

**Academic Affairs Committee
February 19, 2020 at 3:30 pm
University Center 251**

MINUTES

Committee Members in Attendance:

Robert Arndt (Academic Support Services Subcommittee Chair)
Dorea Bonneau (Enrollment Management Subcommittee Chair)
Susan Edkins (Senator)
Benjamin Killian (Senator)
Diana Lee (Curriculum Subcommittee Chair)
Miranda Reiter (General Education Subcommittee Chair)
Michael Spivey (Senator)
Robin Snead, Chair (Senator)
Jeff Warren, Secretary (Senator)

Committee Members not Present:

David Ward (Provost and VC for Academic Affairs)

Guests Present:

Representatives from the departments of Accounting and Finance, Biology, and Sociology and Criminal Justice

- I. Meeting Called to Order 3:30pm**
- II. Approval of Minutes from January 2020**
 - a. Motion to approve as circulated approved unanimously.**
- III. Approval of Agenda**
- IV. Action Items** (Please review Curriculum proposals in Curriculog: <https://uncp.curriculog.com/agenda:119/form>)
 - A. Curriculum Proposals from the Department of Accounting and Finance
 1. New Program Proposal: Master of Business Administration with Concentration in Forensic Accounting
 2. New Course Proposals:
 - a. ACC 5550 Fraud Examination
 - b. ACC 5551 Forensic Accounting
 - c. ACC 5553 Forensic Analytics

Proposals were brought forth as a package. Motion to approve package as presented was made and seconded. Motion was passed unanimously.

B. Curriculum Proposals from the Department of Biology

1. Program Revision: Biology, Agricultural Science Emphasis
2. New Course Proposals:
 - a. BIO 2010 Techniques in Horticulture
 - b. BIO 2410 Principles of Animal Nutrition
 - c. BIO 2420 Beekeeping
 - d. BIO 3020 Greenhouse Management
 - e. BIO 4510 Small Farming Systems

Proposals were reviewed and brought forth as a package. Motion to approve package as presented was made and seconded. Motion was passed unanimously.

C. Curriculum Proposal from the Department of Music

1. Course Revision: MUS 3340 Orchestration and Arranging (this is a change in prerequisite) This was routed to the committee in error, presented for informational purposes only.

D. Curriculum Proposal from the Department of Sociology and Criminal Justice

1. New Course Proposal: SOC 3270 Health Inequalities

Proposal was reviewed. Motion made to approve and seconded. Motion passed unanimously.

V. Report from Chair

- a. **Faculty senate passed resolution on the budget impasse.**
- b. **Recommendation passed to support SPARC proposal.**
- c. **Curriculum proposals for the remainder of the year will be submitted via paper.**
- d. **Concerns about how honor code violations are being handled by Student Conduct Committee. If there are anecdotal examples of concerns, please share with Faculty Senate chair or Academic Affairs committee chair.**
- e. **Student athlete absences is a concern. Track students frequently miss Fridays which can lead to missing about 40% of class, in some instances. This will likely be approached from an advising standpoint.**

VI. Reports from Administrators

- a. **No report. Budget concerns remain.**

VII. Reports from Subcommittees

A. Academic Support Services Subcommittee

i. Accessibility Resource Center

1. There are approximately 600 students who are qualified for accommodations and could implement them. 87 have implemented accommodations for the spring.

ii. Center for Student Success

1. 303 advising appointments in EAB.

2. 1200 swipe ins at Center for Student Success.
3. 252 HAWK Alerts so far.
4. Staff is looking at different academic recovery models.
5. 873 on probation. 550 contracts have been collected. (Students on probation sign contracts that detail what CSS programs the students will attend to aid in removing the probation status.

iii. Library

1. Campus has free access to Wall Street Journal, New Your Times, and Chronicle of Higher Education.
2. The Library submitted a \$130,000 grant to the Steelecase Corporation for the creation of a new learning in the library.
3. Education Librarian job search continues. Phone interviews will be held next week.
4. Front door card access for late hours has had issues. The Library is part of a campus –wide committee to determine solutions.
5. DoIT has established a Helpdesk in the library that is open 9-3.
6. The plan to move the Honors College into the library is on hold until the budget is finalized. Part of this project involves remodeling and enlarging the current library classroom.
7. Library staffing issue led to the early closure of the library the past two nights.

iv. Writing Center

1. Hired 2 new tutors to replace the hours lost by a graduate student departure.
2. Held 123 sessions
3. In the process of hiring a new Writing Center director. The employment ad has been posted.

B. Curriculum Subcommittee

- i. Votes were held on all proposals needed at the last meeting.
- ii. Course revisions from accounting and biology departments had proposals.
- iii. Continue to work towards improving the Curriculog/curriculum process. Moving to a paper format for the remainder of the semester. No new proposals accepted after March 9, 2020.

C. Enrollment Management Subcommittee

- i. Wording was considered related to the add/drop process as noted on pp. 168-169 in the Faculty Handbook and in the Academic Catalog. The committee is recommending changes so the language in these documents will align.
 1. Checks and balances must be included in the withdrawal process so all involved parties are notified and aware of procedures and status.
 2. Can the withdrawal form be moved online and can academic honesty charges go forward when the student withdraws from a course? Robin will consult with the Student Conduct committee.

3. Discussion is tabled for now and the registrar will be invited to next meeting to further discuss and explores concerns related to implementation.
4. Academic probation and maximum enrollment of 13 credit hours. This could be changed the language from “will” to “may” for students to take more than 13 credit hours if recommended. Vote to change this language was unanimously approved.

D. General Education Subcommittee

- i. Exploring revising the general education program. Looking at peer institution models and are in early stages.
- ii. Follow-up on the American Indian course/experience requirement for graduation will be made by the Academic Affairs chair

VIII. Unfinished Business

IX. New Business

X. Announcements

- a. **No announcements.**

XI. Adjournment (4:45pm)