

Academic Affairs Committee
September 15, 2008
3:45-5:15PM
Frost Academic Commons

MINUTES

Present: Liz Ahl, Feliz Otocu, Eric Hoffman, Annette Holba, Deb Tobine, Gene Fahey, Sam Miller, David Zehr, Linda Levy, Gene Martin, Aditi Grover (New Faculty Observer), Stephanie Halter (S. Coykendall Sabbatical replacement), Robin DeRosa, Mark Fischler

Absent: Dick Hage

Guest: Joyce Larson

- I. Approve May 5th meeting minutes (if I can track them down!)

Minutes were not available – tabled to next meeting

- II. Appoint new scribe – suggested minutes template available at

<http://facultygovernance.blogs.plymouth.edu/template-for-minutes/>

(send electronic copy of minutes to AAC Chair and Faculty Speaker Marcia Schmidt-Blaine)

L. Levy agreed to scribe meetings

III. Old Business

- a. Survey for Severed Students/Students on Probation – please read draft at:
<http://www.plymouth.edu/webapp/survey/fillsurvey.php?sid=165> (you must be logged into myPlymouth to access the survey)

Discussed purpose of survey – would give us some info on problems that severed/probated students may encounter that may help us understand particular issues related to a person's identity (did the student face any problems related to that identity?), to generate numbers of students who may have had problems.

Questions – what do we do with that information?, do we need any particular number of surveys to be significant?, why do we need this?, do we need the open-ended questions?, has another institution done this?, should we have interviews with an academic counselor instead of a survey?, should we include the Counseling Center – people who know much more about student issues?

Response – we need to know if students who are severed/probated reflect the average PSU population or not.

Next step – Robin will email Associate Vice Chancellor for Research & Planning Mary Ellen Fleeger at USNH to see if other NH state schools are doing this. Deb will contact NACADA – national academic advising association.

- b. Advising Reports/Surveys Report (Linda, Deb, David Z.)

Liz will get more clarity on what the AAC will need to do here.

IV. New Business

- a. Keeping web registration open all summer and through the end of add/drop (David Z.)

David talked a discussion he had with Joyce Larson about opening the add/drop period through the summer. This might alleviate some of the enrollment problems for Deciding Students in September's Schedule Planning Session E.

Discussion included should we limit the add/drop period to include after the first day of classes?, would first year students over the summer change to courses that they shouldn't be taking that don't meet Gen Ed for example?, is the add/drop period too long?, would this proposal shorten the period?, would students add the class that would go under the professor's radar (we might not know that they've added until after they show up in class)?, how would this affect students who are placed on probation that need to change their schedule?, we could have webreg codes that were off during the June orientation session, athletes might be able to change their schedules before they get to campus, some classes need to be restricted in that students should not be able to be admitted through the add period – some classes would need faculty approval, students should take the responsibility to do their own scheduling through the add period and therefore get caught up if they missed material, we should look at other institutions add/drop period, could add/drop be shorter if webreg was opened throughout the summer? Action – suggestion – bring a motion to the next meeting “Extend webreg to be open throughout the summer (once the June Schedule Planning sessions are over), and shorten the add/drop period to 1 week.” Linda will email motion to David to discuss with Joyce to make sure it makes sense

- b. Students who take, and fail, classes that are repeatable for credit (David Z.) – *Tabled to next meeting*
- c. Various “levels” of violations in Academic Integrity Policy (David Z.) Please see the following link from Rutgers: <http://academicintegrity.rutgers.edu/integrity.shtml> (should we consider differentiating among different types of violations?) – *Tabled to next meeting*

V. Academic Integrity Panel Update – *Tabled to next meeting*

VI. Agenda Items for Future Meetings – *Tabled to next meeting*

- a. Gender balance on the Academic Integrity Panel (revisit bylaws?)
- b. Leave-of-absence policy (David is meeting with Holmes group?)
- c. Academic Policy-Making for Frost School Students (invite Nancy B. to meeting)
- d. Diversity-related AAC bylaws (Dick, Robin)
- e. CJ enrollment issue
- f. Courses that students take/plan to take when studying abroad (Linda, David Z., Deb)
- g. Advising as teaching; assessing advising as part of P&T
- h. Chair's role in Academic Integrity Process (this will be discussed in C.O.C.)
- i. Other suggestions, anything I forgot?

Announcements:

FUTURE MEETING TIMES (all in Frost Commons):

9/26, 2:30-4:30;
10/20, 3:45-5:15;
10/24, 2:30-4:30;
11/17, 3:45-5:15;
12/15, 3:45-5:15.

Probation Contracts

Wednesday, 1/7 or Thursday, 1/8

Severance Appeals

Friday, 1/16

Robin suggested that any AAC member cycling off the committee should stay on until the end of the summer so that they are available to help with Probation Contracts and Severance Appeals.

Respectfully submitted,
Linda S. Levy