

Academic Affairs Committee
End of Year Report
2013-2014 Session
April 23, 2014

Members of the Committee: Sen. Rick Althaus (Chair), Sen. Marcus Bond (fall semester), Sen. Wendy Cooper (spring semester) Sen. Stephanie Chamberlain, Dr. Ray Dowdy, Sen. Roberta Humphrey, Sen. Desma Reno, Prof. Mark Rowland, and Sen. Carol Veneziano.

Meetings: The Committee held regular meetings on the following dates: September 11, September 25, October 2, October 30, November 13, February 12, March 5, and April 2. Minutes of those meetings have been submitted to the Faculty Senate office.

Other Committee Activities: A representative of the Committee is also permitted to attend meetings of the Academic Council and the Graduate Council. The Chair attended several meetings of both during the 2013-2014 year.

Action Taken on the 2013-2014 Committee Agenda: The Committee recommended and the Senate approved five “policy” and five “procedures” bills regarding Chapter 3, Section C of the Handbook. These bills addressed “Teaching and Related Responsibilities.” A more complete report of Committee legislative and other activities can be found on pages 2 and 3 of this report.

Recommendations for the 2014-2015 Committee Agenda: The recommendations of the Committee Chair can be found on page 4 of this report.

Respectfully Submitted,
Rick Althaus
Committee Chair

**Academic Affairs Committee
Report on 2013-2014 Agenda Items**

April 23, 2014

<u>Items:</u>	<u>Action:</u>
Matters Recommended by 2012-2013 Committee:	
1. Discuss procedures for use of SLOs and provide input where desired.	Chair discussed with Interim Provost McDougal and reported back to Committee. Committee discussed further and agreed to endorse procedures before Senate.
2. Continue work on the Master Faculty Advisor program	Chair served on ad hoc committee that was given permission to invite consultants to campus. Consultants' report is forthcoming.
3. Update/revise assigned sections of <u>Faculty Handbook</u> , including: 3C-- Teaching and Classroom Practices 5A-- Course and Curricular Approval Process	3C-- Committee reported to Senate and Senate approved five "policy" bills and five "procedures" bills. Final approval status is unknown. 5A-- Committee formed subcommittee to work on this matter during Summer 2014.
4. Revise and extend 5-year Academic Calendar, as appropriate	Committee reported to Senate a bill with a one-time rescheduling of Fall Break for 2015. Board enacted the change for 2015 and 2016. Extension of current 5-year calendar was not undertaken, pending outcome of Fall Break experiment.
5. Assist in the transition to the University of 2020	Not undertaken
Matters Recommended by FS Chair Lee-DiStefano:	
6. Discuss issue of residency requirements for online instructors	Addressed in part by the "office hours" component of "Other Instructional Policies" bill (See "Action" for Point 3, above)
7. Explore possibility of developing "Best Practices" advice for faculty with students who are veterans or in active military	Not undertaken. Committee is open to discussions with relevant parties on the matter
8. Update/revise assigned sections of <u>Faculty Handbook</u> , including: 2A Sick Leave Policy	(See "Action" for Point 3, above.) Inquiries regarding sick leave policy were made to Mr. Jim Cook of HR; his response is pending.
9. Take part in deliberations about Common Syllabus	Committee discussed with Drs. David Starrett and Allen Gathman. Committee recommended and Senate adopted policy and procedure bills requiring and defining syllabus in the <u>Handbook</u> . (See "Action" for Point 3, above)

Matters from Elsewhere:	
10. Explore possibility of replacing IDEA as evaluation instrument, and explore the possibility of finding an instrument for online classes that is more suitable for them	Not undertaken; Committee hopes to address next session
11. Discuss implementation of FS Bill 12-A-34, and apparent possibility that Deans and possibly chairs will use student evaluation data in a prohibited manner: that of determining base merit raises	Interim Provost McDougal clarified to the Deans that the Handbook policy prohibits the use of SEI data in this manner.
12. Learn more about the issue of concealed weapons on campus and in classrooms	Discussed, but no further action taken
13. Investigate the practice of using graduate assistants as instructors of record in situations that may not be appropriate for that	Not undertaken
14. Discuss alternate format for classes, such as four-week classes during a regular semester	Not undertaken
15. Explore possible issues regarding dual-credit class offerings and practices in area high schools	Not undertaken
Other:	
16. Determine current status of items listed under # 4 and #5 of 2012-2013 Committee End-of-Year Report, and follow up as appropriate	“Online Course and Program Approval Procedures” had been approved in Bill 13-A-24. The four other items of pending legislation were taken up by the Committee this year and approved by the Senate (See “Action” for Point 3, above)

**Academic Affairs Committee
Chair's Recommendations for
2013-2014 Session**
April 23, 2014

“Master Faculty Advisor”: The Committee should remain engaged in this matter, reading the consultants’ report when it becomes available and working with the ad hoc committee to facilitate the strengthening of academic advising at the University.

Handbook, Chapter 3, Section C: Follow up regarding the administrative response to the five policy and five procedures bills recommended by the Committee and adopted by the Senate this year.

Handbook, Chapter 5, Section A: Build on the work of the Summer 2014 subcommittee to prepare and recommend legislation in the “policy/procedure” format. The Academic Council and the Graduate Council should be consulted because of their roles on these matters.

Handbook, Chapter 2, Section A: Follow up with Jim Cook regarding this. It may be that the extent of the Committee’s involvement should be from the perspective of providing academic coverage for the courses of a faculty member on a longer sick leave.

Five Year Academic Calendar: It may be advisable to extend this for one year or possibly two, but perhaps not to the conventional 5-year length, pending the outcome of the campus experience with the relocated Fall Break.

Student Evaluation of Instruction Instrument: Perhaps the Committee could begin by collecting input from the MAFS campuses regarding their experiences with IDEA and other alternative instruments. Following that, additional research could be done, perhaps leading to campus visits by vendors and trials of their instruments.

Concealed Weapons on Campus and in Classrooms: It may be helpful to invite a representative from the Department of Public Safety to a Senate meeting to discuss this matter. Perhaps early in the Fall semester, before the legislative committees begin reporting action items, would be the best time to schedule this.

Other Items: The Committee should consult with the Faculty Senate Chair regarding any new items, or remaining items from the 2013-2014 agenda that were not undertaken, regarding priorities for next year’s session.
