

Academic Affairs Committee Meeting  
Tuesday, September 07, 2010  
Edwards 164, 10 a.m.

Attendees:

Jim Solazzo, Chair, Science	Michael Collins, Vice-Chair, Business
Min Ye, Humanities	Renarta Tompkins, Education
Nancy Ratcliff, Education	Cathy Goodwin, Kimbel Library
Dan Ennis, Humanities	Barbara Buckner, Associate Provost
Dan Lawless, University Registrar	

Absent:

Brent Lewis, Science	Ken Small, Business
Judy Vogt, Admissions	

A. Call to Order

1. Approval of meeting minutes for May 13, 2010.  
Minutes were approved as written.
2. Approval of meeting minutes for June 10, 2010.  
Minutes were approved as written.
3. Approval of meeting minutes for June 22, 2010.  
Minutes were approved as written.

B. Chairs Report

Jim Solazzo introduced himself and welcomed everyone to the meeting.

Jim explained that there have been a lot of changes made to the both the Academic Affairs webpage and the online approval process for proposals being submitted to this committee. Jim began by reviewing and highlighting the changes to the academic affairs webpage. He strongly encouraged committee members to review the resources that are available on this page and to share with colleagues.

Link to academic affairs webpage: <http://www.coastal.edu/facsenate/aac/>

Explanation was given regarding the online submission and approval process. All proposals will now be reviewed online. Jim continued to explain that no proposals will be placed on a meeting agenda once the due date for that month has passed. There will be no exceptions. If a proposal is submitted after the deadline it will be placed on the next month's agenda. You will be able to find proposals that are being reviewed for each monthly meeting via the following link:  
[http://www.coastal.edu/forms/provost/academic/overview/academic\\_affairs.php](http://www.coastal.edu/forms/provost/academic/overview/academic_affairs.php)

As work is being processed this year through the new online program, Jim encouraged suggestions for improvement to be sent to him. Those suggestions will be given to ITS at the end of this academic year.

### C. Vice-Chair Report

Michael Collins spoke about the need to inform Faculty, again, of the new online process since it is still so new. He stated that Faculty is “comfortable” with the paper version of submitting items, but he is confident that they will become used to this new process.

Discussion was had about the distance learning subcommittee charge that was given to the Vice-Chair last year: *“The Vice-Chair is responsible for convening the Distance Learning Advisory Subcommittee of the Academic Affairs Committee in order to evaluate and make recommendations on all academic matters pertaining to distance learning courses and programs for submission to the full Committee.”*

Since being given this charge, Faculty Senate has created a subcommittee to write policies concerning distance learning. Michael Collins will speak with Michael Ruse, Faculty Senate Chair, regarding clarification on these committees.

Barbara Buckner informed the committee that the deadline for SACS distance learning policies is November 1, 2010. She will also send Michael Collins the guidelines SACS requires for distance learning courses.

### D. New Business

#### 1. CCU Catalog 2010/2011- Page 57 – Double Major

Informal discussion of removing the following sentence from the paragraph that reads, *“This will include at least 48 hours of major work under the following options: a) both majors in the same college; b) two majors in different colleges.”*

Dan Lawless stated that this section of the catalog is very confusing and that his office is in the process of re-wording this section. He stated that he will write up a formal proposal and present it to the committee at the October meeting for their review.

Meeting adjourned at 10:45.