

Academic Affairs Meeting # 1  
March 22, 2013  
Academic Affairs Conference Room

Present: Ms. Loleta Sartin (Chair), Dr. David Biek, Dr. Adam Bland, Dr. Nancy Bunker, Dr. Loretta Clayton, Dr. David Kang, Dr. Anthony Narsing, Dr. Terry Smith, Mr. Christopher Tsavatewa, Dr. Mary Wearn, Dr. Matthew Zimmerman

Members Absent: Ms. Trinika Crawford-Addison, Dr. Sherée Keith

Business:

1. Dr. Bunker called the meeting to order at 10:00 am.
2. Officers for the April 2013-June 2014 term were elected:

Ms. Loleta Sartin was elected Chair.  
Dr. Loretta Clayton was elected Chair-Elect.  
Dr. Loretta Clayton was elected Recorder.
3. Dr. Bunker turned the meeting over to Dr. Wearn in order to give the committee its charge.
4. Dr. Wearn discussed the committee's becoming aware of new Board of Regents academic procedures and forms. Dr. Wearn also discussed the need for the committee to carefully review courses that are taught fully online. Discussion followed concerning what constitutes a "fully" online course and new federal regulations defining course credit hours. Dr. Wearn also made known to the committee that a thorough vetting of Area B courses is necessary and that student learning outcomes must be stated on all syllabi.

Ms. Sartin proposed that a form be devised for committee members to guide the review process of curriculum and policy changes. Dr. Wearn suggested that such a form can be devised and implemented.

Through discussion among several committee members, it was determined that the members of the Academic Affairs Committee must confer with their Deans and Chairs if the committee approves any proposal, but with minor changes recommended; it was reiterated that such follow-through on the implementation of those minor changes is essential.
5. Dr. Wearn turned the meeting over to Ms. Sartin, and a calendar of meetings of the committee was established to coordinate with the calendars of Faculty Senate and Executive Committee. The Academic Affairs Committee plans to meet April 5, April 19, and May 3 for the spring 2013 semester.

6. Ms. Sartin adjourned the meeting at 11:30 am.

Respectfully submitted,