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CWU Academic Affairs Committee Minutes - 01 / 14 / 16

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Academic Affairs Committee
January 14, 2016
Minutes

Present: Rodney Bransdorfer, George Drake, Janet Finke, Danielle Neal, Dan Lipori, Jason Underhill, Thomas Tenerelli, Penglin Wang, David Martin, Clem Ehoff, Lindsey Brown

Absent: Janet Shields!!!

Guests(s): none

Dan called meeting to order at 3:33 pm

Approval of Minutes – Jason moved to approve and Rodney seconded. Minutes were approved as presented

Chair Updates- Dan talked about 4 proposals brought to Faculty Senate yesterday. The Student Bereavement Policy Passed; The Last Week of Classroom Instruction Policy Passed; The Class Attendance and Participation Policy Passed; But the Scholastic Standards Policy did not pass and will be coming back to committee. Janet Shields will be sending the policy out to Faculty Senate members for their comments/suggestions

Old Business

a. Organizational Structure policy/procedure
-entire meeting was spent discussing this charge

The following changes were made to the Western Carolina document:

Part 3. Preparing a proposal for review of a reorganization plan.

-On bullets 3 and 4, added “college and department” after university

4. The reorganization proposal review process.

This section now reads:

The review of proposals requesting renaming or reorganization of an academic unit or units will resemble the timing of the curriculum review process. However, at each level of review there must be a recommendation, vote, and comments recorded about the merits and weaknesses of the proposal. This review and final action will be recorded on the form. Once a proposal has been submitted, an announcement will be sent out to the campus community to solicit feedback on the proposal and the merits/weaknesses of the proposal.

In the case of a reorganization proposal review being conducted due to a financial emergency as described in Section 2, the above process on the 'Procedures on Reorganization of Academic Units Transmittal Form' should still be followed, however, the timing of each level of review could be expedited. In the event that such reorganization leads to the termination of employees, the CBA (Article 25) will serve as the guide for policies and procedures to follow.

The timeline for review for each level will be no more than a month, with an overall timeline of not more than six months. (The timeline does not include breaks/holidays, or summer term.) Any changes made will not go into effect until after the next CWU catalog deadlines.

Part 5 was considered not needed and was eliminated. The flowchart was changed to text format and is now the new part 5. This will read as:

5. Review Process for Requests to Reorganize or Rename Academic Units

Order will be:

- Person/group submitting proposal
- Department
- Dean
- Faculty Senate and ADCO at the same time!
- Provost; it is the provost who will give final approval on these proposals

-a submission/transmittal form will go with proposal, and the person/group at each stage will have the opportunity to make comments and state whether they are for or against the proposal. Choosing 'neutral' is also an option. Each group will list the number of votes both for and against the proposal (neutral would still list number of votes). The form will continue on to the provost, even if a person/group votes against it. Each group/stage has 30 days to look over the proposal. The person/group that submitted the proposal has the option to withdraw it at any stage (i.e. after a no vote at a level). If the provost votes against the proposal, but there is strong enough opinion in favor of it, there can be an appeal made by the originator, which would then go to the president.

Before next meeting, Dan will send out organizational structure policy with new changes for everyone to look over, and we will make final edits and vote at next meeting. Also expect to have scholastic standards policy back for revisions. The committee may get into other charges after that.

Meeting was adjourned at 5 pm