**Academic Affairs Committee**

Monday December 16, 2013 3:45-5:15

Hyde 349

**MINUTES**

*Attending: Deb Tobine, Roxana Wright, David Zehr, Christin Chenard, Stephanie Halter, Jamie Hannon, Roger Blake, George Gilmore, Annette Holba, Zhizhang Shen, Jim Hundrieser, Kerry Yurewicz, Christie Sweeney (sabbatical replacement for Stephanie Halter next semester)*

**AGENDA**

1. Approval of November 18, 2013 minutes – approved
2. **Discussion** – Academic Integrity Panel Policy (Holba)

It may be time for the Academic Integrity policy to be reviewed. Faculty expressed some concerns recently (in regards to clarity; sanctions-e.g., default sanction; process; etc.).

David, Roger and Jamie (volunteers) will be reviewing the policy and will bring back a language revision in February.

1. **Discussion –** Attendance Policy (sub-committee discussion)

The subcommittee did not meet yet. This item will be placed on a future agenda. Christie will join the group.

1. **Discussion –** Minors philosophy – subcommittee charge (Holba)

In light of the fact that the recent motion on this to the PSU faculty did not pass, a review may be needed to find out the various philosophies of what a minor is and what might be ideas for making the minors stronger. Degreeworks cannot be coded to evaluate minors due to complexity and variation in criteria. Jim volunteers to ask the Student Senate for the student perspective. David and Christin will find out the faculty perspective (via surveys, focus groups, etc.). George will evaluate how Degreeworks is applied for minors at other institutions.

1. **Discussion -** Undergraduate final exam schedule (Gilmore)

The final exam schedule is confusing for departments/colleges that do not use the exact times noted on the schedule. George is looking for ideas to improve it. The entire 2 ½ hour time for the exam is used in some courses but not others. Ways to collect faculty input may be via faculty survey, asking for ideas at the Council of Chair, Department meetings, etc. George will pursue this (will start by contacting the chair of the Council of Chairs for placing the item on the February agenda) and report back.

1. **Discussion –** End of semester grade deadline (from steering committee, Holba)

George notes that without timely submission of the grades, Deb Tobine cannot do academic standing reviews promptly, students cannot view timely information on their progress, students may be prevented from registering for Winterim courses with pre-requisite(s) they took in the Fall, etc. Deb also describes that scholarships, housing and President’s list depend on grades submitted promptly after the end of the semester.

1. **Old Business –** International Admissions approaches – (update on decision)

The item is still in process; it seems that the standards will be maintained. Jim advocates for using a more holistic approach in reviewing applications. Two PSU committees are looking at the issue separately, but they may merge in the future.

1. Announcements – meeting dates for spring 2014

Annette will check with Dawn that we can use Hyde 349 for the Spring semester.

1. Adjournment at 4:40 pm.

**Meeting dates for Fall 2013**: This is our last meeting of the semester

All meeting for fall 2013 are in Hyde 349.

1. Dates for Academic Probation and Severance:

* 1/7/2014 Probation advisories – Center Lodge, Granite Room.
* 1/17/2014 Severance appeals – Center Lodge, Granite Room.

**Meeting dates for Spring 2014 – Do we want to remain in Hyde 349 for the Spring?**

Monday, February 17, 2014 3:45-5:15pm, Hyde 349

Friday, February 28. 2014 2:30-3:30pm, Hyde 349

Friday, March 28, 2014 2:30-3:30pm, Hyde 349

Monday, April 21, 2014, 3:45-5:15pm, Hyde 349

Friday, April 25, 2014, 2:30-3:30pm, Hyde 349