

**Academic Affairs Committee  
October 16, 2019 at 3:30 pm  
University Center 251**

**Meeting Minutes**

**Committee Members in Attendance:**

Robert Arndt (Academic Support Services Subcommittee Chair)  
Dorea Bonneau (Enrollment Management Subcommittee Chair)  
Susan Edkins (Senator)  
Benjamin Killian (Senator)  
Nancy Palm (General Education Subcommittee Chair)  
Michael Spivey (Senator)  
Robin Snead, Chair (Senator)  
Misty Stone (Senator)  
David Ward (Provost and VC for Academic Affairs)  
Jeff Warren, Secretary (Senator)

**Guests in Attendance:**

Mark Hunt  
Beth Holder

**Recording Secretary:**

Jeffrey Warren

- I. Call to Order**
- II. Approval of Minutes from September 18, 2019 ([Appendix A](#))**
  - a. Minutes approved as presented
- III. Approval of Agenda**
  - a. Agenda approved as presented
- IV. Actions Requiring Votes**
- V. Report from Chair**
  - a. Curriculog questions should go to Okoye Whittington. He can attend department meetings to share the process.
  - b. Processes for a New Course Proposal (document presented)
  - c. System president search is underway
- VI. Reports from Administrators**
  - a. Dr. Ward**
    - i. Search committee formed for dean of Honor's College
    - ii. Beginning stages of search for dean of School of Education
- VII. Reports from Subcommittees**

- a. Academic Support Services Subcommittee
  - i. Report:
    - 1. Numbers are up for use of support services across campus
    - 2. Library will extend hours to 2am for exam week and then permanently for spring semester, conditional upon new entry system
  - ii. Discussion:
    - 1. Strategic student access to building workspace 24/7 is needed.
    - 2. Buildings close at 11pm.
- b. Curriculum Subcommittee
  - i. Report: Not available. No curriculum proposals.
- c. Enrollment Management Subcommittee
  - i. Report:
    - 1. 3 major areas discussed: 1. Academic calendar (fall break, registration), 2. Students dropped from courses for non-payment or immunization and lines of communication are not fully open, 3. Students able to withdraw without faculty signature (faculty handbook and form may be inconsistent). Language is not consistent.
  - ii. Discussion:
    - 1. Discussion of inconsistent language in the withdrawal forms. Issues with signatures, etc. occur every semester.
    - 2. Include updated policy one place and then link to it elsewhere.
    - 3. The odd scheduling of fall break in relation to the semester midterm was discussed. (Someone sent Abby a question about this, and it had been discussed in EMS.) The background is that the original academic calendar for this semester had too many weeks, and when the calendar was changed to correct that issue, had fall break been as it is usually scheduled (at the semester midterm) the students would have been on break for Homecoming. Because the homecoming football game could not be rescheduled, fall break was delayed. Concerns about this included the impact this had on advising week (shortened to three days unless advisors started early before the spring schedule was open in Braveweb) and on the deadline to withdraw from a course. In other semesters, fall break has been the week that midterm grades were posted (on Monday), and upon returning from fall break students had a full week for advising and a week to withdraw from a class with a "W." They would, therefore, have had a full two weeks (including break) to consider withdrawing and discuss that decision with the advisor,

instructor, and/or parents. Dorea indicated that Lois Williams would check with peer institutions about what they do when there is a calendar anomaly.

4. An issue with students who were dropped for nonpayment or for lack of immunizations asking for a “late add” to get back into courses very late in the semester (just prior to fall break) was discussed. This is connected to a question over whether students who have been dropped can continue to attend classes. Previously, instructors were told that we were not to allow students who had been dropped and who were no longer on the official roll to continue to attend class. Further, these students lose access to Canvas. There are, however, some discrepancies across campus in how instructors handle this. Some instructors allow students to continue to attend class, and the messaging from Lumbee Hall is no longer as definitive as it once was on this. For students who’ve continued to attend class, there is not an issue with a late add form to officially return the student to the roll. However, for instructors who have not been allowing students to attend class or for classes in which access to Canvas is a necessity, it is a significant issue for a student to ask for a late add after 5-6 weeks of not attending class and/or not completing assignments. Per information from Lois, this impacted five students this semester. Further discussion on this (in EMS) is needed.
5. Discussion around whether or not an instructor signature should be required to withdraw from a course. Although the handbook language does not indicate it is required for undergraduate students (it does for grad students), the form includes a line for instructor signature and the Registrar would not accept forms without instructor signature this semester. At the least, either the handbook language or the form need to be revised for consistency. Discussion ensued regarding the need for the signature. Dr. Holder is opposed to requiring the signature because 1) sometimes a conflict between the instructor and the student is the reason the student wants to withdraw, 2) faculty members are often not available until 5:00 pm on the day of the withdrawal deadline, and 3) this creates an additional hurdle for students. Others noted reasons for requiring the signature: 1) students sometimes don’t get good/accurate advising which can create long-term issues if a student withdraws, for example, from a prerequisite course, and 2) if the student is required to discuss his/her decision to withdraw with the instructor, the instructor may offer other solutions for improving performance in the class.

d. General Education Subcommittee

- i. Chair is stepping down due to a move.
- ii. No updates.

## **VIII. Unfinished Business**

- a. Discussion about Hawk Alerts and EAB system (related to retention)
  - i. Mark Hunt discussed EAB and updates to the system.
    1. System process and faculty reporting and response discussed.
    2. Communication aspect discussed. Faculty member refers and nothing is done the first 24 hours. Students are notified and then followed up with. Faculty recommendations are important to help guide the team. Records should be detailed and accurate for reporting and potential appeals.
    3. When students are reassigned in Banner it should take effect the next day.
    4. 1600 referrals across 2 staff members at the moment.
    5. Relationship between Hawk Alert, EAB, and Care Team discussed. Hawk Alerts are redirected to other services as needed (e.g., CAPS)
    6. Care Team lead can attend department meetings to explain the process.
    7. Deans can give access to faculty members to access Care reports. Inconsistencies in who have access to what data/information.
    8. Potentially lack of training with these resources and also the various systems (e.g., Care, EAB) do not communicate with each other.
    9. While features of EAB are turned on/off depending on a user's/stakeholder's role, some features that should be turned on for various stakeholders are not. For example, faculty members who have submitted HawkAlerts should be able to click on "Cases" (a folder icon in the left-hand navigation menu) to view the cases generated by the HawkAlert. However, this feature wasn't working for several faculty members in the room. Mark Hunt will look into this.
    10. HawkAlerts are included in appeal packets for students.
- b. Information on General Education programs at other UNC system schools and peer institutions.

## **IX. New Business**

- a. None

## **X. Announcements**

- a. None

## **XI. Adjournment**