

**ACADEMIC AND STUDENT AFFAIRS COMMITTEE  
MINUTES OF THE MEETING OF MARCH 30, 2010  
3:30 P.M., GUC 207**

The Academic and Student Affairs Committee met on March 30, 2010, in Room 207 of the Guillot University Center. The following members were present: Dr. Birdie Bailey, Ms. Jennifer Brown, Ms. Jill Chambers, Mr. Jim Eubanks, Dr. Vagn Hansen, Dr. Donna Jacobs, Dr. David Muse, Mr. David Shields, Dr. Ron Smith, Dr. John Thornell, and Ms. Laura Williams. Dr. Crescente Figueroa, Committee Chair, presided.

**Call to Order**

Chair Figueroa called the meeting to order at approximately 3:35 p.m.

**Adoption of Agenda and Approval of Minutes**

The agenda was approved as amended. The minutes from the January 26, 2010, meeting were approved as printed.

**Old Business**

- A. Committee Charge – A motion was made by David Muse, seconded by Donna Jacobs, and unanimously approved to submit the recommended changes to the Shared Governance Executive Committee (Attachment 1).
- B. Transfer Student Disciplinary Waiver – The committee suggested that Question #6 on the form be moved to the #2 position and the instructions edited appropriately. It was also suggested that the policy should read: Transfer students who are enrolled in *exclusively* online or distance learning programs **may be** exempt from this policy. International students who are transferring from non-USA colleges and universities **may also be** exempt from this policy. David Muse suggested that this may help in deterring those students who enroll exclusively online, then enroll in regular classes. (Attachment 2 and 3)

**New Business**

- A. Changes to ADA Accommodation Statement – The committee reviewed the requested changes forwarded from the Shared Governance Executive Committee as submitted by the ADA Panel and the Office of Disability Support Services. Recommendations were made to the requested policy changes by committee members. Jim Eubanks moved that the requested changes, with the committee's recommendations, be approved and forwarded. Jill Chambers seconded the motion. The motion carried unanimously. (Attachment 4)

- B. Service Learning – Jennifer Brown asked for the committee’s assistance in developing a definition for service learning as it applies to the University; identifying current courses being taught on campus that incorporate service learning; and creating guidelines for service learning courses. The committee decided that this would best be accomplished through a subcommittee appointed specifically for that purpose. Jennifer will write a proposal to be submitted to the Shared Governance Executive Committee asking for the creation of said subcommittee.

**Announcements**

- Dr. Hansen mentioned that information is needed on the process of awarding scholarships. (No action taken; however, a subcommittee has subsequently been formed to review the process and criteria for awarding scholarships.)
- Jim Eubanks invited committee members to attend the sixth birthday party for the Student Recreation Center on March 31 from 10 a.m. – 1:30 p.m.
- Next meeting is April 27, 3:30 p.m., GUC 207.

**Adjournment**

The meeting adjourned at approximately 4:40 p.m.

---

Dr. Crescente Figueroa, Chair

ATTACHMENT 1

(Academic & Student Affairs Committee)

- A. Membership
  - 1. Six (6) faculty members, one from each college and two at large, recommended to the Shared Governance Executive Committee by the Faculty Senate
  - 2. Four (4) staff members, recommended to the Shared Governance Executive Committee by the Staff Senate
  - 3. Two (2) student members, recommended to the Shared Governance Executive Committee by the Student Government Association President
  - 4. One Dean, recommended to the Shared Governance Executive Committee by the Council of Academic Deans
  - 5. VPAA and Provost, VPSA, and other Council of Deans members are non-voting members of this committee ~~as needed~~.
- B. Charge
  - 1. To originate, review, recommend to VPAA, and report ~~on policies~~ in the following areas:
    - a. Academic and/or Student Affairs policies and issues as received from the Faculty Senate, Staff Senate, SGA, VPAA, VPSA, individual faculty or staff members, and other sources
    - b. Student recruitment, retention, and admissions
    - c. ~~Support of f Faculty research and continuing education of faculty~~
  - 2. To communicate its deliberations and findings through the VPAA to the President, and after discussion with the President, to the University community
  - 3. Handle all proposals affecting University policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”
- C. This committee reports to the President through the Vice President for Academic Affairs and Provost.

## ATTACHMENT 2

**Transfer Student Disciplinary Waiver Policy**  
Effective Fall 2010

Applicants who have attended other colleges or universities are considered transfer students. Transfer student applicants must sign a disciplinary waiver form and have it sent to UNA from all institutions attended within the last five years. It is recommended that the disciplinary waiver forms be requested at the same time as transcripts from those institutions; however, the waivers must be received by the deadline dates stated below. Failure to meet the deadline dates will result in the student being disenrolled from the University.

Fall Term	October 1
Spring Term	February 15
Summer Term	July 20

(Transfer students who are enrolled in *exclusively* online or distance learning programs may be exempt from the policy. International students who are transferring from non-USA colleges and universities may also be exempt from this policy.)

Process:

1. Policy is advertised prominently and forms are available on the Admissions website as a requirement for transfer students.
2. Judicial Affairs holds are placed on new transfer students' accounts upon admission.
3. The Director of Judicial Affairs sends an email to the UNA portal accounts of all new transfer students congratulating them on their acceptance to UNA and reminding them of the policy.
4. As forms are received, they are forwarded to Judicial Affairs for review. If no previous disciplinary occurrences are noted, the JA holds are removed.
5. The Director of Judicial Affairs is the first point of contact to determine if issues noted by a student's previous institution are significant enough to deny admission to UNA. The Vice President for Student Affairs will serve as the point of appeal.
6. Sealed juvenile criminal records have no bearing on this process, as it relates only to disciplinary actions incurred while enrolled at other institutions.
7. The Judicial Affairs office will send email reminders to UNA portal accounts of students whose forms have not been received two weeks prior to deadline dates.
8. The Judicial Affairs office will deliver letters to students whose forms have not been received one week prior to deadline dates.
9. Students whose forms have not been received by the deadline dates will be disenrolled from the University.
10. Students who are disenrolled for not submitting a waiver by the stated deadline dates will have University charges refunded per established policy on a prorated basis.

University of North Alabama  
Office of Admissions  
Transfer Student  
Discipline Record Release Form

***This form must be on file in the University of North Alabama Office of Admissions before you will be allowed to enroll.***

**Student Section:**

Complete this section and deliver to the Dean of Students (or Chief Judicial Officer) at the last college you attended, or are currently attending. **Forms submitted by the Registrar will not be accepted.**

\_\_\_\_\_  
*Printed Name of Student*

\_\_\_\_\_  
*Date*

I hereby authorize the Dean of Students to complete this form and submit to the Office of Admissions at the University of North Alabama.

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Social Security Number*

**Dean of Students Section:**

Please complete as accurately as possible and return to the address below. **If yes to any of the questions 3 through 7, please explain on a separate sheet.**

- |    |  |     |    |
|----|--|-----|----|
| 1. | Has the student been enrolled at your institution at any time?   | Yes | No |
| 2. | Is the student eligible to re-enroll?  | Yes | No |
| 3. | Has the student received official disciplinary action from your university/college?  | Yes | No |
| 4. | Has the student been arrested, charged, or convicted of a criminal offense or been involved in the use, purchase, or distribution of alcoholic beverages or drugs? | Yes | No |
| 5. | Has the student been found in possession of illegal firearms and/or weapons?   | Yes | No |
| 6. | Has the student exhibited behavior that would hinder typical social interaction?   | Yes | No |
| 7. | If not stated above, is there any reason why the student should not be admitted?   | Yes | No |

\_\_\_\_\_  
*Name (please print)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Institution*

**Please Mail to:**

University of North Alabama  
Office of Admissions  
One Harrison Plaza, UNA Box 5011  
Florence, AL 35632-0001

A faxed copy of this form is acceptable if the university fax stamp is imprinted at the top of this page. The fax number is (256) 765-4960. Please return the hard copy also. Telephone: (256) 765-4608.

***\*The University of North Alabama reserves the right to deny admission to a student based on the information received from other institutions.***

## ATTACHMENT 4

### Accommodation Statement

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the University offers reasonable accommodations to students with eligible documented learning, physical and/or psychological disabilities. Under Title II of the Americans with Disabilities Act (ADA) of 1990, ~~and~~ Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Amendment Act of 2008, a disability is defined as a physical or mental impairment that substantially limits one or more major life activities as compared to an average person in the population. It is the responsibility of the student to contact Developmental Disability Support Services ~~prior to the beginning of the semester~~ to initiate the ~~accommodation~~ process ~~and to notify instructors within the first three class meetings~~ to develop an accommodation plan. ~~This accommodation plan will not be applied retroactively.~~ Appropriate, reasonable accommodations will be made to allow each student to meet course requirements, but no fundamental or substantial alteration of academic standards will be made. Students needing assistance should contact Developmental Disability Support Services (256-765-4214).

\*Note: The red markups are editorial recommendations of the Academic and Students Affairs (ASA) Committee.

### Additional Recommendations of the ASA Committee

- The most current version of the University of North Alabama Accommodation Statement be posted on the university web-page with a link provided to all faculty.
- Disability Support Services notify the affected faculty when an accommodation request has been granted and an accommodation plan has been developed.