

**Academic Affairs Meeting Minutes**

**Date: 11/16/2015, Monday 3:30-4:30 PM**

**Location: Max Merrill Room, Library 221**

**Present (voting members):**

Eddie Johnson (*Faculty Forum President Elect*)  
Jenni Newby (*VPI*)  
Tim Peterson (*Faculty at Large*)  
Colette Hansen (*Classified Rep*)  
David Liu (*Elected by Faculty Forum*)

**Absent (voting members):**

Dana Topliff (*Elected by Faculty Forum*)  
Jessica Russell (*Elected by Faculty Forum*)  
Paula Simone (*Elected by Faculty Forum*)  
(*Student representative*)

**Present (non-voting members):**

Laura Boehme (*IT Rep*)  
Courtney Whetstone (*Registrar*)  
Charlie Naffziger (*Department Chairs Representative*)  
Eric Weller (*Note taker*)  
Vickery Viles (*Curriculum and Workforce Data Specialist*)

**Absent (non-voting members):**

All present

**Guests**

none

**Minutes:** (Note: **Approvals and Action items** written in red.)

1. **In Camera Session**
  - a. Academic Affairs entered an In Camera session for discussions of committee process.
2. **DISCUSSION: Change to Diversity and Disability Statement for Syllabi**
  - a. There were different concerns brought to the committee from the college community around the changes to the Diversity and Disability Statement for the Syllabi. Some of the concerns and topics discussed include:
    - i. Could the changes to the ADA statement create situations that lead to legal implications?
    - ii. Including diversity and disability in the same statement can be confusing.
    - iii. If the ADA statement is not included on the syllabi it can be an accreditation issue.
    - iv. Does the proposal put undue expectations on the instructor?
    - v. This was brought before the Student Affairs committee, and there were no issues brought forth.
  - b. The topic will be on the agenda for the next Academic Affairs meeting.
3. **DISCUSSION: Committee Process**
  - a. There was a discussion around the committee process for making motions on agenda items.



- b. The question was presented: What happens if no one makes a motion?
  - i. If no committee member makes a first motion for an agenda item, the item will stay tabled until it is revised, or until the person that proposed the item rescinds it.
  - ii. If a first motion is made, a second committee member must second the motion before an item is voted on.
  - iii. If an agenda item is motioned for a vote, it is possible for the item to be voted down.
  - iv. There must be a quorum (5 voting members present) to have business.
  - v. There must be a majority vote to pass an item (at least 5 people approve).
  - vi. Every yea vote can be negated by a nay vote, and an abstained vote does not negate a vote.
- c. There were additional comments made around the committee process for passing items. Some of the items discussed are listed below.
  - i. If the first approval is as close to being done as possible, it can get confusing when you pass an item for first reading if it is not done.
  - ii. Feedback from college community is good to hear, and is extremely helpful for Academic Affairs.

4. **DISCUSSION: 'W' Grade & Administrative Withdrawal Policy**

- a. The 'W' Grade & Administrative Withdrawal Policy was discussed many times last year and was never motioned to a first reading.
- b. This was brought forward to add clarifying language. The intention was not to change the policy.
- c. Some of the changes in the current version of the proposal include:
  - i. The sentence "Allowing students to remain in the course is solely at the discretion of the instructor"
  - ii. The committee proposed to remove the wording "fax" and "in person"
  - iii. The committee recommended adding the sentence around online classes.
  - iv. There was added clarity to students needing instructor approval for dropping courses between the eighth week of the term, and the Wednesday before finals week. The approval is at the discretion of the instructor.
- d. When this was brought to Academic Affairs previously, the discussion amongst faculty was that some will sign if the student asks the instructor, while others will base their approval on different criteria. It was discussed that this can be fine as long as the instructor clarifies this on their syllabus. If this is not included in the syllabus, it can be unfair to students.
- e. There was discussion around the old curriculum website and a syllabus template. The possibility of using this moving forward was debated. Other points of discussion around this were:
  - i. Would it be good to have Academic Affairs approve the template, or leave it at the department level? – It was perceived as good to bring this before Academic Affairs.
  - ii. This could be very good for students to help provide consistency.
  - iii. Some faculty may get assistance on creating a syllabi from colleagues.
- f. The following was proposed as an addition to the 'W' Grade & Administrative Withdrawal Policy proposal – *A 'W' will appear on their transcript and no refund is available. Students should communicate with the instructor and refer to the course syllabus to determine conditions under which a 'W' can be granted.*
- g. This will be included in the college catalog as well as the General Procedure Manual.
- h. It will be important to communicate any updates to instructors.



- i. There was a question presented around the possibility for instructors to drop students at some point in the term. The issue of impacting a student's Financial Aid was brought up as a concern if an instructor had this ability.
  - j. Courtney will send one updated draft of the proposal.
5. **Policy Chairs update**
- a. Jessica Russell, Kathy Smith and Tim Peterson are meeting once a month to help coordinate the different policy committees.
  - b. College Affairs is reviewing the GP manual.
  - c. College Affairs is proposing a shared governance group.
  - d. Both policy committees are taking on the format from Academic Affairs for status updates and meeting minutes.

**Meeting Adjourned – 4:30 p.m.**

**Next Meeting: Monday, Nov 30<sup>th</sup>, 2015 – Max Merrill, Library 221 at 3:30 p.m.**