Minutes

Meeting of the Academic Affairs Committee

Wednesday, October 17, 2018; 3:30 p.m.

University Center 233

Members Present: Abigail Mann , Chair (Senator), Robert Arndt (Chair, Academic Support Services Subcommittee), Cherry Beasley (Senator), Polina Chemishanova (Senator), Roger Ladd (Chair, General Education Subcommittee), John Parnell (Senator), Michael Spivey (Senator), David Young (Senator).

Members Absent: Porter Lillis (Chair, Curriculum Subcommittee), David Oxendine (Senator), Frederick Stephens (Chair, Enrollment Management Subcommittee), David Ward (Provost and VC for Academic Affairs)

Guests: James Doyle (School of Business), Charles Xiong (School of Business)

Recording Secretary: David Young

1. **Call to Order**

The meeting was called to order by Dr. Mann (Chair) at 3:32 p.m.

1. **Approval of Minutes from April 18, 2018**

The minutes were approved as distributed

1. Approval of Agenda

The agenda was approved with one amendment. The amendment involved moving the report from the General Education Subcommittee from item VII, part C up to item VII, part A. Dr. Roger Ladd, Chair of the Subcommittee, had to leave the meeting early and had requested from Dr. Mann to be moved up on the agenda. After this amendment had been considered by the Committee, the agenda was adopted as amended.

1. Approval of Secretary (David Young)

David Young was officially recognized as the new Academic Affairs

1. Report from Chair
* Dr. Mann had a discussion with Provost David Ward about *Curriculog*. The focus of the discussion was to keep a close watch on all curriculum proposals going into *Curriculog*.
* Dr. Mann asked Committee members if there were any administrative questions to ask Dr. Ward. The idea is to make faculty members’ lives easier and to elect/appoint a *Curriculog* “manager.” Perhaps, faculty could get a stipend to work exclusively on this process. The faculty member/”manager” should also get a “course release” to work on the *Curriculog* project.
* An “exploratory Committee” has been formed to look at an American Indian Studies course requirement at UNC Pembroke.
1. Reports from Administrators

No report

1. Reports from Subcommittees
2. General Education Subcommittee (Dr. Roger Ladd). Dr. Ladd reported that the Subcommittee is examining the Goals & Objectives for all academic departments on campus. With the SACS visit to UNCP approaching in 2020, the Subcommittee wanted to inform SACS that “data is being collected which is collectible.” The goal is to end up with a curriculum in place so that faculty know what curriculum courses are being offered and when they are occurring. Dr. Ladd mentioned to the Committee that he had received some enrollment numbers (Fall 2018) from the Enrollment Subcommittee as follows: total enrollment (undergraduate and undergraduate) is 7,137; total freshman is 1233, and retention percentage has increased.
3. Curriculum Subcommittee (Dr. Porter Lillis). Dr. Lillis was unable to attend the meeting, but members of the School of Business were present to offer the following proposals:

\*Proposal from the Department of Economics and Decision Sciences to add DSC 3190 Business Analytics (to the catalog). The Academic Affairs Committee did not vote on this matter, and decided to defer a decision until the next meeting.

\*There was a proposal from the Department of Management, Marketing and International Business to a) add MGMT 5211, “Transportation and Logistics Management,” as well as b) add MGMT 5212, “Procurement and Global Sourcing” to the course curriculum. The vote on both matters was: 7-0-0.

1. Enrollment Management Subcommittee. Dr. Mann reported for Subcommittee Chair Frederick Stephens. She stated that the Subcommittee was looking at making proposed changed to the Course Repetition and Grade Replacement Policies. Also, the Subcommittee is examining proposed changes to the Academic Standing Policy. Both of these items were informational in nature for the Academic Affairs Committee membership.
2. Subcommittee on Academic Support Services (Mr. Robert Arndt). Mr. Arndt, on behalf of the Subcommittee, made the following updates:
3. Accessibility Resource Center. There will be no increase in requested accommodations. Additionally, there has been a two week follow-up meeting for students who have been granted accommodations
4. The Writing Center added three undergraduate consultants, and they need more tutors.
5. The Center for Student Success: *Tutor.com* is popular, and additional hours may have to be purchased. Finally, the Center is implementing a

Mid-term Consulting Plan.

1. The University College has a plan in place to communicate with first year students regarding their midterm grades.
2. At the Library, Café 641 has opened for business, and there are other new renovations on the first floor, including exercise bikes, and moveable white boards. Additionally, the Library has re-acquired access to the *Oxford Journals* and have upgraded the access package to *Project Muse*. Finally, the Library is hosting staff from Hickory Hall as the building is being repaired and renovated.
3. Unfinished Business

None.

1. New Business

None

1. Announcements

None.

1. Adjournment

There being no further business, the meeting was adjourned at 4:46 p.m.

Respectfully submitted:

David Young

Secretary