

## **Academic Affairs Committee Meeting**

Thursday, February 6, 2025

Science III – Room 100

### **Meeting Minutes**

Attendees: J. Deal, C. Dell'Amico, H. He, M. Herman, T. Holiwell, E. Montoya, J. Wang

Absent: E. Adams, R. Korba, K. Szick, M. Szolowicz

1. Call to Order: The meeting was called to order by J. Deal at 10:01 am.

2. Approval of Agenda: A motion to approve the agenda was made by E. Montoya and seconded by H. He; all in favor.

3. Minutes:

a. Approval of minutes from 01/23/25: the motion to approve by J. Wang was seconded by E. Montoya; all in favor.

b. Volunteer for minutes for today's meeting: C. Dell'Amico

4. Announcements: None.

5. Resolutions

a. Resolution 242510 – Process and Timeline of SOCI Administration:

-We reviewed the amended policy from the FAC, with J. Deal informing us that, contrary to what we thought might be possible, the FAC draft will return to the Senate at-large and we ourselves cannot write any alternative version.

-We approved of the FAC-amended policy with the following comments/caveats:

-the policy says that the requirement for the collection of SOCI may be waived for sections with fewer than 6 students, but why "may be"? Isn't the issue student privacy, and shouldn't all courses with fewer than 6 students not have SOCI?

-J. Deal added in blue type the words "under review" after the word "faculty" in the section on removing problematic SOCI from RTP files; this was to make clear which faculty member in the RTP process can request that a SOCI be removed for inappropriate content.

-the AAC thinks that the sentence stating that faculty must make their requests for SOCI removal at least 90 days prior to their file deadline date does not take into account the compressed timeline of some instructors; for example, lecturers and first-year TT faculty might get their SOCI only a few weeks before their file is due.

6. Referrals

a. Referral 242520 - New Certificate Proposal: Nursing PG- NEC Certification

-After H. He explained why specific assignments were not on the sample syllabuses for the various certificate courses in the proposal paperwork (in response to a query from J. Deal), we approved the sentence J. Deal added to the resolution and were all in favor of approving it, following the motion to approve made by C. Dell'Amico and seconded by M. Herman.

b. Referral 242522 - proposal for the elevation of the IS Ethnic Studies Concentration to a Bachelor of Arts degree in Ethnic Studies.

-On the problem of three courses being misnumbered both on various elevation proposal documents and in the current and new catalog text, J. Deal explained that he had worked out an agreement with Dr. T. Salisbury whereby he would correct the materials before the resolution went back to the senate; the issue was that, although the course descriptions do not say that the course is a GE course, the courses are numbered as if they were.

-T. Holliwell will ensure that current catalog language is corrected.

-The resolution language having been edited to more accurately describe the (elevation) action being taken, a motion to approve was made by C. Dell'Amico, seconded by M. Herman, and all were in favor.

#### 7. Other Discussion Items

a. A representative from Spanish was not invited for today because we had so much on the agenda.

b. Next meeting's work involves discussing class cancellation policy as well as how the handbook language can provide better guidance on how program moratoriums take place—materials to be reviewed for these discussions are in our Box folder.

#### 8. Open Forum – no items.

Meeting adjourned at 11:23am.

Approved on February 20, 2025.