

Please attach to all committee minutes submitted to (1) Chairman of the Senate (2) Secretary of the Senate (3) Library

Name of Committee Academic Affairs Committee
Chairman Dr. Ikram Khawaja

Date of meeting April 21, 1981

Formal motions passed:

1. Approval of the minutes of April 7, 1981.

2.

3.

4.

5.

6.

7.

Attach other sheets if needed

ACADEMIC AFFAIRS COMMITTEE MEETING

April 21, 1981

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form
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Present: Dr. Baldino Dr. Khawaja
 Dr. Dunsing Dr. Munro
 Dr. Gillis Prof. Simmons
 Dr. Hahn Mr. Yiannaki

Guests: Dr. Mary J. Beaubien (Home Economics)

Previous
Minutes:

Under Allied Health on the second page, the fourth line was omitted. Also, under Audit Policy, the first line was modified and now reads: "In regard to the present Audit Policy the following modifications were suggested:" And, the last line was modified to read: "Dr. Baldino will return with a revised Audit Policy for consideration at the next meeting." Dr. Munro moved and Dr. Hahn seconded to approve the amended minutes of April 7, 1981. The vote for approval was unanimous.

It was suggested that abstentions be listed in the minutes along with for and against votes when a vote on a motion is taken.

Audit
Policy:

The following observations and suggestions were made:

- 1) Dr. Baldino pointed out that the modifications suggested at the meeting are shown in the proposed Audit Policy that he circulated.
- 2) It was pointed out that the second sentence from the bottom of the proposed Audit Policy implies that a student can change from audit to credit up until the sixth week, when in fact, a change from audit to credit can only be made during the first week. It was then suggested that this sentence be modified to comply with the current practice.
- 3) At the present time the teacher has no other option but to give the student an audit grade even if he does not meet any minimal requirements.
- 4) A student should only be able to register for an audit grade during the first week.
- 5) If this student does not meet the minimal requirements, then he should receive a W or NE instead of an audit grade.
- 6) A considerable number of students use Audit in place of W when they drop a course.
- 7) Wisdom of requiring minimum standards, set by individual instructors, was questioned on the basis that it may create vastly different standards for the Audit option.
- 8) It was also pointed out that we must also address the question of the maximum participation allowed under Audit option. It was recalled that the proposal for review came to the committee because there was a concern about the degree of participation permissible under the audit grade.

Dr. Baldino will return at the next meeting with a new Audit Policy that complies with the suggestions and observations made at this meeting.

Memo on
Majors &
Minors:

In regard to the memo from Dr. Gillis dated 4/2/81 concerning the definition of majors and minors the following discussion took place:

It was pointed out that in the last paragraph of this memo the hour total requirement in each class level was not clearly stated. It was then modified to say "...of at least 24 q. hrs. with 18 q. hrs. of these numbered 600 or higher, and of those 18, 6 q. hrs. should be in courses numbered 700 or higher."

This memo will be sent to the Academic Chairpersons to get their reaction on this proposed change in requirements. A copy of the memo is also being sent to the Academic Deans.

Scheduling
Committee:

A memo was sent out to the Scheduling Committee members stating the composition of the committee. It was also announced that Dr. McBriarty agreed to serve as chairman on this committee. Dr. Khawaja will attend their first meeting to explain the charge and responsibilities of their committee.

Home
Economics:

In regard to the memo dated 4/8/81 from Dr. Mary Beaubien proposing some changes in the "General Home Economics" program the following discussion took place:

- 1) Dr. Beaubien suggested that changing the program name to "Home Economics Services" covers more of a variety of jobs in the community.
- 2) It was suggested that a clarification be made concerning what Dr. Beaubien means in her memo by "...emphasis on a marketing minor or... emphasis on a Social Work or other minor." It was then pointed out by Dr. Beaubien that the students have two options depending upon the minor they choose:
 - a) Consumer Services with a Marketing minor or;
 - b) Community Services with a Social Work or other minor.
- 3) It was then suggested that the electives for the two options and the first paragraph of this memo should be clearly defined.

Formal action to send this memo to the Senate will be postponed until this proposal is revised by the Home Economics Department.

Adjournment: The meeting adjourned at 5:10.