**Academic Affairs Committee**

**Agenda, January 16, 2019 at 3:30PM**

**University Center 233**

**Committee Members:**

Abigail Mann, Chair (Senator)

Robert Arndt (Chair, Academic Support Services Subcommittee)

Cherry Beasley (Senator)

Polina Chemishanova (Senator)

Roger Ladd (Chair, General Education Subcommittee)

Porter Lillis (Chair, Curriculum Subcommittee)

David Oxendine (Senator)

John Parnell (Senator)

Michael Spivey (Senator)

Dorea Bonneau (Chair, Enrollment Management Subcommittee)

David Young (Senator)

David Ward (Provost and VC for Academic Affairs)

1. **Call to Order**
2. **Approval of Minutes from November 28, 2018 (see Attachment A)**
3. **Approval of Agenda**
4. **Actions Requiring Votes**
   1. **Curriculum: https://uncp.curriculog.com/agenda:86/form** 
      1. ART - 3080 - Art Education Field Experiences for Grade K-12 (3 credits)Art Education Methods in Grades K‑6 View Proposal Summary View Proposal
      2. DSC - 3180 - Applied Business Statistics
      3. DSC - 3190 - Business Analytics
      4. PHY - 2560 - Modern Physics
      5. PSY - 4090 - Psychology and Law
5. **Report from Chair**
6. **Reports from Administrators**
7. **Reports from Subcommittees**

a. Subcommittee on Academic Support Services: Robert Arndt

b. Curriculum Subcommittee: Porter Lillis

c. Enrollment Management Subcommittee: Dorea Bonneau

d. General Education Subcommittee: Roger Ladd

1. **Unfinished Business** 
   1. **Movement on Curriculum Support**
2. **New Business**
3. **Announcements**
4. **Adjournment**

Minutes

Meeting of the Academic Affairs Committee

Wednesday, November 28, 2018; 3:30 p.m.

University Center 213

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), David Oxendine (Senator), John Parnell (Senator), John Porter Lillis (Chair, Curriculum Subcommittee), Michael Spivey (Senator), David Young (Senator).

Members Absent: Polina Chemishanova (Senator), John Parnell (Senator), Frederick Stephens (Chair, Enrollment Management Subcommittee), David Ward (Provost and VC for Academic Affairs)

**Note: absences are not counted for committee membership due to changed time**

Guests: Dennis Swanson (Dean of Library Services), Derek Oxendine (Director, Center for Student Success), Lois Williams (Associate Vice Chancellor for Enrollment), Dr. Beth Holder (Dean, University College)

Recording Secretary: David Young

1. **Call to Order**

The meeting was called to order by Dr. Mann (Chair) at 3:35 p.m.

1. **Approval of Minutes from October 17, 2018 Meeting**

The minutes were approved as distributed after one friendly amendment was made.

1. Approval of Agenda

The agenda was approved as distributed.

1. Actions Requiring Votes
   1. Curriculum: <https://uncp.curriculog.com/agenda:83/form>

Course Proposal from Livermore Library to add LIB 5000 (Introduction to Graduate

Academic Research)

David Young, Academic Affairs Committee Secretary, made the motion to approve LIB 5000, and Cherry Beasley seconded the motion.

The course was approved unanimously by the Academic Affairs Committee.

1. Report from Chair

* Dr. Mann repeated for the Committee members an observation made to her by Dr. Aaron Vandermeer. Essentially, Dr. Vandermeer had stated that some students had been put in classes that they “had no other choice,” but to take since there were no other spots left in the classes that they had wanted.
* Wait Lists – Currently, there’s an option for Departments to have wait lists. There are issues with the way wait lists work. Dr. Mann inquired if wait lists should be a “default option,” or could students opt out of them? Also, how do Departments override the wait list option? Dr. Beth Holder, Dean of the University College, suggested that an Academic Planning Module could be investigated for possible use at UNC Pembroke.
* Dr. Mann stated that Sociology classes had moved from 25 to 30 students in the Fall 2018 semester. She mentioned that online classes should not have more students than face to face classes. Dr. Mann had accumulated the data by looking at Braveweb. She is concerned about increasing course loads for faculty. Some members suggested that it might be a good idea to examine the size of online courses at peer institutions in the UNC system.
* 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). No report.
3. Curriculum Subcommittee (Dr. Porter Lillis). There was some mention made about *Curriculog*. Dr. Jaime Martinez, who had been overseeing the database, is no longer in that position, and will be on paid sabbatical leave in Spring 2019. Possibly, there could be a paid UNCP staff member in Lumbee Hall by February 2019 who could operate *Curriculog* for faculty. Dr. Jaime Martinez would be willing to train this individual in using *Curriculog,* but she cannot head up the operation anymore. Also, Dr. Lillis did state that a request would go out to Department Chairs and Deans asking that they submit course proposals to the Curriculum Subcommittee within a stated timeline.
4. Enrollment Management Subcommittee. No report.
5. Subcommittee on Academic Support Services (Mr. Robert Arndt). Mr. Arndt, on behalf of the Subcommittee, made the following updates:
6. Accessibility Resource Center – 129 people have implemented accommodations.
7. 120 exams have been proctored. The number of people seeking accommodations as well as the proctored exams total have increased over prior years.
8. The Center for Student Success: Currently, 31 peer tutors and 3 professional tutors have been hired. A total of 225 students requested tutoring from 10/1/18 to 10/31/18 which totaled 675 requests. A total of 188 tutoring appointments were cancelled, 55 appointments were “no-shows”, and a total of 432 appointments occurred with 194 students totaling 23,405 of tutored minutes (390.08 hours). Currently, *Tutor.com* has reported that 184 students have utilized online tutoring services via Tutor.com for a total of 454 sessions totaling 14,887.8 mins (248.13 hours) from 10/1/18 to 10/31/18.

The Library book sale was a success. Library renovations continue. UV film has been placed on some additional windows in the building (including the conference room).

1. Unfinished Business

Dr. Beth Holder, Dean of the University College, was given the opportunity to speak to the Academic Affairs Committee. She told the Committee that one of her objectives when she came to UNC Pembroke, was to teach a University College Faculty Status program. After Dr. Holder had spoken, Dr. Mann asked if Dr. Holder could become an ex-officio member of the Academic Affairs Committee. As of this writing, no permanent decision has been made on this matter.

Ms. Lois Williams, Associate Vice Chancellor for Enrollment, provided some enrollment data for the Spring 2019 semester as follows:

\*There are 169 transfer students confirmed to attend UNCP in Spring 2019 and the University expects to land between 220-235 students.

\*There are 18 freshman students confirmed to attend UNCP in Spring 2019 and the University expects to land 20-35 students.

Ms. Williams also shared comparative data for student enrollment for Fall 2018 vs. Fall 2019 as follows:

Freshman Application Admit Enrollment Confirmed

Fall 2019 6863 990 127

Fall 2018 2649 351 53

Transfer Application Admit Enrollment Confirmed

Fall 2019 296 30 17

Fall 2018 209 14 6

1. New Business

None

1. Announcements

None.

1. Adjournment

There being no further business, the meeting was adjourned at 5:00 p.m.

Respectfully submitted:

David Young

Secretary