

Agenda for the Academic Affairs Committee Meeting
Wednesday, January 18, 2023
3:30 pm
Via WebEx

<https://uncp.webex.com/meet/renee.lamphere>

Committee Members:

Robert Arndt (Chair, Subcommittee on Academic Support Services)
Cherry Beasley (Ex Officio, Interim Provost)
Jennifer Jones-Locklear (Senator)
Renee Lamphere (Senator; Chair, Academic Affairs Committee)
Cindy Locklear (Senator)
Rachel Morrison (Senator)
Shilpa Regan (Chair, Enrollment Management Subcommittee)
Roland Stout (Senator)
Mark Tollefsen (Chair, Subcommittee on Curriculum)
Joseph Van Hassel (Chair, General Education Subcommittee)
Richard Vela (Senator)
TBD (Senator)

Agenda

- I. Call to Order**
- II. Approval of Minutes from the September 2022 ([Appendix A](#)), October 2022 ([Appendix B](#)), and November 2022 ([Appendix C](#)) Academic Affairs Committee Meeting**
- III. Approval of the Agenda**
- IV. Report from Chair**
- V. Report from Administration**
- VI. Reports from Subcommittees**
 - A. Academic Support Services**
 - B. Curriculum**
 - 1. Curriculum Proposals Requiring Action. (View at <https://uncp.curriculog.com/agenda:195/form>)**
 - a. From the Department of Economics and Decision Sciences - new program proposal**
 - 1. Business Administration, Business Analytics Track, B. S.**
 - b. From the Department of Economics and Decision Sciences - new course proposals**
 - 1. DSC 3290 – Software Application in Business Analytics**
 - 2. DSC 3300 – Descriptive Analytics and Visualizations**
 - 3. DSC 4700 – Predictive Analytics**
 - 4. DSC 4750 – Prescriptive Analytics**
 - 5. DSC 4800 – Internship in Business Analytics**
 - 6. DSC 4830 – Senior Project in Business Analytics**
 - 2. Approved Curriculum Proposals for Information**
 - a. From the Department of Health & Physical Education**

1. **Course Deletion: PED 1640 – Fall Sport Varsity Athlete**
2. **Course Revision: PED 1650 – Varsity Athlete**
 - i. **Course description changed to clarify that the course does not satisfy any General Education requirements**
3. **Minor Program Changes: Sport Leadership Minor**
 - i. **Some course prefixes changed from HHP to RSA**

C. Enrollment Management

1. **Motion to revise policy on repetition of course work (Academic Catalog <https://catalog.uncp.edu/content.php?catoid=3&navoid=117>) as shown in Appendix DA:**

D. General Education

- VII. Unfinished Business**
- VIII. New Business**
- IX. Announcements**
- X. Adjournment**

Appendix A

Agenda Unapproved Minutes for the Academic Affairs Committee Meeting **Wednesday, September 21, 2022**

3:30 pm

Via WebEx

<https://uncp.webex.com/meet/renee.lamphere>

Committee Members:

Jennifer Jones-Locklear (Senator)

Renee Lamphere (Senator; Chair, Academic Affairs Committee)

Rachel Morrison (Senator)

Dr. Polina Chemishanova (for Provost Office)

Shilpa Regan (Chair, Enrollment Management Subcommittee)

Mark Tollefsen (Chair, Subcommittee on Curriculum)

Joseph Van Hassel (Chair, General Education Subcommittee)

Richard Vela (Senator)

TBD (Senator)

Visitors

J. Porter Lillis

Ottis Murray

Ana Cecilia Lara (World Languages)

MinutesAgenda

- I.** The meeting was called to order 3:31 pm.
- II.** Motion to approve minutes from the August 2022 Academic Affairs Committee Meeting made by Richard Vela, second by Rachel Morrison. Minutes approved with a vote of 8 ayes, 0 nays, 0 abstaining.
- III.** Motion to approve today's agenda by Rachel Morrison, second by Richard Vela with a vote of 8 ayes, 0 nays, 0 abstaining,
- IV. Report from Chair**
Renee reports Curriculog is open and ready for proposals. Submission dates forthcoming. Please encourage faculty to submit course changes/revisions.
- V. Report from Administration**
Polina reported for Provost office. Special Committee on Student Evaluations of Instruction as well as FERS will work to craft language regarding course exclusion from evaluation each semester. Deans are currently approving these courses. Specific language to be included in faculty handbook.
- VI. Reports from Subcommittees**
 - A. Curriculum**
 - 1. Curriculum Proposals Requiring Action. (View at <https://uncp.curriculog.com/agenda:189/form>)**
 2. Mark reported on two courses approved: Cecilia Lara present to discuss states courses must show as 2 courses in catalog due to different level.
 - a. From the department of English, Theatre, and Foreign Languages – new course proposals (amend to World Languages on agenda)

1. SPNS 5xxx – Special Topics in Hispanics Studies (remove (s) from Hispanic must show as 2 separate vote 8 ayes 0 nays, 0 abstentions
2. SPNS 6xxx – Special Topics in Hispanic Studies vote 8 ayes, 0 nays, 0 abstentions
Renee states these are same courses at different level. Will ensure this is reported to Curriculog and correct name change is there. Update name change to Maria (World Language).

B. Enrollment Management

1. Shilpa (reported) rationale for why changes are being made in advisement. How this change positively/negatively affects student enrollment, graduation, and retention rates. Student requesting faculty names and location be added to schedule. Problems with overlap in classes. EMS needs to track concerns and continues to receive concerns. How will this help with fall advising, registration, etc. What changes are being addressed. Not about resistance to change but concerns to ensure success of policy changes. May cause students to drop.
Renee clarifies that EMS is asking for rationale to report to Leadership (Executive Committee).
2. Polina provided rationale that faculty names not included so that faculty are not preparing for classes that may not run due to low enrollment. Same mentioned about classroom assignments.
3. Rachel added concern from students they have a hard time picking classes due to moving across campus, additionally registration and advisement, time tickets are not correct for time ticket in Braveweb for some students. Changes may not be accurate for Sophomore students.
4. Polina will express concerns to Dr. Pollard.
5. Richard asked about no faculty or locations added. What is the success in other universities? Students pick classes by professor and by class location. Students choose faculty and location to help with their success. Is there a defensible rationale?
6. Shilpa reinforced that EMS would like to know what type of data is being collected and rationales as to why this change was done and how this will be shared with EMS. This will help to make changes as needed.
7. Renee will get concerns to Executive Committee and Holden next week and will bring this up in WebEx space for Executive committee, and request for understanding and rationale of why changes occurred. Will ask Holden to follow up with provost.
8. Shilpa can represent EMS if needed to Executive Committee if needed.
9. Polina will be in meetings from this point representing the Provost office. Will express to Provost and Executive Committee.
10. Shilpa: Provost appreciates data so this information will be helpful for her.
11. Renee: students need to know who is teaching, when and location.
12. Rachel concerned that drop/add will be difficult to monitor as to student names.

13. Richard asked is there a record of drop/adds?
14. Renee: data may not be available.
15. Polina: registrar office may be able to pull this data.
16. Rachel this may be challenging to track based on name changes for professors and when this occurs.
17. Renee will attend next EMS meeting to provide information from Provost office. Multiple students asking about what classes she will teach in the spring. This is a concern because of service learning and research being conducted with professor. When faculty names populate students may change/drop classes.
18. Shilpa will also reach out to Christina as she attends EMS.
19. EMS stated registrar office needs more help (plea for more funding for registrar office) as they are understaffed.
20. Richard asks why is the registrar doing room assignments this adds more work to this group? This adds to their workload.
21. Rachel thanks EMS for their work on schedule changes.
22. Shilpa states concerns will remain anonymous.

C. General Education

1. No report

VII. Unfinished Business

- A. None

VIII. New Business

- A. Meeting format request by Rachel
 1. Discussion regarding format
 - a. WebEx preferred by most (helps with schedules)
 2. Renee opposed to hybrid unless done well with all the necessary equipment (room, mic. Etc.)
- B. Academic affairs agrees to stay WebEx format for meetings

C. Announcements

1. None

IX. Adjournment

- A. Motion to adjourn Shilpa Regan
- B. Second by Rachel Morrison
8 ayes, 0 nays, 0 abstentions
- C. Meeting adjourned at 1601.

Appendix B

Minutes for the Academic Affairs Committee Meeting Wednesday, October 19, 2022

3:30 pm

Via WebEx

<https://uncp.webex.com/meet/renee.lamphere>

Committee Members Present:

Robert Arndt (Chair, Subcommittee on Academic Support Services)
Jennifer Jones-Locklear (Senator)
Renee Lamphere (Senator; Chair, Academic Affairs Committee)
Cindy Locklear (Senator)
Rachel Morrison (Senator)
Marsha Pollard (Ex Officio, Provost)
Shilpa Regan (Chair, Enrollment Management Subcommittee)
Roland Stout (Senator)
Mark Tollefsen (Chair, Subcommittee on Curriculum)
Joseph Van Hassel (Chair, General Education Subcommittee)
Richard Vela (Senator)

Committee Members Absent:

N/A

Guests: Polina Chemishanova, Joanna Hersey, Ottis Murray, Joe West

Unapproved Minutes Agenda

- I. Call to Order – 3:32 p.m.**
- II. Approval of Minutes from the September 2022 Academic Affairs Committee Meeting (Appendix A)**
 - A. Minutes approval postponed to the November 16 meeting
- III. Approval of the Agenda**
 - A. Moved by Richard Vela, seconded by Roland Stout – approved by acclamation
- IV. Report from Chair**
 - A. Rotation of Secretary duties – Mark Tollefsen serving for the October 19 meeting
 - B. Plan to share the WebEx recording with the acting secretary immediately after the meeting to ensure that minutes are created in a timely manner. In the same vein, send the acting secretary a calendar invite with a due date to submit the minutes.
- V. Report from Administration**
 - A. Report from Marsha Pollard, Provost
 1. The UNCP self-study with the National Association of Schools of Art and Design was submitted on October 7, 2022. This review covers the

- Bachelor of Arts in Art and the Master of Art in Teaching programs. The site visit by external reviewers is scheduled for November 7-9, 2022.
2. The Thomas School of Business is undergoing its external accreditation process with the Association to Advance Collegiate Schools of Business. The Continuous Improvement Report was submitted on 9/12/22, and the site visit by the peer review team is scheduled for November 13-15, 2022.
 3. The Doctor of Nursing Practice approval process and timeline were discussed.
 4. The deans are currently meeting with their respective department chairs to discuss the Summer 2023 and Fall 2023 schedule due dates, as well as when advisement and registration should begin for those semesters. Emails with these dates will go out to all faculty and students within the upcoming week.
 5. A call for one-time funding requests went out to all department chairs and administrative offices within Academic Affairs on 10/12/22.
 6. Additional information on Project Kitty Hawk and Academic Partnerships was shared.
 7. Student debt burden and the current state of student loan forgiveness at the federal level were discussed.

B. Questions

1. How will UNCP participate in Project Kitty Hawk?
 - a. This is an academic partnership initiative between universities. Chairs and deans have been tasked with discussing with faculty about which programs to include.
2. Are there plans to help faculty understand the new state funding model?
 - a. UNCP has chosen to continue following the former funding model for now. A town hall on November 4 will introduce the new model.
3. Can you shed light on the federal legislation that would force universities to reimburse students who do not graduate?
 - a. It is yet to be seen how that would be enacted.

VI. Reports from Subcommittees

A. Academic Support Services

1. Accessibility Resource Center - 118 students have implemented accommodations for the semester. In September, the department had 23 intake appointments and 36 accommodation appointments. 48 exams were proctored. There were 171 consultations with UNCP professors/employees. The office coordinated 39.5 hours of interpreting services and converted 32 to pages to alternate format for exams and books.
2. Center for Student Success - Advising is underway. HawkAlerts and Progress Reports are roughly the same as last year (977 in Aug.-Sept. '21 to 944 for this Aug.-Sept.) Tutoring sessions have almost doubled from the same period last year. 736 total sessions (99 online and 635

face to face) compared to 379 (84 online, 295 in person). The SOAR program numbers have also doubled from 129 sessions last year to 284 this year.

3. Library Report - The Library had to discontinue the checkout of internet hotspots due to provider issues with contracts. Jennifer Randall, University Technician for Special Collections and Archives, has presented “Cultivating Community Archives” at Robeson County Public Library, UNCP, and an online session planned for Oct. 22. The program is about preserving personal historical items and how they can help tell a community’s story. The Library hosted a high-stakes testing workshop on Oct. 6 and a Friend 60 speed friending event. On Oct. 26 the Library and English Department will host a Dead Author night where students, faculty and staff are invited to come read a selection of their author’s work dressed as the author or their ghostly embodiment.
4. Writing Center - Writing Center staff are staying busy. Number of sessions (224) is about the same as this period last year though more are seeking face-to-face sessions.

B. Curriculum

1. The Curriculum Subcommittee voted to continue meeting virtually for the remainder of the 2022-2023 academic year.

C. Enrollment Management

1. Some errors have been reported in the degree audits related to ICC-designations.
2. The Registrar has noticed that some forms in the Registrar’s Office are different than the forms in the Academic Catalog.

D. General Education

1. Started a study of the General Education requirements at peer institutions and at other UNC schools.

VII. Unfinished Business

VIII. New Business

IX. Announcements

X. Adjournment – 4:04 p.m.

- A. Moved by Rachel Morrison, seconded by Shilpa Regan – approved by acclamation

Appendix A ~~DELETE THIS APPENDIX – IT DOESN'T BELONG HERE~~

Unapproved Minutes for the Academic Affairs Committee

Wednesday, September 21, 2022

3:30 pm

Via WebEx

<https://uncp.webex.com/meet/renee.lamphere>

Committee Members:

Attending

Robert Arndt (Chair, Subcommittee on Academic Support Services)

Jennifer Jones-Locklear (Senator)

Renee Lamphere (Senator; Chair, Academic Affairs Committee)

Cindy Locklear (Senator)

Rachel Morrison (Senator)

Marsha Pollard (Ex Officio, Provost)

Shilpa Regan (Chair, Enrollment Management Subcommittee)

Roland Stout (Senator)

Mark Tollefsen (Chair, Subcommittee on Curriculum)

Joseph Van Hassel (Chair, General Education Subcommittee)

Richard Vela (Senator)

Meeting Minutes Forthcoming

Appendix C

Academic Affairs Committee Meeting **Unapproved Minutes** Wednesday, November 16, 2022

3:30 pm
Via WebEx

<https://uncp.webex.com/meet/renee.lamphere>

Committee Members Present:

Robert Arndt (Chair, Subcommittee on Academic Support Services)
Jennifer Jones-Locklear (Senator)
Renee Lamphere (Senator; Chair, Academic Affairs Committee)
Cindy Locklear (Senator)
Rachel Morrison (Senator)
Polina Chemishanova for Marsha Pollard (Ex Officio, Provost)
Shilpa Regan (Chair, Enrollment Management Subcommittee)
Roland Stout (Senator)
Mark Tollefsen (Chair, Subcommittee on Curriculum)
Joseph Van Hassel (Chair, General Education Subcommittee)
Richard Vela (Senator)

Committee Members Absent:

None

I. Call to Order

II. Approval of Minutes from the September 2022 & October 2022 Academic Affairs Committee Meeting

Discussion on when to approve September 2022 and October 2022 minutes. A labeling error occurred, and the minutes were not available prior to the November meeting. Hold approval for September 2022 and October 2022 minutes so they can be circulated prior to the January 2023 meeting.

III. Approval of the Agenda

Moved by Roland Stout, seconded by Rachel Morrison – approved by acclamation

IV. Report from Chair

No report.

V. Report from Administration

DNP program approved by graduate council. Final approval by BOG is TBD. Several faculty searches in progress. Spring enrollment “cautiously optimistic”. On track for enrollment next Fall.

AVC for enrollment: in process of hiring recruitment firm and forming search committee.

VI. Reports from Subcommittees

A. Academic Support Services

1. Updates from Accessibility Resource Center

None.

2. Library Report

The library has hosted several events, and has several upcoming events including honors college feature, faculty research colloquiums, and exam week extended hours.

Feel free to start scheduling library instruction sessions for Spring (schedule online).

3. Writing Center Report

The WC utilization rate is around the same as usual. Dr. Dixon to return soon.

B. Curriculum

1. Committee updates

Anticipate around 12 proposals to review during January 2023 meeting.

C. Enrollment Management

1. Committee Updates

Committee is continuing to consider changing criteria for transfer students to graduate with honors. Currently transfer grades are included in the GPA calculation for graduation honors which is not aligned with other institutions.

D. General Education

1. Committee Updates

No upcoming proposals. Looking at study of peer institutions and their gen ed requirements.

VII. Unfinished Business

None.

VIII. New Business

None.

IX. Announcements

None.

X. Adjournment at 4:18pm.

Moved by Mark Tollefsen, seconded by Roland Stout – approved by acclamation

Appendix D A

Proposed revisions to policy on repetition of course work (Academic Catalog <https://catalog.uncp.edu/content.php?catoid=3&navoid=117>) put forth by EMS

Graduation With Honors

Graduating seniors may be considered for honors if they have earned a Quality Point Average (QPA) of at least 3.4 for 45 semester hours of course work in residence at UNCP. All course work attempted at UNC Pembroke, ~~including quality hours from other institutions and repeated hours~~ will be included in the calculation of the cumulative QPA for determining the particular honors designation awarded. Students who attain a cumulative QPA of 3.85 or higher are graduated *summa cum laude*. Those who achieve a minimum cumulative QPA of 3.7 are graduated *magna cum laude* and students whose cumulative QPA is at least 3.4 are graduated *cum laude*.

Students who achieve the hours and the QPA requirement at the beginning of the last semester of their senior year will be recognized at commencement. The final assessment is done after graduation and honors are pending for all students until this is completed. The honors designation will appear on the student's diploma and transcript.