

9-1-2015

Minutes, Arts & Sciences Academic Affairs Committee Meeting, Tuesday, September 1, 2015

Arts & Sciences Academic Affairs Committee

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Agenda AAC
September 1st, 2015

- I Approve the Minutes from the last AAC meeting and appoint a secretary of this committee
- II Sub-Committee announcements or reports
- III Old Business
- IV. New Business:
 - a. Proposed changes to Maymester (Claire Strom)
 - b. Grade appeal: [To protect the privacy of both faculty and students, this portion of the meeting minutes is kept confidential. You may contact the archival staff or the Chair of the Committee for authorized access.](#)
- V. Announcements
- VI. Adjourn

Academic Affairs Committee Minutes 1 Sept 2015

In attending: Anca Voicu, Kasandra Riley, Amy Armenia, Jay Pieczynski, Emmanuel Kodzi, Mario D'Amato, MacKenzie Moon Ryan, Gabriel Barreneche, Jennifer Cavanaugh, Laura Pfister, Bennie Balak, Robin Mateo, Holly Pohlig, Meribeth Huebner

I. Approval of minutes from the last AAC meeting and appoint a secretary of this committee

Motion – Amy Armenia, 2nd – Jay Pieczynski, Vote: Minutes approved
Appointment of Secretary for 2015-2016: Jay Pieczynski

II. Sub committee announcements and reports

- a. New members needed for Academic Appeals and New Course Sub committees
Academic Appeals – assembled in summer for today's new business concerning appeal (see new business below) A. Voicu requested members over summer due to urgent business
- b. Subcommittees
 - i. New Course Subcommittee:
Voting: Kasandara Riley (chair), MacKenzie Moon Ryan, Amy Armenia
Non-voting: Gabriel Barreneche (advising), Claire Strom, director of Gen Ed. Director Gen Ed roles: advise committee on rFLA courses, Direct of Gen Ed only votes on rFLA matters, she communicates rFLA course matters to Sub.
 - ii. Academic Appeals Subcommittee:
Voting: Gabriel Barreneche (chair), Mario D'Amato, Emmanuel Kodzi
Non-voting: Jennifer Cavanaugh, Mae Fitchett, Tiffany Griffin
- c. Role of AAC divisional representative members
Communicate to divisions the role of AAC on campus
- d. AAC Members and roles
Laura Pfister will replace Sharon Lusk from Holt
Students: Caleb Archuleta and at least one other student should have been appointed (2-3/academic year – Anca Voicu should contact SGA President C.J. Dunn to verify appointed student reps
- e. **Quorum for AAC 2015-2016, 8 out of 12 for a quorum**
We have a quorum present on 1 September 2015
- f. Announcements/reports:
New course: no announcements
Academic appeals: does not review grade appeals, these go to entire AAC which we will deal with this today (see new business below)

III. Old Business:

See 2014-2015 End of year report from J. Jones – discussed at previous AAC meetings and passed along to the Executive Committee (EC)

IV. New Business:

a. Re-envisioning Maymester - J. Cavanaugh for Claire Strom (see attached document “Revisiting Maymester”) Course previously had to carry an old Gen Ed designation or course was gateway to a large major allowing students to gain entry into upper level courses. What should Maymester become now we have new Gen Ed curriculum (rFLA)? 3 ideas to discuss:

1. Competency classes (except W) – examples language, math, PED 101
2. Continuing to offer gateway courses: examples- communications, business
3. Innovative classes that cannot be formatted for an entire semester – examples: immersive, abroad, service, non-traditional

Goal is to launch these for 2016 Maymester. Compensation for 2016 will need to be discussed as demand from faculty increased with pay increase. Compensation will be analyzed. Call for courses would there for need to be moved to Oct. 30th to allow time for students to prepare.

B. Balak: What will be the structure of these Maymester courses?

J. Cavanaugh: We are looking into how structure has worked in the past and what our options could be.

M. D’Amato: How many students enrolled in this past Maymester and has it increased?

J. Cavanaugh: This past Maymester’s enrollment was consistent from other years. Option 3 would likely change this number.

M. D’Amato: Would courses falling into option 3 be a smaller market since now they are competing with field courses?

J. Cavanaugh: There are many variables to consider and conversation has started. We need to talk with res life and other groups on campus during the summer to be certain there is actually space available.

A. Voicu: Claire Strom wants to move up call for Maymester courses to Oct 30.

J. Cavanaugh: Call up for proposals for planning purposes allowing students and faculty extra time to plan and prepare.

E. Kodzi: Is the goal to fit one of these options, or are we planning to mix all 3 options?

J. Cavanaugh: It’s not one or the other, first two options are easy, and option 3 is harder but desirable and unique.

M. Heubner: Seems ambitious for Oct 30.

J. Cavanaugh: No vote is needed on this now because there is no current proposal. Currently this is just for discussion purposes. We'll need to get more individuals involved, such as department chairs.

G. Berrenache: I suggest we look at attendance and what classes have been offered in the past.

M. D'Amato: If a proposal on this matter gets past AAC what are the next steps?

J. Cavanaugh: Then onto the Executive Committee and CPS. Would AAC like to have some input, such as a subcommittee including others on campus to discuss this idea? This would have to pass AAC and then pass A&S faculty – right now Maymester is just old gen eds and competencies.

A. Armenia: What are the numbers of students that require the old Gen Eds?

J. Cavanaugh: Some of the old curriculum classes should fit into this new framework.

A. Armenia: Some of the olds have become new gen eds so how will this work?

A. Voicu: Perhaps we should table this question until Claire returns.

M. Huebner: The major problem with expanding Maymester with Duke and other summer programs that occupy campus. For example, number of beds on campus.

M. D'Amato: Should we bring up some of these points with the faculty, some are more vested in Maymester than others. We should get feedback from faculty at large to avoid conflicts and get everyone's input.

A. Voicu: In principle we want to continue this conversation since time is an issue for 2016.

M. D'Amato: Should we bring up this issue at faculty meeting, before any proposal to get feedback?

A. Voicu: A proposal would be better first, giving us something clear to give the faculty before soliciting feedback from faculty.

J. Cavanaugh: We could make a colloquium as a compromise

A. Armenia: I believe this should go through departments and chairs before any proposal is made.

K. Riley: Keep in mind our timeline short. These discussions should be had in September.

B. Balak: Who or what group is in charge of making changes to Foundations and where does AAC come in?

J. Cavanaugh: All changes must come through AAC

E. Kodzi: What were the hurdles when these proposed changes to Maymester were made in the past?

M. Huebner: Structure of classes and Resident Life were biggest obstacles, we met as a group to discuss but there was no decision making power.

K. Riley: Chairs have to define how these innovative classes will be structured to fulfill the needs of their courses.

A. Voicu: Should we have a colloquium or take to chairs by end of Sept.

J. Cavanaugh: Take options 1 and 2 to faculty, option 3 we likely take a 3 and we should look for pilot programs to simplify.

A. Voicu: J Cavanaugh's idea to above should be taken to the faculty in our report, then we will make a proposal.

M. D'Amato moves to endorse suggestion that Options 1 and 2 are taken to faculty and solicit Option 3 pilot programs, seconded by A. Armenia. Voted and motion carried

To protect the privacy of both faculty and students, this portion of the meeting minutes is kept confidential. You may contact the archival staff or the Chair of the Committee for authorized access."

V. Announcements

None

VI. Adjournment.

Notes in proof:

Proofread for language and spelling

Fixed spelling of names and individuals

Lines were added explicitly stating that J. Cavanaugh informed the group of the entire mediation process for the above grade appeal with AAC. In accordance with College policy, the entire appeal process was undertaken before reaching AAC. (M. Huebner)

Modified a statement by M. D'Amato for clarity and intention. (M. D'Amato)

Section redacted for confidentiality. See statement above.

Maymester

The original intent of Maymester was to provide general education classes. With the new rFLA curriculum developmental approach, it is impossible to offer sufficient classes and have them fill. Consequently, we are suggesting the following reinvisioning of Maymester.

1. Offering competency classes including PED 101, MCMP, and language 201 classes.
2. Offering required gateway courses in majors that wish to do so.
3. Offering innovative classes that cannot be completed in a regular semester including hybrid on site/study abroad classes, immersion classes, bookend blended learning classes, etc. These classes would need to be approved by the New Course Subcommittee of AAC.

Additionally, the call for Maymester classes should be moved up to October 30, so that students can plan appropriately. We request that the provost determine the compensation rate for Maymester 2016 before the call for classes is issued.

GRADE APPEALS

Students wishing to appeal a grade will first consult with the instructor to determine whether an error has been made or the instructor wishes to reconsider the grade. If this is the case, the instructor submits a grade change request to the Dean of Arts and Sciences/Dean of College of Professional Studies. If the student is dissatisfied with the results of that consultation and wishes to pursue the matter further, s/he will meet with the chair of the department, who in turn must inform the instructor of the substance of the student's appeal. The department chair acts as a mediator to attempt to resolve any disagreements and consults with the instructor about the grading process. Only the course instructor has the authority to change the grade at this point. (Should the instructor be the chair of the department, a tenured member of the department will be selected by the department to serve as mediator. If this is not possible, then the Dean of Arts and Sciences/Dean of College of Professional Studies will serve in this capacity.)

Perceived or actual differences in grading policies or standards between instructors, which are not a violation of College policies, are not a basis for further appeal. Further appeals beyond the chair of the department will be allowed only when the student can furnish evidence that the final grade was affected by the student's opinion or conduct in matters unrelated to academic standards, bias based upon matters unrelated to academic standards, or the failure of the instructor to follow his or her own stated policies or College policies. The Dean of Students, Arts and Sciences/College of Professional Studies Faculty President, and chair of the faculty members department (should the instructor be the chair of the department, a tenured member of the department or division will be selected by the department) must agree by two-thirds that it can be plausibly argued that these conditions are met in order for the appeal to proceed to the Academic Affairs Committee.

If these conditions are met, the student may proceed with the appeal to the Academic Affairs Committee by submitting a letter describing the situation to the Dean of Arts and Sciences/Dean of College of Professional Studies. This appeal must be made within one (1) year of the conclusion of the course. The Dean of Arts and Sciences/Dean of College of Professional Studies will request from the department chair a written account of the mediation process described above and its results, if any. The Dean of Arts and Sciences/Dean of College of Professional Studies may also request any other appropriate documentation. The Dean of Arts and Sciences/Dean of College of Professional Studies prepares all documents related to the case for submission to the Academic Affairs Committee. These documents are made available to the student and instructor to review and respond. Their responses, if any, are included with the materials submitted to the Academic Affairs Committee. The Dean of Arts and Sciences/Dean of College of Professional Studies shall receive the recommendation of the Academic Affairs Committee, review all documents, and make additional inquiries if necessary before reaching a decision. After such review, the decision of the Dean of Arts and Sciences/Dean of College of Professional Studies is final.