

University of North Georgia

**Academic Affairs Committee Meeting Minutes**

Wednesday, July 10, 2013, 2:30 p.m.

*Present: P. Donat, P. Sachant, R. Bricker, B. Morris, R. Teasley, M. Bodri, N. Dalman, T. Howell, D. Young, J. Cruthirds, R. Prior, J. Allen, I. Kokkala, L. Downing, C. Greathouse, T. May, S. Lloyd, C. Rowell, G. Killeen, G. McMahon, D.B. Mann, B. Michael, M. Cosgrove, J. Hartsoe, P. Elfenbein, A. Turlington, J. Pruitt, A. Dover, J. Hammond, J. Kauffeldt, J. Marker, K. Simmons, E. Skipper, A. Duke, G. Smith, S.W. Smith, J. Clark*

*Guest: Jill Rayner, Director of Financial Aid*

**Approval of July 10, 2013, Agenda**

Motion by Richard Prior, seconded by Michael Bodri, all in favor, motion carried.

**Approval of May 15, 2013 Minutes**

Motion by Pam Sachant, seconded by Bonnie Morris, all in favor, motion carried.

**VA Audit – Jill Rayner**

Financial Aid will be audited annually. Common theme emerging is that students are being withdrawn with a WF or F long after they stopped attending classes and the grade is being back-dated (examples are on handout provided). Instructors must report in a timely manner. Dr. Donat requested colleges or departments cover this information during the first meeting of the new academic year.

**Promotion & Tenure Policies & Procedures**

Background - These have gone through Provost Council, legal counsel and faculty committee review.

8.1 Promotion & Tenure Policy Statements (Overview Document) – FY14 deadline is August 2 for notifying departments of upcoming faculty reviews. Change: Provost makes “recommendation,” “determination” made by President. “Noteworthy,” and “meet or exceed expectations” are being defined at departmental level. **Policy approved as amended.**

8.2 Promotion – Change: promotion from Instructor to Asst. Prof. be considered as an exception by Provost, President, and Dean. All in favor, change accepted. Recommended “not including the year of consideration for Promotion” be deleted from 2.0, Assistant Professor to Associate Professor and Associate Professor to Professor. **Policy approved as amended.**

8.3 Pre-Tenure Review –**Policy approved.**

8.4 Tenure – Change: Provost makes “recommendation,” “determination” made by President. **Policy approved as amended.**

**8.5 Post Tenure Review – Change to include only two levels: satisfactory and unsatisfactory. Vote was 19/13. *Policy approved as amended.***

**CHIN 3250 & 3260 Course Title Revisions**

Information item only.

**CHIN 2003, 2004, 3001, 3002 Renumbering**

Information item only.

**Gender Studies Minor**

Existing minor. Request to move Gender Studies minor from English department to History, Anthropology and Philosophy department. *Program approved.*

**Anthropology Minor**

New minor. Courses are listed for information only. *Minor approved.*

**HSDA Minor**

New Human Services minor. Only offered on Gainesville campus. *Minor approved.*

**Psychological Science Degree Name Change**

Request to change BA in Psychology to BA in Psychological Science. This one is required to be sent to BOR for approval. *Change approved.*

**MGMS Course Revisions**

Information only.

**MAED 3002 & 3003**

Information only.

**EDUC 2120 & 2130**

Information only.

**Faculty Absence from Class**

*Policy approved.*

**Multiple Majors and Second Degrees**

*Policy approved.*

**Next meeting**

July 31, 2013, 2:30 p.m.

**Announcements**

Consolidated academic calendar begins fall 2013. Dahlonega campus summer commencement is August 3, at 2:00 p.m.

December commencements:

Saturday, Dec. 14 – Dahlonega

10:00am – CAL and CSM

3:00pm - COE, COB, CHSP

Sunday, Dec. 15 – Gainesville

2:00pm – CAL/CSM

5:00pm – COE/COB/CHSP

Students will be able to determine which location is most appropriate to them. A commencement committee has been assembled and will plan future commencements. Dr. Al Panu is chairing this committee. Spring 2014 dates will be distributed as soon as possible.

**Walk-on: B.S. in Computer Science**

Request is for minor to be optional for graduation rather than mandatory. Motion to wave agenda process in order to vote on this request was made by Dick Prior, seconded by John Cruthirds, all in favor, motion passed. ***Request for change in BS Computer Science minor requirement approved.***

No further business. Meeting adjourned at 4:00pm.

Respectfully submitted,  
Ramona Robinson