Academic Affairs Committee  
Monday, September 20th, 3:45-5:15  
Frost Academic Commons  

Minutes

Present: Eric Hoffman, David Zehr, Roxanna Wright, Linda Levy, Deb Tobine, Sam Miller, Whitney Howarth, Christopher Wilk, Eun-Ho Yeo (non-voting member), Zhizhang Shen, Rick Barth, Clarissa Uttley, Gene Fahey, Annette Holba

I. Welcome/Introductions

II. First Meeting Business
   a. Elect Chair
      i. Eric volunteered to be chair, elected unanimously
   b. Elect Chair, Academic Integrity Panel
      i. Sam volunteered to be chair, elected unanimously
      ii. Christopher would like to sit on the committee
          1. Sam will send his name to Alice
   c. Elect Scribe
      i. Linda volunteered, elected unanimously
   d. Meeting Times (3rd Monday 3:45 – 5:15, 4th Friday 2:30 – 4:00, *see below)

III. Approval of April 19th minutes (attachment)
     
     Approved 13-0-0-0

IV. Old Business
   a. Update from Advising evaluation sub-committee – focus groups (Holba)
      i. Annette explained the advising survey
      ii. Would like to do 3 focus groups this semester and 3 next semester
          1. 10/14, 4:15-5:15, Res Life conference room
          2. 10/22, 4:15-5:15, Res Life conference room
      iii. Residential Life (Jeff Furlone) will help get students
          1. Eun-Ho, Roxanna, Linda will help with the focus groups
      iv. The report from the focus groups will come to the November AAC meeting.
      v. Annette will send the focus group questions to the AAC committee

V. New Business
   a. Letter for students with semester GPA < 2.0 (Levy)
      i. Linda suggested that students whose semester GPA is <2.0 should be sent
         a letter from the Undergraduate Advising office reminding them of the
         academic implications of falling below a cum GPA of 2.0.
      ii. Suggestions were made to add a sentence in the first paragraph to be more
          explicit – their semester GPA has fallen below 2.0.
      iii. Deb will play with some of the wording and send it to us electronically
b. New faculty – advising workshop (Tobine)
   i. Deb gave us info on this workshop. She will be away during the 2 weeks prior to Advising weeks, so Linda, Whitney and Annette will run the workshop
   ii. Suggested date is Friday, Oct 8, 2:30-4
   iii. Linda will get the list of faculty from Deb and invite them to the workshop
   iv. Deb will contact Wendy to get the room

c. Second Severance Policy – Review: Academic Bankruptcy (Zehr, Tobine, Fahey)
   i. Deb explained that the policy may not be as clear as it should be. For students who have gotten 2 severances, the question was raised, do students need to have a 2.0 GPA to be readmitted after having been away from the university for 2 years, or are they allowed to be readmitted to repair their GPA while on probation?, and do students need to have a 2.0 to be readmitted after 7 years?
   ii. Eric will contact people who were on the former Academic Standards committee (Robert Miller, Kathleen Arecchi) to see if they can help us understand the intent of this wording
   iii. After further discussion, we agreed that students could be readmitted after 7 years without repairing their GPA

d. Medical leave and study abroad (Zehr, attachment)
   i. Moved to a future meeting so that David can learn more about the policy at UNH

e. Discussion/plans for Academic Integrity revision (Zehr)
   i. David talked about the project that students in Scott Coykendall’s class did on Academic Integrity. Students admitted that they did not know about the Fair Grading policy
   ii. Annette, Sam and Zhizhang will work with David to decide how to approach these issues

f. Discussion impact of colleges/deans on AAC (Hoffman)
   i. The Steering Committee has asked that each of the policy making committees discuss the impact of colleges/deans on ACC
   ii. Academic integrity – right now issues go through dept chair, should it go through the Dean before going to Alice O'Connor/AAC?
   iii. Representation from each college should be on the AAC committee, including COGS


g. Orientation/student attendance policy (Tobine)
   i. Moved to next meeting

h. Failing pre-requisites but students still enrolling in continuing courses (Shen)
   i. Moved to next meeting
   ii. Joyce Larson will join us

VI. Other

*See proposed schedule of meetings on next page.....
Reminder: This academic year’s schedule of meetings:

OCTOBER 2010
  Mon. Oct. 18th 3:45 – 5:15 PM
  Fri. Oct. 29th 2:30 – 4:00 PM*
  (*This is a fifth Friday…the fourth Friday is the same week as 3rd Monday)

NOVEMBER 2010
  Mon. Nov. 15th 3:45 – 5:15 PM

DECEMBER 2010
  Mon. Dec 13th 3:45 – 5:15 PM

JANUARY 2011
  Probation Contracts – TBD (tentatively, Tuesday 1/4)
  Severance Appeals – TBD (tentatively, Tuesday 1/18)

FEBRUARY 2011
  Mon. Feb 14th 3:45 – 5:15 PM
  Fri. Feb 25th 2:30 – 4:00 PM

MARCH 2011
  Mon. Mar. 14th 3:45 – 5:15 PM

APRIL 2011
  Mon. Apr. 18th 3:45 – 5:15 PM
  Fri. Apr. 29th 2:30 – 4:00 PM

MAY 2011
  Mon. May 16th 3:45 – 5:15 PM

JUNE 2011
  Probations Contracts – TBD
  Severance Appeals – TBD