

**ACADEMIC AND STUDENT AFFAIRS COMMITTEE
MINUTES OF THE MEETING OF NOVEMBER 29, 2011
3:30 P.M., GUC LOFT**

The Academic and Student Affairs Committee met on November 29, 2011 in the Loft of the Guillot University Center. The following members were present: Dr. Birdie Bailey, Dr. Thomas Calhoun, Ms. Jill Chambers, Ms. Bonnie Coats, Dr. Amanda Coffman, Dr. Melvin Davis, Dr. Kerry Gatlin, Dr. Dan Hallock, Dr. Vagn Hansen, Dr. Bill Huddleston, Dr. Janice Myhan, Mr. David Shields, Ms. Joan Smith, Dr. John Thornell, Ms. Molly Vaughn (proxy for Dr. Andrew Luna), and Dr. Brenda Webb. Dr. Laura Williams, Committee Chair, presided. A quorum was present.

Call to Order

Chair Williams called the meeting to order at approximately 3:30 p.m.

Adoption of Agenda and Approval of Minutes

The agenda was approved with the addition of two items of new business: (A) policy for student appeal of three finals on one day, and (B) transient enrollment. Minutes from the October 25, 2011, meeting were approved as printed.

Old Business

- A. Academic Honesty Policy – Chair Williams reported that this committee’s recommendation was forwarded per shared governance policy. She has not received notice if it was given final approval.
- B. Thanksgiving Break – Chair Williams shared the information received from the Registrar about the consequences to their office if the SGA’s proposal is approved (**ATTACHMENT 1**). In light of the concerns expressed by the Registrar’s office, the committee did not feel that the SGA’s proposal would work. The committee reviewed the previous suggestions for Thanksgiving break and re-visited the option of eliminating the fall break day and moving the start of school to Tuesday

instead of Wednesday in fall semester. Dr. Bailey made a motion to resubmit this option to the SGA. Dr. Brenda Webb seconded the motion and the motion carried.

- C. Early Scholars – Dr. Thornell suggested that the policy be accepted as proposed (ATTACHMENT 2) and that students who make below a C will have the ability to challenge it through the exceptions policy. Dr. Bailey made this suggestion a motion and Dr. Myhan seconded. The motion carried.

New Business

- A. Policy for Student Appeal of Three Finals on One Day – Dr. Hallock made a motion that the request to determine if the practice of rescheduling a student who finds he/she has three final exams on one day should become a printed policy (ATTACHMENT 3) should be referred back to the Council of Academic Deans for resolution. Ms. Chambers seconded the motion and the motion carried.
- B. Transient Enrollment – Dr. Janice Myhan made a motion to accept the Transient Enrollment Policy as revised by the council of Academic Deans. Ms. Joan Smith seconded the motion and the motion carried. *(changes appear in 2013-2014 catalog)*

Announcements

- Next meeting is January 31, 2011, 3:30 p.m., GUC Loft.

Adjournment

- The meeting adjourned at approximately 4:35 p.m.

Dr. Laura Williams, Chair

Email Sent Wednesday, November 9, 2011 2:30 p.m.
RE: SGA Thanksgiving Break Proposal

1. First, and MOST IMPORTANTLY, pushing Study Day to Friday and forcing exams to be given Monday through Thursday would make it impossible for our office to audit the graduating seniors before commencement. Currently, grades are due for graduating seniors at 10:00 a.m. on the Thursday before graduation for the December (Fall) ceremony and at Noon the Thursday before graduation for the May (Spring) ceremony. Once all the grades have been entered (and they are almost never all entered on time) all the employees in my office begin the manual process of auditing all graduating student records, one by one. To give you some idea of that task, to date we have 612 students that have applied for this fall. This is quite a task to accomplish in such a short period of time and we usually don't leave work before 8:00 p.m. on this Thursday night with seven employees working on nothing but that. If you forced exams to end on Thursday, faculty would have to spend Thursday night calculating grades and enter them on Friday. With the Commencement Ceremony being on Friday night (fall semesters) there is no time for my office to determine if the graduating students are eligible to graduate or not.

2. Beginning classes on Tuesday would mostly affect faculty members. However, the Registrar's Office would have to reschedule drop/add dates which also affects the Business Office and Student Financial Services. Also, the Readmissions Committee meets the Monday before classes begin so starting on Tuesday may also affect our Admissions Office.

3. Pushing Study Day to Friday would change the exam schedule which is set up in office of the Vice President for Academic Affairs.

This is all I can think of off the top of my head. Hope this information is helpful.

Thanks,
Tina

Tina Sharp
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ATTACHMENT 2

**PROPOSED REVISIONS TO
EARLY SCHOLARS PROGRAM AT UNA**

1. Rename the program Early College.
2. Require a high school B average to be eligible for initial enrollment in Early College program.
3. Require a C average for continued participation in Early College program.
4. Allow one 3 or 4 hour course tuition-free per semester. A second course would be charged tuition. The summer is considered one semester.
5. Allow 10th grade students with a composite ACT of 22 or better to participate tuition-free in the Early College program. They must comply with the conditions above. The current policy of allowing 10th grade students to pay tuition would be eliminated.
6. Exceptions must be approved by the dean of the college, the vice president for academic affairs, and the department chair where the course is housed.
7. Establish a university committee charged with developing a new program that engages gifted high school students with UNA consistent with the concept of an early scholars program.

RATIONALE

The current early scholars program needs to be changed in title to a name consistent with its mission. It is not intended to be a program reserved for scholars, but more broad-based in serving area high school students.

The program needs baseline qualifications for initial and continuing participation. It should be limited to those high school students who demonstrate the capability to participate successfully and who demonstrate academic performance adequate to continue.

Access to tuition waiver should be limited to one course. This is consistent with a reasonable load for high school students. It also reduces the financial impact for UNA.

Current trends are to allow 10th graders with evidence of significant academic ability to participate and receive access to the same tuition waiver available to other high school students. Students who have earned an ACT composite of 22 or higher demonstrate that ability. 10th graders who don't have such evidence should defer taking high school classes.

There may be exceptions to these policies that need to be addressed. For example, there may be 10th grade students with exceptional talent in the fine arts who wish to access such courses at UNA.

With this program being transitioned to be more broad-based, the need exists for a program targeted toward high school students with exceptional academic talent that would capture the spirit of a true early scholars program.

Submitted by: John Thornell, Thomas Calhoun, Vagn Hansen, Kim Mauldin, Matthew Fitzsimmons, Martha Francis Graham, Ethan Humphries, and Terry Richardson.

ATTACHMENT 3



MEMORANDUM

To: Dr. Sandra A. Loew, Chair
Shared Governance Executive Committee

From: Dr. John G. Thornell, Vice President
for Academic Affairs and Provost

A handwritten signature in black ink, appearing to read "John".

Date: May 11, 2011

In its meeting yesterday, it was brought to the attention of the Council of Academic Deans that there appears to be an "unwritten" understanding that if a student finds that he/she has three final exams on one day, the student can appeal to the dean of the college to have one of those exams moved to a different day. Most of the deans are informally following this understanding but this isn't a stated policy. During the next academic year, the Council of Academic Deans would like to suggest that a shared governance committee examine this issue to determine if it is worthy of becoming a printed policy.

Thank you for your consideration of this request.

rv

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