

Academic Affairs Committee Meeting #1  
September 9, 2011  
Academic Affairs Conference Room

Present: Loleta Sartin (Chair), Tina Ashford, Sandra Bevill, David Biek, Heather Chastain, Yunsuk Chae, Jimmy Colquitt, Carol Melton, Carolyn Rath, Trip Shinn, Jeffrey Williams, Martha Venn.

Absent: Thomas Waugh

Business:

1. Meeting was called to order at 1200.
2. Introduction of Members.
3. Nominations and elections of officers: H. Chastain was elected and voted unanimously as recorder. T. Ashford was elected and voted unanimously as Chair Elect for the 2012-2013 academic year.
4. Approval of February 25, 2011 and April 8, 2011 meeting Minutes: Minutes were distributed for review and approval. Call for approval by D. Biek, Seconded by S. Bevill.
5. Dr. Venn: Charge to the committee.
  - a. Review any new programs presented. Committee will soon be reviewing a BS in Sports Management. Also will review those BS programs that were established in the past 5 years to look for enrollment, costs and duplication.
  - b. All AS degrees, that have not already done so, are up for a comprehensive program review. The committee will look to see if any programs need to be eliminated.
  - c. Policies Update. Our committee is to review policies in place, and how policies are developed and communicated.
6. Dr. Venn: Southern Association of Colleges and Schools Policy and Procedure Guidelines. It is mandated that all policies will implement the *SACS Policy of Best Practices* for all policies, to ensure uniform communication.
7. Reformatting Forms A and B to align with current forms required by USG BOR: Subcommittee. L. Sartin asked for formation of a subcommittee to align Form A

8. Establishing consistent submission and meeting dates. L. Sartin proposed establishing monthly dates for information to be given to Jennifer Jones, and established meeting times for academic affairs. It was discussed and decided that Information will be required to be given to J. Jones by the 1<sup>st</sup> of the month. The academic affairs committee will meet every third Friday of the month. L. Sartin will send out email of meeting dates.
9. Communication Plan: Subcommittee. L. Sartin asked for formation of a subcommittee to create a communication plan for the academic affairs committee, so that the committee might have a specific plan for sharing the information gleaned in the committee meetings to the various schools and departments. Volunteers for subcommittee are: S. Bevill and T. Shinn.
- 10.L. Sartin requested committee members to bring any information from departments or schools concerning changes, so that committee can be made aware of future items.
- 11.L. Sartin discussed having paper copies or electronic copies of policies for review. It was decided that paper copies were easier to discern, therefore preferred.
- 12.L. Sartin suggested that when a proposal comes to the committee that a representative from that department or school be present to speak to the proposal.
- 13.L. Sartin requests that if anyone cannot make a meeting, to send a representative and notify her via email.
- 14.Meeting adjourned at 1237.

Respectfully submitted,

Heather Chastain, Recorder