



Academic Affairs Committee

Meeting Minutes
October 4, 2011

Opening:

The regular meeting of the Academic Affairs Committee was called to order at 12:35 pm on October 4, 2011 in the Chapel-Room Classroom #2 by Gloria Cook.

Present:

Mark Anderson, Sara Bishop, Gloria Cook, Fiona Harper, Jana Matthews, Sebastian Novak, Maria Ruiz, Samuel Sanabria

Visitors:

Carol Lauer

A. Distribution of Agenda (via prior e-mail)

B. Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

C. Open Issues

D. New Business (2 items)

(Item 1)

Dr. Carol Lauer shared that majors in International Relations, Critical Media/ Cultural Studies and International Business are required to take two 300-level courses dealing with other parts of the world. Many of these IR, CMC and INB students choose to fulfill these requirements through the Anthropology offerings. This leaves limited or no room left for the department's 70 or so Anthropology majors and minors.

When this issue was brought up to Toni Holbrook in the past, she has stated that the Banner system will not allow for Anthropology majors to have a preference in these courses. We have a 20-year history of hearing...Banner doesn't do that. The question was brought up of whether or not we knew for sure that the computer program did not have this capability. Dr. Lauer responded that apparently our Banner system will not permit a course to have two conditions such as major/ minor or year. The use of prerequisites was brought up as a possible solution as well as the hope that we could get around this restriction if perhaps personnel or a knowledgeable Programmer working with the Registrar's office spent some time on the issues.

If our goal is truly student-centered advising, then conquering this problem is paramount. The system we have now does not work. Dr. Lauer recounted that she seen a trend with students thinking that if they registered and then were placed in the course, then it must be okay for them to be there, which is false. One route they went with their Human Evolution class was to make it only for majors/ minors.

Regarding online registration, we don't actually have the ability to manage their schedules. The intent was to have the adviser advise and then the students register for the courses that they discussed. Many students meet with their adviser and then choose inappropriate courses.

As it is set up now, the online registration system has the potential to be both financially irresponsible and unproductive to student success. Students may register for inappropriate courses and then drop courses just before the deadline. They can even register for six or more classes and then drop several. This not only impedes their progress toward a degree wasting both time and money, the space in the course is taken from a student who was an appropriate candidate for the course.

The recommendation was made to add a qualified Programmer who can both modify our current Banner system and most importantly provide consistent maintenance. Another recommendation was made to perhaps investigate "sharing" a Programmer with some of our other ACS schools who are also using the same Banner system.

The path of channeling our recommendation was then discussed. Should this request come from the jurisdiction of the AAC or from the Faculty? It was expressed that the Faculty request might be the way to go. We should survey and collect the entire suite of problems across the campus and present in a collective voice.

Now is the time to take care of this, especially with the current focus and creation of an office to specifically leverage student success. This is directly related to the Dean of the College's "appreciative advising" initiative. We could ideally set some changes in motion prior to the next registration. This is about student retention and student success. There may be funding available to support a Programmer.

Overall, this is a common problem among departments. Anthropology can be used as a specific example. There are approximately five 300-level courses a semester and sixteen total from the catalog that Anthropology would want labeled as preferential for majors/ minors or consent. It will be easier to deter an inappropriate student with this in place.

There are also issues with planning of class times as well. An example was given from a CMC major who found that necessary electives were offered in the same timeslot leaving her with a problem.

It was brought up that the Holt School has various cross-listed courses and is somehow able to specify 18 slots for A & S students and then 6 slots for Holt students. Would it be possible to designate certain seats in the Anthropology courses for Anthropology majors?

Would utilizing a 200-level prerequisite be helpful towards a solution? What if you removed the Gen Ed Requirements from the upper-level courses?

Dr. Lauer mentioned that INB was considering making *Cultural Anthropology* a required course for its majors. Of course, the Anthropology Department does not have the Faculty

and resources to make this happen. How do we solve this, especially with INB being in a separate school now? There is a need for more Faculty for these classes and overall. We have requisites that we can't meet due to lack of resources. We are told to meet these deficiencies with adjuncts and more adjuncts in both A & S and Holt School. We cannot hold onto adjuncts, eventually they move onto to good jobs.

Dr. Lauer asked the AAC to approve the addition of all 300-level courses to have a prerequisite of one prior Anthropology course. Dr. Lauer will be sending Dr. Cook a list of all sixteen courses involved. The motion was approved and seconded.

A recommendation will also be made to hire a Programmer to the Dean of the College. Whether the Programmer could be a shared ACS resource should also be investigated for cost-effectiveness and long-term maintenance.

(Item 2)

Dr. Fiona Harper presented Item #2 on behalf of Dr. Paul Stephenson. The Biology Department has created two courses entitled: *Careers in Health Sciences* and *Careers in Biology*. The courses meet for a 75-minute time period each week and there are three to four hours of outside work associated with each class. Career Services works with the teaching professor to supplement the learning and internship application process. The courses have proved to be a successful motivator for the Students. The content covers skillsets, methods and tools necessary to secure internships and jobs. The class is targeted to sophomores, usually in the Fall semester. The current credit hour earned for these courses is 1 hour.

Unfortunately, the department has underestimated the amount of work required in these courses for both the Students and Faculty. With each semester's subsequent offering, the workload and popularity of the class increases for both the Students and teach Faculty in these courses. Dr. Schmalstig currently has 29 students in her class this semester. The course evaluation forms indicate that students feel as though they should be earning more credit for these courses. The courses could potentially be considered an elective in the major.

Dr. Harper asked the AAC to approve a motion to increase the credit hours for *Careers in Health Sciences* and *Careers in Biology* to 2 hours each. The motion was approved and seconded.

E. Topics for Future Meetings

October 18, 2011

- Rollins Plan Initiative Update with Jennifer Cavanaugh & James Zimmerman
- Field Study – Who is qualified to lead?

October 25, 2011

- Toni Holbrook
 - New Form
 - Banner Issues

F. Agenda for Next Meeting

Adjournment:

Meeting was adjourned at 1:40 pm by Gloria Cook. The next general meeting will be at 12:30 pm on October 18 in Chapel-Room Classroom #2.

Minutes submitted by:

Mark Anderson