

Academic Affairs Board

Meeting #5, 24 January 2020

Macon Campus, PSC 256

Present: Rhonda Amerson, LaVette Burnette, Victoria Guarisco, Kim Johnson, Richard Kilburn, Victoriya Lanier, Debra Matthews, Dian Mitchell, Rachel Podwolsky, Andrew Reeves, Neil Rigole, Jeffrey Tarver, Stephen Taylor

Present electronically: William “Dusty” Lowery

Guests: Amanda Smith, Christopher Lawrence

1. Call to order: 10:00 AM
2. Approval of 15 November meeting minutes – approved electronically 20 November 2019.
3. Review of course modification: EURO 3234 Introduction to the European Union, removal of HIST 1111/1112, or POLS 2401 prerequisites.

5. Review of Recommended Modifications to the Function of the AA Committee (attached)

Victoria Guarisco explained in response to a question by LaVette Burnette that changes in items like, e.g., course numbers and names are no longer part of the Academic Affairs Committee workflow. Changes that amount to “cleanup” (e.g., making sure that numbers of lab hours in catalogue match up with Banner and similar) are no longer to go before Academic Affairs for discussion and approval, but will instead be delivered as a memo to the committee.

Victoriya Lanier and Richard Kilburn raised the concern that the wording of e. iv and e. v was open-ended enough to possibly allow course and program changes by administrative fiat, with Stephen Taylor arguing that the proposal’s overall workflow lacks specificity.

Debra Matthews noted that most course editing aside from program and core changes will happen at the departmental, not upper-administrative level.

Cross-talk occurred on the need to make the workflow of the modification more explicit.

Committee noted that much of the structure of meetings would be up to Lavette Burnett in her upcoming tenure as chair.

- b. Cross-talk occurred over whether an extra week to review course and program proposals might give the board more time to make decisions, with issues raised that often departments usually barely have proposals ready in the required week before the Academic Affairs Committee meeting.
- c. Debra Matthews noted that Sabrina Wengier will be conducting curriculum management system training and that members of the Committee should let Rhonda Amerson know what sort of training they would like in the system. Rhonda Amerson suggested having Sabrina Wengier come to the 2-21-2020 meeting of the Committee and provide training to Committee Members as well as to deans and chairs.
- d. Debra Matthews noted that a notification memo (attached) will be distributed electronically in the near future. Among items in the memo are the approval of IT Department's ScD and that a change from L3 to L5 status means a future SACSCOC visit. Area E was put back into the Biology program requirement after a clerical error had resulted in its omission-26.12aogrorore

## **Recommended Modifications to**