

## Academic Affairs Committee

Minutes - September 1, 2023

9:00am McMullin (D200)

Voting Members Present: Stephanie Beaver, Tina Bradley, Robin Navel, Eddie Dry, Lucy Haun, Paul Stepp, Jill Roach, April Woods

Others Present: Jessica Clanton, Beth Whitfield, Dr. Tamara Daniel, Kristina Radivojevich, Kellie Thomas, Michael Thomas, Jacob Hutchinson, Emily Akins, Dr. Bentley Wallace, Robert Shurley

1. Called to order at 9:00am
2. New Business items:
  - a. Updates on membership
    - i. Mary asked to be replaced - Robin Navel will be taking her spot (1 year term)
    - ii. Student still needed
  - b. Elect officers:
    - i. Chair - Tina Bradley by unanimous vote
    - ii. Secretary - Stephanie Beaver by unanimous vote
  - c. Notification from Robert Shurley: [Waitlist Procedure](#)
    - i. This is a living document, so this can be changed, however, there are 6 key items addressed.
    - ii. The main difference is that previously a student had 72 hours to claim their spot if a seat opened in the course and they were the next person on the waitlist. This has changed to a 24 hour window. If a student doesn't respond within that time period, they will remain on the waitlist and the next student in line will be offered the seat.
    - iii. It was asked if Student Success Coaches could be included on the emails that go to students and advisors when a spot opens up. Especially during the summer months while most advisors are off contract. Robert will look into this.
    - iv. Going forward, waitlists will only be put on classes that are in high demand (mostly general education courses) as opposed to every class.
    - v. Someone asked what would happen if a student was adamant about not being put on a waitlist. It was concluded that if a student does not want to be on a waitlist, that's fine, but that the need to know what the waitlist is for and how it's beneficial to be added to the waitlist. It was suggested that there could be training from the Advising Workgroup for all advisors to have a consistent message regarding the waitlist.

- d. Update from Academic Advising Workgroup
    - i. Advising Workgroup has met and they have two main things coming up:
      - 1. They will host a Back to Basics advising session for new advisors, advisors who have previously been tier 3 advisors, and the Student Success Coaches.
      - 2. On October 13th, there will be a mandatory advising session at 10am. A main topic of discussion at this session will be the advising syllabus. Title III will be sending more information regarding this training.
  - e. Update from Online Workgroup
    - i. Shelia Priest is chair, Cindy Kirksey is secretary
    - ii. Will be meeting on Sept 15th
    - iii. Primary focus this semester will be on the transition to Canvas.
      - 1. At the September meeting, they will try to get a schedule and calendar of dates for training sessions.
  - f. Update from Library Workgroup
    - i. No updates at this time.
  - g. Update from Academic Calendar Workgroup
    - i. The next four years of the academic calendar have been solidified.
    - ii. This workgroup is not a part of Shared Governance and will instead fall under the purview of the VC of Academic Affairs.
  - h. Question was raised about extending the lunch period for the Spring 2024 semester. This group had previously discussed the issue in Spring 2023.
    - i. It was decided that more student feedback was needed. While SGA did put their stamp of approval on the matter last Spring, there wasn't a true non-traditional student present at that meeting.
    - ii. Need the viewpoint of non-traditional students who would have children, work, etc to think about.
3. Adjourned at 9:16am
4. Next Meeting: Oct 6, 2023