Minutes  
Academic Affairs Council  
Tuesday, 4 February 2014  
2:10-3:00 P.M. in 107 Laboratory of Mechanics

Present: J. Byars (LAS), R. Wallace (Chair), B. Skaar (OA Committee), J. Olson (CHS), F. Peters (ACAS), R. Martin (CALS), H. Greenlee (BMS-CVM), S. Agarwal (Bus), J. Thompson (FSCC)

I. Call to Order at 2:10 pm

II. Approval of minutes from meeting of 21 January 2014. Martin motioned to approve; Peters seconded the motion. Minutes of the previous meeting were approved by unanimous vote.

III. Announcements
   A. Wallace reported that TESL Undergraduate Minor is being considered at FS EB meeting today.

   B. Wallace reported that he is to finish as chair of the Academic Affairs Council. He is the president elect of FS, and so will need to pass the gavel to another person. He strongly encouraged others to consider the role and to make their wishes to this effect known so that leadership can transition smoothly.

IV. Committee Reports:
   A. FS Curriculum Committee – Thompson indicated that work continues to clean up the web site to facilitate new electronic proposals of new courses. The new course form is currently on line, but this has not yet been publicly announced pending corrections of workflow challenges. The FSCC is still accepting course proposals in paper format, and these are being hand entered to the electronic system in order to further test it.

   B. Academic Standards and Admissions Committee – No Report

   C. Outcomes Assessment Committee – No Report

V. Unfinished Business:
   A. Motion made by Skaar to redefine in more specific terms the charge of the Outcomes Assessment Subcommittee of the AAC. The original charge was:

   To coordinate learning outcomes assessment implementation across the university.

   Skaar moved to include to the original charge the following detail.

   1) advise the development of mechanisms that facilitate university level reporting, such as reports to the Board of Regents and the Higher Learning Commission (accreditation).

   2) create, facilitate, coordinate and/or advise assessment efforts in order to support continual improvement of university level course requirements and the assessment of those outcomes that are held in common between some or all colleges.

   After initial discussion, the motion was amended to remove the word “create” from line #2 of the motion, and to move the words facilitate, coordinate and/or advise to line #1 so as to make the wording parallel between the two lines added to the original charge. A second amendment was proposed to add references to the ISU’s International Perspectives, US Diversity, Communications and Library requirements to line #2, to clarify by example what is meant by the words “university
level course requirements”. Motion as amended was unanimously passed. Skaar agreed to provide Chair Wallace with the reworded charge prior to the upcoming FS Executive Committee meeting so as to provide them with an update.

B. Peters reported that according to the registrar’s office, students who do not have prerequisite coursework must deregister themselves from a class, rather than be dropped. If a student is removed from a course, this may interfere with a student’s fulltime status, financial aid packages and so forth. He further reported that a student can receive a failing grade, but not be removed because they do not meet prerequisite requirements. No further action taken on this issue by AAC at this time.

C. Wallace reported that the development and implementation of an ISUComm Communications Skills Survey is still on hold. No further action taken on this issue by AAC at this time.

VI. New Business:

A. Thompson reported on the status of the Learning and Leadership Undergraduate Minor Proposal. She reminded the committee that this proposal does not require Board of Regents approval. FS needs two readings, and then the proposal, if approved by FS will pass to the Provost’s office. If all approvals were granted, the proposal probably would become active during the summer of 2014.

Olson reported that CHS gives its overall support. There were, however concerns expressed as to which college would manage the money generated from this minor. Committee members suggested that the money stays with the college of the lead instructor. Wallace reported that some faculty connected with the Leadership Certificate Program in LAS expressed concern that this minor had too much overlap with the intent of the certificate program that is already in existence. Wallace shared that they credits required differ substantially as well as the content of the program of study. He concluded that the Learning and Leadership Minor is very different than the Leadership Certificate program.

It was suggested that a university-wide leadership studies committee be formed to coordinate what is expected to be a rapidly growing movement in leadership related studies and programs on campus.

Thompson moved to accept the proposal for the Learning and Leadership Undergraduate Minor as reported upon. The vote was 7 in favor, 0 in opposition, and 1 abstention. Wallace will present the proposal to the executive board of the Faculty Senate for their consideration.

B. A proposal to change name of the Bioengineering Minor to Biomedical Engineering Minor was made. The proposal succinctly states “This name more accurately reflects the focus and coursework of the minor and we also feel that it will be more attractive to students.” A motion was made to approve the proposal. The motion passed unanimously.

C. With no further business, this meeting of the AAC was adjourned at 3:00 pm. It was announced that the next meeting of the AAC is scheduled for 18 February 2014 in Lab. of Mechanics 107.

Respectfully submitted,
Brad Skaar
Acting Recorder