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Minutes, Arts & Sciences Academic Affairs Committee Meeting, Tuesday, November 14, 2006

Arts & Sciences Academic Affairs Committee

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Academic Affairs Committee Meeting Minutes November 14, 2006

In Attendance: Sharon Carnahan (Chair), Carolyn Carpan, Jay Yellen, Hoyt Edge, Thom Moore, Ben Balak, Marie Shafe, Dana Hargrove, Ed Cohen.

1. The minutes from the November 7, 2006 meeting were approved.
2. New Business
 - a) We reviewed the AAC agenda for the rest of the semester. Sharon Carnahan reported that the Honors Proposal will be presented to the Faculty at a meeting in December. We decided on November 28, we will discuss the revisions the Asian Studies Minor and the Hispanic Studies Minor. If we need to have further meetings, they will be on December 5 and December 12.
 - b) We discussed a "Proposal to Establish Guidelines for Courses Having a Field-Study Component" drafted by Jay Yellen. Jay Yellen presented the draft document, which included information on policies from 8 other schools and information about several field-study courses currently offered by Rollins. While all courses listed are worth 2 credit hours, we noted they all define contact hours differently. Hoyt Edge suggested we look at time-on-task hours rather than contact hours. Marie Shafe asked how SACS defines contact hours. Jay Yellen wondered if academic credit should be granted to service learning courses. Hoyt Edge noted that half of our field-study courses are academic courses. He suggested we focus on these courses and invite Micki Meyer to meet with the committee to discuss the service learning / community engagement courses. Thom Moore and Sharon Carnahan suggested we put limits on courses (e.g. any class less than 3 weeks gets 2 credit hours; courses without reading/writing components receive no credit). Sharon Carnahan suggested we need determine the goals of this policy, perhaps including:
 - Establishing the difference between on and off campus courses;
 - Estimate time-on-task for academic credit; and
 - Establish limits regarding number of credits per number of hours

Sharon Carnahan suggested AAC draft the goals of these guidelines and invite input from faculty via email. It was also noted that we would need to write new guidelines for new course proposals containing field-study components.

The next AAC meeting will be on Tuesday, November 28 at 8:15 am in the Warden Dining Room.

Carolyn Carpan,
Secretary