

AGENDA
Meeting of the Academic Affairs Committee
Wednesday, September 19 3:30
University Center, Room 213

Committee Membership

Jesse Peters (chair)
Leon Jernigan
Cherry Beasley
Jeff Bolles
Robert Brown
Judy Curtis
David Nikkel

Jeremy Sellers
Jaime Martinez (chair of Curriculum)
Joanna Hersey (chair of General Education)
Melinda Rosenberg (chair of Enrollment)
Larry Arnold (chair of Academic Support)
Ken Kitts (Provost and VC for Academic Affairs)

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

Members Absent: Curtis and Kitts.

Guests: Frederick Stephens, Elizabeth Normandy, Melissa Schaub, and David Zeigler.

I. Call to Order

The Committee was called to order at 3:30pm.

Robert Brown agreed to serve as secretary for this meeting.

Committee members introduced themselves.

II. Approval of the Minutes of the April 18 Meeting (**Appendix A**)

The Minutes were unanimously approved.

III. Approval of the Agenda

Melinda Rosenberg asked that her name be spelled correctly.

The second Appendix D was changed to Appendix E.

The Agenda was approved as modified.

IV. Report from the Chair

Dr. Peters reported by all of the subcommittees are set and have secretaries, although there are membership issues concerning Enrollment and Academic Support due to reorganization of the University.

Dr. Peters reminded committee members of the Faculty Senate attendance policy.

Dr. Peters reminded committee members of the opportunity to participate in Faculty Talk.

V. Reports from Subcommittees

Dr. Martinez reported on these items. Details are in Appendix B of the Agenda for the Academic Affairs Committee Agenda.

A. Curriculum: Jaime Martinez, Chair

Actions Requiring only AA Chair Signature (**Appendix B**)

1. **Proposals from the Department of Health, Physical Education, and Recreation**

Note: These proposals will require approval from the Graduate Council prior to AAC meeting.

Course Proposal: Revise the Title and Description of EXER 5010

Course Proposal: Revise the Title and Description of EXER 5060

Course Proposal: Revise the Title and Description of EXER 5100

- Approved pending approval by the Graduate Council 10-0-0

Dr. Martinez reported that Graduate Council has approved these proposals.

2. **Proposals from the Department of Biology**

Course Proposal: Revise Description and Prerequisites of BIO 4990

- Approved 10-0-0

Program Proposal: Revise Description of Untracked Electives for Major

- Approved 10-0-0

Dr. Martinez presented these items for discussion and a vote. Details are in Appendix C of the Academic Affairs Committee Agenda.

Actions Requiring AA Approval only (**Appendix C**)

1. **Proposal from the Department of Biology**

Course Proposal: Create BIO 4700

- After discussion of staffing and the need to offer this course in spring 2013 Approved 10-0-0

Passed Unanimously by AA 10-0-0

Actions Requiring AA Approval and to be sent to Senate (**Appendix D**)

1. **Proposal from the Department of Biology**

Program Proposal: Create a Minor in Biology

- Approved 10-0-0

Passed Unanimously by AA 10-0-0

2. **Program Proposal: African American Studies Minor (Dept. of Social Work)**

Add HST 1030: Intro to African American History and HSTS 4360: Civil Rights Movement to the list of options under Area 4: History in the African American Studies minor. Add ENG 4250: African American Rhetorics to the options under Area 2: Literature in the African American Studies minor. Remove cross-listing from all courses included in the African American Studies minor.

Approved 9-0-0 on 4/5/2012.

Passed Unanimously by AA 10-0-0

3. **Add new courses to QEP**

- 11 new Writing Intensive courses approved 10-0-0

Passed Unanimously by AA 10-0-0

BIO 2050	Animal Behavior—Writing Enriched
BIO 3710	Cell Biology—Writing Enriched
BIO 4310	Biometrics—Writing Enriched
BIO 4320	Conservation Biology—Writing Enriched
BIO 4700	Reading and Writing in the Natural Sciences—Writing in the Discipline
BLAW 3180	Commercial Law—Writing in the Discipline
ELE 2900	Research and Writing in Elementary Education—Writing in the Discipline
JRN 3400	Advanced News Writing and Reporting—Writing in the Discipline
JRN 4100	Web Journalism—Writing in the Discipline
JRN 4600	Investigative Journalism—Writing in the Discipline
NUR 4510/ NUR 4510L	Transitional to Professional Nursing: A Capstone Experience—Writing in the Discipline

Discussion of the Routing for Curriculum/General Education Proposal Forms

The Committee discussed the transition to electronic submission of curriculum forms. A written proposal will be forthcoming. The Committee was reminded that cross-listed courses require a departmental vote and the chair's signature in each department.

B. General Education: Joanna Hersey, Chair

Meets next week. The Chair will be going to Appalachian State U for a system-wide meeting on General Education.

C. Enrollment Management: Melinda Rosenberg, Chair

1. Recommendation on the Makeup of the Enrollment Management

Committee. **(Appendix E)**

There was discussion of a Motion (Appendix E) to restructure Enrollment

Management. There was also discussion of faculty-administrator ratio on some Senate subcommittees. Both are matters for the consideration of the Governance Committee.

D. Academic Support Services: Larry Arnold, Chair

There are also membership issues with Academic Support Services that need sorting out. The listing of Disability Support Services as a member is not consistent. This is another matter to be referred to Governance.

Dr. Arnold then briefly highlighted the contents of reports submitted to the Sub-Committee. They will be in the Sub-Committee's Minutes.

VI. Old Business

Program Proposal from Department of Educational Specialties, approved 4/5/2012 by Curriculum; no departmental representative present at AA meeting 4/18/2012; withdrawn by department on 9/10/2012

VII. New Business

Under New Business, there was an open-ended discussion of some issues confronting UNC Pembroke. Mention was made of a Strategic Enrollment Planning Council. Difficulties with the Roster Verification process were discussed, particularly the mandate that students who failed to attend the first class in Spring 2013 would be automatically dropped. Some committee members are concerned that dropped students would be placed back into courses even if the course had since filled; this would effectively raise course caps without faculty approval. These issues and others may be discussed during the 2012-1013 academic year.

VIII. Announcements

None.

IX. Adjournment

The Committee adjourned at 4:52pm.