

Academic Affairs Committee

Minutes - November 4, 2022

9:00am McMullin (D200)

Chair (Amanda Blum) & Secretary (Kristina Radivojevich) present
Quorum met

1. Call to order 9:00am
2. Old Business items:
 - a. Minutes from October meeting accepted
 - b. Diversity statement for syllabus discussion
 - i. Chancellor's office the diversity council has been working on statement to include in syllabi - currently working on drafting the statement
 - ii. This will be eventually be inserted into all syllabi and faculty can add to it if they want to in their syllabi
 - iii. Statement was read and the following was noted:
 1. Part of the statement seems to work for syllabi
 2. Part of the statement may work better in the handbook and/or catalog
3. New Business items:
 - a. Faculty Senate - attendance policy:
 - i. Discussion on rewriting attendance taking policy in faculty handbook to include designated area where attendance is recorded at least once weekly - will be taken back to faculty senate to get more feedback and look at updating the policy
 - b. Faculty Senate - grade entry policy:
 - i. Discussion on writing policy for faculty handbook to include how long after a due date grades must be submitted and where they are to be recorded - will be taken back to faculty senate to get more feedback and look at creating a policy
 - c. [Proposal](#): Advising Workgroup Proposal
 - i. Proposal that students that have 2 or more developmental classes are advised by the Developmental Ed Instructors until they pass their developmental classes and then are reassigned to their major advisors (both advisors should be listed in Banner)
 - ii. Kristina made motion, motion seconded, motion passed

- d. Update from Online Workgroup (Shelia Priest)
 - i. We have gotten the sandbox for Canvas set up so we can better prepare to help faculty make the transition from Blackboard.
 - ii. We are currently working on ideas for Spring PDs
 - 1. Suggestion made to move PD to Friday's
 - iii. We are also currently discussing copyright issues when using open resources within our online courses.
 - e. No updates from Academic Calendar or Library workgroups
4. Adjourn 9:41am