

**Agriculture Academic Affairs Committee**  
**Minutes, April 2, 2010**  
**17 Curtiss**

Chair Sarah Bender Miller called the Agriculture Academic Affairs Committee meeting to order at 11:00 a.m. April 2, 2010.

Present: Carroll, Tyler, Boury, Retallick, Deaton Mullen, Miller, Stewart, Luvaga and Osborn

Minutes of the March 5, 2010 meeting were approved.

Stewart reported that she will get the paperless file system out to departments so they can pilot it the end of April and May. There is SQL server space in business. Stewart will work with business and plan to go university wide with the system.

Deaton reported that the academic dismissal list will be on Sharepoint. The designated department contact will then send it back to Tom Polito through Sharepoint or hand deliver it to 23 Curtiss.

Miller also brought up the chair for next year. Carroll agreed take the chair duties for 2010-2011. Tyler agreed to be the committee representative to University Academic Standards and Admissions committee pending committee assignments.

Retallick reported on the University Academic Standards and Admissions discussion items. There will be an "incomplete" policy change. Faculty will submit the incomplete form to the student and insert the "I" grade on the grade sheets. This will become the contract between the student and the professor. The student will get a copy and the professor will retain a copy. The academic renewal policy was discussed. The question was brought up "why 5 years"? It was consensus that 5 years was an appropriate time frame, noting that there may be special circumstances and extenuating circumstances in some student cases. It was suggested that there should be a notification of "5 consecutive years or more out of ISU" on the Re-entry form.

Miller reported that ISU will be sponsoring a van to travel to Lincoln, Nebraska May 14-16 to the NACADA conference. If anyone would like to attend, please see Miller. She also reported on the 1<sup>st</sup> Annual Iowa Academic Advising Network Drive-in Conference on Thursday April 22, 2010 from 12-5. The topic will be "First-Year, but not Freshmen..."

The meeting adjourned at 11:55.