Academic Affairs Council  
Meeting Minutes  
November 17, 2015  

Call to Order 2:10 p.m. [Minutes recorder: Ann Marie Fiore, AESHM;  
Members present: Tim Bigelow, Chair of ACC; Bill Dilla, Accounting; Sarah Ryan,  
Engineering; Dave Holger, Graduate College]  

Approval of October 27th minutes: Sarah Ryan approved minutes; Ann Marie Fiore seconded approval  

**Undergraduate (UG) International Orientation Course (1 Credit)**  
Bigelow reminded the committee that there was only one negative college vote toward requiring the UG orientation course for international students. Holger noted that a number of Associate Deans for UG programs concurred that the course is need. LAS and ISSO worked to develop the course offered to 400-450 students this fall, and the course has received positive student feedback.  

Given that international students do not need to meet an international course requirement, this orientation course could ‘replace’ the international requirement. Colleges or units may be interested in developing their own versions of the present course, but most colleges will likely want the already-developed course (Holger). We could wait to see the course evaluations this year before determining if such an orientation course should be required. It would be good to see the outcomes for the course (Ryan). Course developers should develop a course evaluation report for Faculty Senate (Dilla). Whereas we have to consider concerns of all colleges, the democratic process needs to be considered and ‘majority rule’ should lead to approval of this course as a university requirement.  

**Low Enrollment**  
Low enrollment minors are not a concern; low enrollment courses just disappear. However, low enrollment UG majors do matter (Holger). Whereas some graduate student majors have low numbers, the students are taking other courses in the program, so it is not a significant concern. If there are no students in the major for a few years, it is good to remove for ‘housekeeping’ purposes (Bigelow).  

**Excused Absences**  
Bigelow summarized the information related to excused absences in the Faculty Handbook. The Academic Conduct section of the ISU Catalog provides a good summary and is very explicit on the responsibilities of the student (Dilla). The Catalog’s Class Attendance, Absences section has a summary that could be used for syllabi (Ryan). There should be one reminder for faculty identifying items to put in their syllabi, including this policy found in the catalog.
**College Changes Reports**
The reports have been vetted by the Curriculum Committee.

**Prerequisites**
The question is--Do we want to have a more stringent enforcement of prereqs (Holger)? There will likely be some faculty outcry against enforcing prereqs, but most faculty want them enforced (Bigelow). The faculty may want to allow administrative drops instead of requiring the student to drop if prereqs are enforced to facilitate the process. The new Student Enrollment Services software will have the capability of checking for prereq in the near future.

Meeting adjourned 3:00 p.m.