

ANNUAL REPORT

Academic & Student Affairs Committee

**University of North Alabama
Florence, Alabama**

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Committee Chair

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Date submitted

Submitted to: Dr. John Thornell, VPAA and Provost _____
Date received

UNIVERSITY OF NORTH ALABAMA

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I. Executive Summary

During the 2014-15 academic year, the Academic & Student Affairs Committee addressed issues of mutual concern to both the academic and student areas. The committee met three (3) times and worked collaboratively to review each issue. The issues addressed included the request to amend the membership structure of the Committee to add the Vice President for Enrollment Management as an ex officio non-voting member, the creation of a Copyright Use Policy as well as the revision of the Current Copyright Notice and how to educate faculty, staff, and student on copyright use. Other issues addressed were the Title IX Syllabus Statement, the Transfer Student Discipline Release Form, and the Academic Honesty Policy. The recommendations pertaining to these issues were forwarded through proper channels and followed Shared Governance guidelines.

II. The Committee's Charge (from the Shared Governance Document)

Charge

1. To originate, review, recommend and report 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
2. To communicate its deliberations and findings through the VPAA to the President, and after discussion with the President, to the University community
3. To handle all proposals affecting University policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"
4. To submit a final written report electronically by the first contract day of the academic year to the Vice President for Academic Affairs and Provost with a copy sent to the Chair of the Shared Governance Executive Committee

III. The Committee met on the following dates:

Tuesday, October 28, 2014 Quorum
Tuesday, January 27, 2015 Quorum
Tuesday, February 24, 2015 Quorum

IV. What were the Committee's actions and accomplishments this year relative to each of the items of the charge?

The Committee's actions included the following:

- Amend the membership structure of the Committee to include the Vice-President of Enrollment Management as an ex officio non-voting member of the Committee. The Committee approved this motion and the request was submitted to the Shared Governance Executive Committee and approved by Dr. John Thornell, Interim President (11/24/14).
- Revise current Copyright Notice to include Teach Act language. The Committee approved the following statement be added at the end of the current Student Copyright Notice: “Copyright use as outlined in the TEACH Act is not yet valid at the University of North Alabama.”
- Develop a Copyright Use Policy and educate faculty, staff, and students on copyright use. The Committee approved this charge be developed by a work group with an ending date of May, 2015.
- Consider the proposal from the Title IX Coordinator for a proposed Title IX Syllabus Statement. The Committee approved the policy that Title IX statements be included in all faculty syllabi.
- Review the Transfer Student Discipline Release Waiver Policy. The Committee requested input from the departments affected. Personnel from Student Conduct, Admissions, Registrar’s Office, and Information Technology were invited to March, 2015, meeting for input. After discussion among guests and committee members, the motion was approved to leave the Policy as is with continued discussion, if needed.
- Review the Academic Honesty Policy and the absence of the department chair in the process of reporting academic dishonesty cases. The Committee approved that faculty should copy the department chair for informational purposes when reporting an academic dishonesty case and also approved that this requirement be incorporated into the Academic Honesty Policy.

V. What were the Committee’s formal recommendations?

See IV.

VI. What does the Committee plan to accomplish

In the coming year and in the future, the ASA committee plans to effectively address issues forwarded from the various constituent groups outlined in the committee charge.

VII. What are the Committee’s weaknesses?

VIII. Comments.