440, 3470, 4230/4240; MUSS 3xxx; Music: Special Topics ; PHIS 4xxx; Philosophy and Religion: PHI-Special Topics only , REL 4150; THES 3xxx; Theatre: Special Topics One course (3 hours) from Social Sciences***: AIS 4020, 4050, 4250, 4600; Geology/Geography GGY 3720, 3770; PLS 3010, 3020, 3040, 3050, 3060, 3100, 3110, 3120, 4020 (please see the current Academic Catalog for prerequisites); SOC 3820 , 3870, 3880; Mass Communication : JRN 3170; MCMS 4xxx, Special Topics	9
	Total: 18

*It is strongly suggested that students complete HST 1010/1020 prior to enrolling in ~~AST~~ HST 2010.

**A student must draw on classes from at least two different departments to satisfy the Cultural Studies Elective requirement. ~~Permission to include~~ ~~Permission of American Studies Coordinator is required to use Special Topics Courses to fulfill Cultural Studies Requirements. Please obtain permission prior to registration. special topics courses from any department requires permission of the American Studies Coordinator or Department of History Chair prior to registration.~~

***Please see “~~Courses Accepted for Credit toward the Completion of the Minor in American Studies~~” on the Department of History webpage [<http://uncp.edu/history/degrees/>] for ~~accepted courses and consult with the American Studies Coordinator.~~

END

[Return to Agenda](#)
