

9-11-2009

## Minutes, Arts & Sciences Academic Affairs Committee Meeting, Friday, September 11, 2009

Arts & Sciences Academic Affairs Committee

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AAC Minutes – September 11, 2009

In attendance: Jim Small (Chair), Wendy Brandon, Chris Fuse, Laurie Joyner, Barry Levis, Tocarra Mallard, Dawn Roe, Steven St. John (Secretary)

The meeting was called to order at 4:05 p.m.

The committee discussed approval of the minutes of the final AAC meeting of 2009 (April 28, 2009). In addition to minor changes, Jim asked for clarification on the text indicating that Eric Zivot's draft of a revised Academic Appeals Policy had been "suggested" to be approved, but did not indicate if a vote was taken. Wendy's notes from last year indicated that it had indeed been approved unanimously. The committee voted unanimously to approved the minutes as amended.

Susan Lackman was elected to serve on AAC from 2008-2010, but is away this semester on sabbatical. Jim will contact the President of the Faculty Rick Fogelsong about filling this vacancy.

Steven St. John volunteered to keep the minutes and was selected as Secretary by acclamation.

The committee discussed various options for meeting times but schedules were unusually restrictive. It was decided that the committee would meet in the Warden Dining Room from 7:15-8:45 a.m. Wednesday mornings, with meetings called to order at 7:30. For the foreseeable future, meetings would be held weekly, beginning Wednesday, September 16.

Jim asked for volunteers to fill AAC subcommittee positions. Chris Fuse and Dawn Roe volunteered to serve on the Academic Appeals Committee. Barry Levis and Wendy Brandon volunteered to serve on the New Course Subcommittee, and Steven St. John agreed to serve on that subcommittee for a second year. Wendy Brandon also volunteered to serve as the AAC liaison to the RCC Advisory Committee.

Announcements. Jim advised that AAC would use a "rolling agenda" this year, in which items will generally be placed on the agenda in the order received, and AAC would complete as much of the agenda each meeting as time permits.

Jim also advised that in 08-09, AAC had recommitted to its oversight role over not just the Arts & Sciences (day) curriculum, but the Hamilton Holt (evening) curriculum as well. Although there is no doubt of AAC's authority on curricular issues, Jim suggested that AAC might take up making such authority explicit in the Bylaws. Jim indicated that the New Course Subcommittee, which has always included Toni Holbrook, who manages the A&S catalog, now includes Sharon Lusk, who manages the Hamilton Holt catalog. Laurie indicated that Jim Eck has been supportive of facilitating AAC's curricular oversight of Holt.

Jim advised that AAC's role over graduate programs and courses is even less clearly defined, but that AAC will soon be dealing with such issues. For example, the Masters of Planning in Civic Urbanism new program is already on AAC's rolling agenda.

Finally, Jim wanted advice on how to handle the large amount of paper that AAC normally has to deal with. The committee agreed that it would be useful to set up an AAC Blackboard site, so that all members could easily access the latest drafts of memos and attachments required for evaluating curricular proposals. Members were advised to bring a laptop computer, if possible, to future meetings.

The meeting was adjourned at 4:40.