

Academic Affairs Committee  
Monday, October 20, 2008  
3:45-5:15PM  
Frost Academic Commons

## MINUTES

Present: Liz Ahl, Eric Hoffman, Annette Holba, Deb Tobine, Gene Fahey, Sam Miller, David Zehr, Linda Levy, Stephanie Halter (S. Coykendall Sabbatical replacement), Robin DeRosa, Mark Fischler, Gene Martin, Aditi Grover (New Faculty Observer), Kyle Mallinger  
Excused: Dick Hage

- I. Approved September 26<sup>th</sup> meeting minutes
- II. Old Business
  - a. Ali Dethlefs has resigned from the committee due to conflict
  - b. Next meeting is November 17 (the October 24 meeting has been cancelled)
  - c. Various “levels” of violations in Academic Integrity Policy (David Z.) Please see the following link from Rutgers: <http://academicintegrity.rutgers.edu/integrity.shtml> (should we consider differentiating among different types of violations?)

*David explained the reason for considering revising the levels of violations (students may violate the policy innocently and may not realize that they are in violation).*

*Discussion followed about the advantages and disadvantages of following the policy as it now exists, what role the teacher plays, what role the chair plays, we need to be consistent across departments.*

*Questions – do we want to revise our current policy?, how should we make sure that faculty/chairs are consistent in their interpretation and application of the policy?, is our system ok as it is?*

*Action – Liz will bring the questions to the Council of Chairs, members showed interest in reviewing the policy*
- III. New Business
  - a. New attendance policy – feedback from Tim Keefe (Liz)

*Liz reported on the effects of our new attendance policy especially at the Health Services (they have to write a lot of medical excuses that is taxing their time).*

*Discussion at the Council of Chairs revealed that faculty was not having trouble with the policy and that good communication between faculty and students may help policy enforcement.*

*Members of the committee voiced their difficulty with the policy (questioning who is really sick and who is just saying s/he is sick, what assignments should be made up) and their support of the policy (address absenteeism with the student).*
  - b. Leave-of-absence policy (David/Holmes group?)

*David reported that the Holmes Group supported looking into the policy. He will be bringing their thoughts back to AAC.*

- c. Courses that students take/plan to take when studying abroad (Linda, David Z., Deb)

*David spoke about the “purple” forms that students need to have signed before they go abroad and what happens when students change their schedule once they get abroad, and the issues that arise from that circumstance. Others brought up other issues that students have faced.*

*Suggestions were made – change the order (student meets with the faculty to find courses that make sense and then go through Bagley to make it happen, instead of the student meeting with someone at Bagley to decide what to take and then have the faculty sign off on the form).*

*Questions – how do we change the process? Make sure that the Vice President speaks on our behalf to review policy/procedure as there is a change in leadership (the director is retiring). How do we make sure that students are being advised properly when they take courses abroad? Should each*

*department/discipline have a designated person to help students who want to study abroad? How can there be an integration of academics with Bagley House?*

*Action – Liz will call the VP to see if someone from AAC can help create a communication link between faculty and Bagley.*

#### IV. Agenda Items for Future Meetings

- a. Academic Policy-Making for Frost School Students (invite Nancy B. and Mary Ann M. to meeting)
- b. CJ enrollment issue
- c. Advising as teaching; assessing advising as part of P&T
- d. Chair’s role in Academic Integrity Process (this will be discussed in C.O.C.)
- e. Other suggestions, anything I forgot?

#### **FUTURE MEETING TIMES (all in Frost Commons):**

10/24, 2:30-4:30; (I suggest we cancel this meeting) – **CANCELLED** (see above)

11/17, 3:45-5:15;

12/15, 3:45-5:15.