

ACADEMIC COUNCIL
OCTOBER 2, 2006
LIB 305
4:00-5:30

Those present: Dr. Frank Novotny, Dr. Ed Crowther, Professor Margaret Doell, Dr. Carol Guerrero-Murphy, Ms Amanda Jojola, Dr. Kurt Keiser, Dr. Kim Kelso, Dr. William Lipke, Dr. Mike Martin, Dr. Matt Nehring, Dr. Mary Valerio, Dr. Susan Varhely, and Dr. Brent Ybarrondo.

Guest: Dr. Stuart Hilwig.

Interim Provost Novotny opened the meeting by thanking the Council for assisting with the CUPA survey. He mentioned that he would be gone on Wednesday to attend the Teacher of the Year Awards and that the Board of Trustees will meet on Friday. He encouraged attendance at the Refresher Training sessions offered by Enrollment Management; there were no participants in the last session and one individual signed up for the Friday session.

The following topics were announced:

ACE Department Chair Meeting: Six requests to attend the upcoming conference have been received and will be funded by the APAA Office through the Faculty Development fund.

CRC and GECC Chair Appointments: Dr. Robert Benson was recently approved by the Faculty Senate as the Chair for the Curriculum Review Committee, a fifth individual will be appointed as well. Dr. Neil Rudolph was also appointed by the Senate as the Chair for the General Education Coordinating Committee (GECC).

Computer Refresh: Fifty computers on campus will be refreshed, this will allow the top two computers in each department to be replaced until the process is complete.

Poster Policy: The original policy was taken back to Drs Mazel and Haynie and will be revisited with AS&F. Send opinions to Mr. Ken Marquez.

CCHE: The admissions window will be changing soon.

Vacancy Announcements: Please submit your Quick Facts revisions to Melanie in Human Resources.

Parsing Project: We now have a timeline for the Parsing Project and it will be communicated to the faculty.

Full Professor Promotion Committee: He asked the Council to offer suggestions as to who should serve on the Full Professor Promotion Committee. **IT WAS MOVED AND SECONDED THAT only full professors BE ALLOWED TO SELECT the Full Professor Promotion Committee by ballot vote. Motion Passed with all in favor.**

Action Items:

Approval of September 18 Minutes:

There were questions with regard to whether the Council approved a Monday or Friday off during finals week, the minutes state that a Monday off was the consensus. The Council discussed that a Monday off would support Student Learning Outcomes and **IT WAS RECOMMENDED THAT** a study day be granted off on the Monday of finals week. With this clarification, the minutes of the September 18 meeting were approved.

Second Reading/Approval of Academic Policies:

Dr. Novotny stated that the policy approval process be brought to the Academic Council for the first and second readings, then to the Cabinet for approval. Once approved, policies will be placed on the document page.

The following policies WERE PRESENTED for second reading: 1)Academic Policy Process, 2)Academic Advising/PIN, 3)Complete Withdraws, 4)Course Substitutions, 5)Graduation Applications/Degree Checks & Requirements. IT WAS MOVED AND SECONDED THAT these working draft policies BE APPROVED on second reading. Motion passed.

The following academic policies were presented for first reading, the agenda was modified to include the Late Withdraw Policy: 1)Graduation, 2)Independent Study, 3)Late Adds, 4)Late Drops, 5)Late Withdraws. The Council PROPOSED TO change the name of the Individual Studies Title TO Independent Study TO CLARIFY THAT it is a correspondence course offered through Extended Studies. They also discussed Independent Study Forms and the Registration and Schedule Change Form for adding, dropping, and withdrawing from courses. For consistency IT WAS RECOMMENDED THAT a signature line for the advisor and instructor BE INCLUDED on them and perhaps a section for comments BE MADE AVAILABLE.

Interim APAA Margaret Doell will adjust policy templates and forms accordingly and submit them to the Council electronically for second reading.

Discussion Items:

Faculty Handbook Transition Year:

Dr. Stuart Hilwig, Faculty Senate President, indicated that the personnel action calendar doesn't quite match the narrative sections located within the *Faculty Handbook*. Due to time constraints, he asked those who find discrepancies to report them to him and he'll convene the Faculty Senate to proceed with a faculty-wide vote in the spring to amend the *Faculty Handbook*.

COF Waiver Form:

Dr. Novotny asked the Council to review the draft Waiver Request Form and contemplate on a process by which we award additional COF hours for students who have reached the maximum allowed.

Retention of Current Students:

Dr. Novotny referred to a message from President Svaldi in which he notifies the campus of our role in retention and that a retention plan will be developed.

Mesa State Concurrent Enrollment:

Dr. Novonty indicated that Mesa State College has developed a program called the Mesa Scholars Program which has been designed to provide high school students the opportunity to earn college credit. The Council discussed the potential impact it could have to ASC for students who are transferring in credits.

Information Items:

Interim Provost Novotny announced that Dr. Joe Buchman, Assistant Professor in Business, has resigned.

IT WAS RECOMMENDED THAT the Chairs MEET next Monday TO DISCUSS a policy agreement with Extended Studies

With no further information items, the meeting adjourned at 5:35 p.m.

Respectfully submitted by,

Donna L. Griego
Program Assistant, Provost Office