

**College of Ag and Life Sciences  
Academic Affairs Committee  
Minutes, January 15, 2010**

**Present:** Sarah Miller (Chair), Nancy Boury, John Burnett, Melody Carroll, Mickey Deaton, Jim Hotz, Ebby Luvaga, Barb Osborn, Mike Retallick, Dave Ross and Howard Taylor (new to the committee this spring only)

1. Meeting was called to order at 11:05 by Miller (committee chair)
2. Minutes from December 4, 2009 were read and approved unanimously without any changes.
3. **10 AM EIS days time:** Melody Carroll raised a concern regarding the 10 a.m. EIS time, as well as Saturday EIS days. It is her perception that the university seems to be more flexible and accommodating of changes to that time, than the CALS, in the event that there is no advisor or faculty to meet with visiting families at 10 a.m. What college committee should be asked to address this issue and/or concern? Someone recommended the recruitment committee but that committee does not meet regularly. It was suggested that we bring it up with Tom and include it as a discussion item on the Feb 5<sup>th</sup> agenda. The main issue to be discussed is that could the CALS decide on going with only the 1pm time?
4. **The 65 Credit policy:** The committee continued the discussion on the 65 Credit policy and unanimously agreed that we should follow the policy as outlined in the catalog. A draft of the committee's proposal to be presented to the curriculum committee was circulated and the final version reads:

*The College of Agriculture and Life Sciences (CALS) Academic Affairs Committee would like to recommend to the CALS Curriculum Committee that the College continue to follow its current interpretation of both the University's 65 credit transfer policy and its 32 credit policy in order to be consistent with how the policies are stated in the 2009-2011 course catalog (page 37). The interpretation is that no more than 65 credits from a community college can be applied to any CALS degree programs and that 32 credits must be taken at ISU. In addition, the Academic Affairs Committee recommends that a minimum of 15 credits be required from the departments that make up CALS.*
5. **Academic Warning/Probation:** Departments are reminded that after an advisor meets with a student who is on academic warning or probation, the academic hold must also be removed. Every department has a designated person to do so. Right now the hold section indicates a "T" which will change to "Y" and hold registration for fall 2010 if not removed.
6. **File transmittal Form:** The file transmittal form is meant to ensure that files get where they need to go. It is not intended for, nor should be used for changing a student's major.

**7. Eliminating hard copies of The University Catalog:** The committee agreed that while we understand the need and desire to eliminate hard copies of The University Catalog, there is great value in having a few printed copies in the departments. It is ok to severely reduce numbers but don't eliminate totally because some faculty and staff still use them for advising purposes. Also, the departmental curriculum committees also use hard copies.

There are some key questions that need to be addressed:

1. Are there any differences between the on-line version and hard copies?
2. When are changes made to the on-line version?
3. Could we have a pdf file instead so that changes are not made on a rolling basis?
4. Do new students automatically get one when they come for campus visits?
5. Do we really need a 2 year catalog circle? How about going to a longer cycle?

**8. Career Service Report:** Career Service Reports were handed out to each department. DEOs were given a copy but the one handed out at the meeting is the only other copy for each department. The report contains placement data from last year—pre-fall 2008 up to summer 2008. Mike Gaul was complemented for preparing a wonderful report.

Next Committee Meeting will be Friday, February 5<sup>th</sup> in Room 7, Curtiss Hall.