

9-23-2009

## Minutes, Arts & Sciences Academic Affairs Committee Meeting, Wednesday, September 23, 2009

Arts & Sciences Academic Affairs Committee

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AAC Minutes – September 23, 2009

In attendance: Jim Small (Chair), Alex Boguslawski, Wendy Brandon, Chris Fuse, Don Davison (Dean's Office), Barry Levis, Tocarra Mallard, Dawn Roe, Steven St. John (Secretary)

The meeting was called to order at 7:37 a.m.

**Minutes.** The minutes of the 9/11 meeting were unanimously approved pending one change (Wendy volunteered to serve on the RCC Advisory Committee).

**Announcements.** Jim announced that the Blackboard site is up and that all relevant documents would be posted there for committee members to view prior to and during meetings.

Jim reminded the committee that one of the goals this year would be to continue to integrate Holt curricula into the A&S approval process, and that a second major focus this year will be in launching the next phase of curriculum review and renewal.

Jim announced and Don confirmed that 72 students in the Class of 2013 have enrolled in the Rollins Plan general education curriculum pilot program. Recruitment of more students is ongoing.

Jim advised that he was encountering problems updating the current AAC website with the final approved minutes of the previous year because the website permissions had not been set. (After the meeting Steve discovered that he, Steve, did have permissions to the AAC folder.)

### **Old Business.**

#### Masters of Planning in Civic Urbanism & AAC responsibility in Holt Academic Programs

Bruce Stephenson was in attendance so that he and the committee could exchange information about a proposal to bring a Masters of Planning in Civic Urbanism program to the college. Bruce's primary concern was that the approval process for graduate programs was unclear and involved both administrative and curricular considerations. Jim advised that the proposal should come to AAC first, and that AAC would send a recommendation to Executive Committee and the full faculty. Jim reminded Bruce that Holt programs are reviewed along with A&S programs by the same process through AAC. Jim informed the committee that Jim Eck and Roger Casey were preparing a report for AAC regarding the vision of the Holt school.

Wendy noted that last year's committee had been in process of drafting a proposed change to the Bylaws that would clarify AAC's authority to review Holt School courses and programs. Barry noted that historically AAC had delegated this authority to directors of Holt Programs, and Wendy agreed that this history and the vagueness of the Bylaws allowed each iteration of AAC to interpret their role differently from year to year. She reinforced her proposal to draft a change to the Bylaws, and Jim informed the committee that he was nearly completed with a

draft and that the issue was on the rolling agenda. Don asked for a clear statement of the change being sought; Jim said to clarify AAC's oversight of Holt academic programs.

Bruce asked for a clear statement of the process he should follow in proposing the Masters of Planning in Civic Urbanism program; the committee advised that while the relationship of AAC to Holt was being clarified, there was no question that the proposal should first be vetted in AAC.

#### Administrative Issues

Barry volunteered to chair the New Course Subcommittee.

The committee agreed to meet 7:15 – 8:45 on September 30, October 7, October 21, November 4, November 18, and December 2 in the Fall Semester.

#### Changes to Biology, Marine Biology, and Biochemistry and Molecular Biology Majors

AAC discussed a request from Paul Stephenson, Chair of Biology, to alter the requirements for the three biology majors. These changes were necessitated by changes to the Chemistry major approved by AAC in Spring, 2009. Chemistry again began requiring a full year of general chemistry (CHM 120 and CHM 121) as a prerequisite to advanced courses like Organic Chemistry, a course required in the biology sequences. A second semester of Organic Chemistry, formerly required by the Biochemistry and Molecular Biology major, would be dropped in order to keep the total number of courses required for the major constant. Barry asked if this would have a negative impact on majors, and Jim responded that any student progressing toward graduate school in biology would certainly need to take Organic 2 regardless. Barry asked if this was an advising issue and Jim agreed that it was. In addition to these changes, Biology requested streamlining some of its requirements to give majors more flexibility in course choices and the staff more flexibility in course offerings (such as making more 2 credit topical courses available). The committee unanimously voted to approve these requests.

#### Changes to Religion Major and Minor

AAC approved changes to the Religion Major and Minor in Spring of 2009 but had advised the Religion department that it needed to see revised major and minor maps and a revised catalog copy prior to final approval. AAC examined those documents and found them to be consistent with the approved changes. Barry advised a change in punctuation to the description of the major paragraph (to conform to proper usage) and the committee unanimously approved the documents as revised.

#### Changes to the Critical Media Studies Major

AAC approved changes to the Critical Media Studies Major in Spring of 2009 but had advised the CMC department that it need to see revised major map and catalog copy prior to final approval. AAC examined those documents. Wendy noted a minor punctuation issue. Dawn noted that two ART courses, which were listed in the catalog as recommended courses, were inaccurately listed. ART 394 no longer existed, and ART 300 was renamed Photography II.

Since these courses were only recommended and did not impact the CMC curriculum, AAC unanimously approved the edited versions of these documents.

#### CE Designation

The committee began discussion of documents submitted by Paul Stephenson concerning the CE designation – a Community Engagement label that could be assigned to courses (after review) to aid student selection of courses. Wendy reminded the committee that AAC had given its support for this initiative in Spring, 2009 and that it would be involved in establishing a protocol and rubric for review of proposals for the CE designation. Wendy suggested changing the CE Designation Request Form to have a general deadline for submission (e.g., first Friday of September) rather than a specific date (e.g., September 3, 2010) to ease administrative burdens (revising of the form yearly). It became clear that there were numerous details to consider, so the issue was tabled in the interests of time. Wendy volunteered to email the committee with a list of recommendations prior to the next meeting to facilitate review of these documents.

#### **New Business.**

Don asked for clarification of AAC's position on Topics courses. Jim and others iterated that AAC's policy was that no course could be taught as a Topics course for a third time. After a Topics course is taught twice, it must be submitted to AAC's New Course Subcommittee for approval as a new course to the curriculum or it cannot appear on the schedule of courses.

The meeting was adjourned at 8:48.