

**ACADEMIC AND STUDENT AFFAIRS COMMITTEE
MINUTES OF THE MEETING OF AUGUST 28, 2012
3:30 P.M., GUC LOFT**

The Academic and Student Affairs Committee met on August 28, 2012 in the Loft of the Guillot University Center. The following members were present: Dr Birdie Bailey, Dr. Thomas Calhoun, Ms. Bonnie Coats, Dr. Amanda Coffman, Dr. Melvin Davis, Dr. Vagn Hansen, Dr. Bill Huddleston, Dr. Donna LeFort, Dr. Janice Myhan, Mr. David Shields, Ms. Leanne Vogel, and Dr. Brenda Webb. Ms. Joan Smith, Committee Chair, presided. A quorum was present.

Call to Order

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

Adoption of Agenda

The agenda was adopted by consensus.

Welcome Members/Introductions/Review of Committee Charge

Committee members introduced themselves and the committee's charge was reviewed. The committee will continue to review the charge throughout the year to see if it reflects the work being done.

Election of Vice Chair

Dr. Hallock volunteered to serve as vice chair for the 2012-2013 academic year. A motion was made, seconded, and unanimously approved for him to serve.

Old Business

- A. Minutes from March 20, 2012 – Dr. Huddleston made a motion to approve the minutes. Dr. Webb seconded the motion and the motion carried.
- B. Mandatory Freshman On-Campus Residence Requirement Work Group – David Shields and Dr. Calhoun are meeting with the committee on August 29 and will have an update at the next meeting.
- C. Service Learning Work Group Update – Jennifer Brown, who chaired the work group, is no longer employed at the University and a replacement has not been named.
- D. Three Exams Proposal Policy Update – Chair Smith reported that this proposal failed to pass the Faculty Senate and notification was forwarded to the Shared Governance Executive Committee. **Attachment 1**
- E. Residency Requirement for Graduation Update – Chair Smith reported that this proposal was approved by the Faculty Senate and notification was forwarded to the Shared Governance Executive Committee. **Attachment 2**

- F. Thanksgiving Break Proposal Update – Chair Smith reported that this proposal failed to pass the Faculty Senate and notification was forwarded to the Shared Governance Executive Committee. [Attachment 3](#)

New Business

- A. Development of Early Scholars Program – Mr. Shields, Dr. Calhoun, and Dr. Thornell will meet to determine the best approach for the creation of this program. [Attachment 4](#)
- B. Committee Composition – proposal from Staff Senate. Dr. Huddleston moved to accept the proposal. Dr. Webb seconded the motion and the motion carried. Dr. Kirkman then moved to amend the proposal to reflect that there are currently no voting members from Student Affairs on the Academic and Student Affairs Committee and to recommend that the staff-at-large position be filled by a Student Affairs staff member. [Attachment 5](#)
- C. Class Attendance Policy Revision – this item was tabled until the September meeting so that Ben Baker, Director of Student Financial Services, can be present to answer questions. Chair Smith will invite him to the meeting. [Attachment 6](#)

Announcements

- Next meeting is September 25, 2012, 3:30 p.m., GUC Loft.

Adjournment

- The meeting adjourned at approximately 4:10 p.m.

Ms. Joan Smith, Chair



Attachment 1

MEMORANDUM

TO: Dr. Laura Williams
Chair, Academic and Student Affairs Committee

FROM: Ms. Darlene Townsend
Faculty Senate President

DATE: March 21, 2012

SUBJECT: Three Exams Proposed Policy Statement

At its meeting on March 15, 2012, the Faculty Senate considered the proposed policy statement on three final exams (attached) forwarded by the Academic and Student Affairs committee. After much discussion, the motion to accept the proposal failed. Senators expressed concerns that the policy did not include a statement directing students in such a situation to first contact the course instructors. Other discussion included concerns about adding an unnecessary level of bureaucracy. The Shared Governance Executive Committee was notified Monday, March 19 of the Faculty Senate's action.

cc: R. Statom