

Academic Affairs Committee
College of Agriculture and Life Sciences
Minutes for December 4, 2009
17 Curtiss Hall

Present: Miller (chair), Holtz, Boury, Mullen, Retallick, Osborn, Spike, Polito, Deaton, Stewart, and Burnett

Meeting called to order at 11:05 am by committee chair Miller. Burnett to take minutes.

Previous minutes were accepted with one revision concerning attendees.

Discussion items:

Polito brought up a discussion of the proposed summer orientation schedule. The university wants the college portion of the first day activities to start later. They provided selected feedback that indicated some people thought the first day was too rushed and too long. They proposed starting the college activities at 1:30 pm, but still ending at 5:00 pm. Tom offered to shorten the college introduction by 15 minutes (perhaps eliminating the Q&A with the Cyclone Aides). That would get the students to the departments around 2:00 pm. Committee proposed dropping the CIRP test from the afternoon activities to compensate for the shorter time. It was also recommended that with the later starting time the university be encouraged to keep certain offices open later – ID Card, Financial Aid, Scheduling, etc. Polito will bring this proposal back to the university orientation committee. We will revisit the schedule in spring semester.

Stewart brought up a proposal for the college and departments to convert to a paperless orientation and subsequent student file management system. This would allow departments to access admissions information and transfer credit evaluations for new students via sharepoint. The data would be maintained in a MS Access database. Departments could download the database to a shared server within their departments and allow access to appropriate personnel. This concept is still in the design phase. It has not been proposed to the university yet. Laura wanted feedback from the committee on how we would like to see the data made available. Discussion included access and FERPA concerns, compatibility across colleges for students changing majors, possible forms set up in Access for advising purposes, additional training and clerical responsibilities for departments, etc.

Reports: Retallick reported nothing pressing from the University Academic Standards and Advising Committee.

Deaton requested info for movers and shakers for convocation scheduled for 12/19. Most of those represented at the meeting were already covered.

Next committee meeting will be Friday, January 15, 2010 at 11:00 am in room 17 Curtiss and on the first Friday of the month after that.

Meeting adjourned 11:55 am.