10/28/2014
AAAC Meeting Minutes
Meeting Called to order – 3:00 PM.

Participants: Dr. Amy Carwile, Dr. Richard Herrera, Dr. Terry Bechtel, Dr. Yi Su, Dr. Ugur Tanriver, Mr. Chris Sinquefield, Dr. Drew Morton, Dr. Craig Nakashian, Dr. Angela Sikorski, and Dr. Steve Shidemantle, Dr. Yi Su.

Absent: Dr. Rosanne Stripling, Dr. Walter Casey.

- I. Approval of Minutes – Presented by Dr. Amy Carwile
  Amendments were needed.

  The minutes from 09/30 AAAC meeting were approved with the following corrections;
  - The title of Chris Sinquefield has been corrected as “Mr. Chris Sinquefield” from “Dr.”
  - The last name of the Mr. Chris has been corrected as “Sinquefield” from “Singufield”
  - AAAC agendas will be posted on A3C Website for faculty consideration as soon as Dr. Carwile determines how to do it.
  - BSN Paperwork was to be furnished to Dr. Nakashian and Curriculum Committee in discussion items on the 9/30/2014 AAAC meeting.

  Motion to approve brought by Dr. Amy Carwile; seconded by Dr. Terry Bechtel. The vote to approve was unanimous.

- II. Discussion of Guidelines / Procedures – Presented by Dr. Amy Carwile
  After much discussion among the council, this item was tabled by the Council before implementation.
  A motion to this effect was brought by Dr. Morton; seconded by Dr. Nakashian.
  Vote: YEA- 9, NAY-1, ABSTAIN-1

- III. Curriculum Committee Report – Presented By Dr. Craig Nakashian
  - No QEP alignment with AVMP hold off until Spring 2015-March
  - Disc re: 7 University wide outcome – Adding Civic Responsibility

- IV. Academic Assessment Committee Report – Presented By Dr. Steven Shidemantle
  - Goal is to formulate an assessment plan that consolidates all assessment.
  - Merge all 5yr / 2 yr/ 3 yr/ year plans
  - Avoid over assessment
  - Create a plan with a dependable cycle regardless of what year is being considered.
  - Create a single year cycle per semester on what gets reported to whom.
  
  Our current charge is SLO’s
  There are 2 primary current charges that we need to keep as follows;
  1. Plan is not to over assess. The different cycles are our concern.
  2. Does it adequately assess regardless of the cycle?
  Assessment plan should be on a regular basis regardless of which cycle you are on.
Also, something that the faculty can depend on.

- **V. Admission Standards Committee Report – Presented By Dr. Ugur Tanriver**
  We discussed the committee members being changed. Elizabeth Patterson and Kathy Williams will join the committee.
  
  Alt Admission – ACT Scores / GPA
  17 and 2.70 to 2.99
  18 and 2.40 to 2.69
  19 and 2.00 to 2.39
  We are working on transfer students. If the GPA is 2.0 or higher, it is ok. But if it is less than 2.0, there is an appeal form they have to fill out. Their cumulative GPA has to be 2.0 at least to achieve Financial Aid. We are considering max. 30 students. They will live in the dormitory, Bringle Lake Village.
  
  Transfer Students;
  GPA 2.0+ ok –
  <2, 1.9 form- cum. GPA 2.0+
  Appeal Form
  Bringle Lake Village
  
  Min. Requirements for Full Admission:
  Min. SAT. 19 GPA 3-3.39 20 ACT.
  At least SAT.21 GPA 2-2.49
  Everybody agreed that the Admission Standards are reasonable.

- **VI. Educational Technology Committee Report – Presented By Mr. Chris Sinquefield**
  There are 3 main topics that were discussed on the handout given by Mr. Chris Sinquefield as follows:
  
  - **Charge:** Provide leadership to the faculty and advise the administration regarding all issues related to the development, implementation, assessment, and improvement of teaching and learning through the use of technology.
  
  - **2014-2015 Initiatives**
    1. Establish, communicate, and support the implementation of mandatory training or demonstration of proficiency for all faculty teaching web or web-enhanced courses.
    2. Establish, communicate, and support the implementation of quality standards for web and web-enhanced course design.
    3. Promote understanding and participation among all faculty in all Quality Matters and initiatives, including developing an online course development manual.
    4. Distance Education fees and advise the Provost accordingly.
    5. Collaborate with the Curriculum Committee in establishing faculty incentives/grants for course redesign using technology as a high-impact practice (HIP) and other elements in our new Academic Vision and Master Plan.
  
  - **Committee Business**
    The following two items were discussed:
  
  - Ed- Tech Training Room: 324
- Standards for Online Courses:
  - Jeff Hinton requested two IT positions to be funded through Distance Education funds as his funds has been depleted. The committee requested more data before an opinion can be rendered. Julia will obtain the data and report back. This recommendation was made by Dr. Kevin Williams and Dr. Glenda Ballard.

- VII. Provost Report— Presented By Dr. Rosanne Stripling
  Dr. Stripling was not here to present. Carried on to the next meeting.

- VIII. Dissolution of the AAAC – Presented By Dr. Craig Nakashian
  Dr. Nakashian discussed the faculty concerns regarding the AAAC committee direction policy, implementing administrative policies and A3C going away. There is a cross function that exists between AAAC and the Faculty Senate.

  It was further pointed out that the AAAC committee has ceased to be a faculty-led initiative, with an organic faculty voice, and has become a committee led by an administrative voice with directives given from the top to be implemented.

  It was recommended that the Faculty Senate Pres. and Dr. Carwile meet with Dr. Rosanne Stripling to discuss the function of this committee.

- IX. Discussion regarding Syllabus Template and Syllabus Policy— Presented By Dr. Craig Nakashian
  The syllabus template that needs to be followed by all, including Administrative Required Statements, was discussed. It was recommended that all Administrative Required Statements be located in one central location with a link to these policies.

  The solution: It was decided that Dr. Nakashian would check with Jana Boatright- Registrar on what actually needs to be included on all syllabi.

- X. Other Discussion
  We discussed the following items:
  - Dr. Carwile requested all AAAC members to send their class schedule and office hours to Esra by November 14th 2014.
  - Spring Meeting Dates will be determined at the next meeting.
  - November 21st is the deadline for Voting Recommendations.

Meeting Adjourned 4:05 pm