COLLEGE OF ARTS AND SCIENCES
2019-2020 ACADEMIC AFFAIRS COMMITTEE

Friday, August 23 2019
3:30-4:30 p.m.
Marianist Hall RM 217

ORGANIZATIONAL MEETING MINUTES

CALL TO ORDER - Associate Dean Danielle Poe, 3:40 p.m.

ROLL CALL:
Present: Janet Bednarek, Darden Bradshaw, Andy Slade, Joe Valenzano, Lauren, Tobal, Chris Lanese, Preston Boorsma, Michael Newbold, Chad Painter, Jon Brown, Art Jipson, Cindy Shafer, Kim Trick, Madhuri Kango-Singh, Danielle Poe
Excused: Liz Mancz, Melody Conrad, Ella Redfern, Sam Penewit
Staff: Phyllis Bergiel

ANNOUNCEMENTS:
• Welcome and discussion of duties and procedures.
• Announcement of “training session/informational” meeting for new members, subcommittee chairs and secretaries if needed or as needed individual meeting with CAS coordinator.
• Overview of resource folder
• How to access Course Inventory Management (CIM) and Program Change Form (PIM.)
• Student sign up for Roberts Rules of Order online course (optional) for student members.

Election of officers (Executive Committee)
Chairperson – Janet Bednarek
Vice Chairperson – Jonathan Brown
Secretary – Lauren Tobal
The Executive committee will meet in OR 103 on September 4th, October 4th, October 30th, December 4th at 9 a-10 a.m.

Sub-Committee Assignments:
AAC Constitution; Article IV: Membership:
In general, the membership of each sub-committee should include administrative, faculty, and student representatives. The Executive Committee shall include the Chairperson, the Vice-Chairperson, and the Secretary of the Academic Affairs Committee. The Curriculum Committee for each academic division shall include both faculty and student representatives from that academic division. The membership of these committees should be approved by the AAC.
Executive (Chairperson, the Vice-Chairperson, and the Secretary of the Academic Affairs Committee)

Curriculum Committee, a.k.a. Divisional Subcommittees: (Curriculum Committee for each academic division shall include both faculty and student representatives from that academic division.)

- Humanities (HSC)
- Natural Sciences (NSSC)
- Social Sciences (SSSC)

Academic Policy Committee: Traditionally, one half of the membership of the AAC serves on this committee.

Educational Variations Committee: Traditionally, those not on the Policy committee serve on the Variations Committee.

Policy and Variations committees – Election of chairperson postponed until the committee is called to meet when needed. The subcommittees will meet only if there is a need and will be notified by executive committee of such need.

Policy: Chad Painter, Tom Wendorf, Art Jipson, Jonathan Brown, Janet Bednarek, Danielle Poe, Cindy Shafer, Preston Boorsma, Michael Newbold, Lauren Tobal, Sam Penewit

Variations: Andy Slade, Xiaoli Li, Darden Bradshaw, Madhuri Kango-Singh, Joe Valenzano, Kim Trick, Verb Washington, Liz Mancz, Melody Conrad, Christopher Lanese, Victoria Redfern,

Assistant Deans will now convene subcommittees as follows to elect chairpersons and schedule subcommittee meetings through the fall semester. Those elected to the Executive Committee will not serve on any of the three division curriculum subcommittees. (These suggestions are pending the election of the Executive Committee.)

Natural Sciences Will meet Mondays – September 9, October 7, November 4 at 1:45 – 2:45 p.m.
Membership: Chairperson: Madhuri Kango-Singh, Secretary: Preston Boorsma, Michael Newbold, Liz Mancz

Social Sciences – Will meet Thursdays - September 5th, October 3rd, November 7th, December 5th at 1 – 2 p.m.
Suggested Membership: Chad Painter, Art Jipson, Chairperson: Joe Valenzano, Melody Conrad, Christopher Lanese, Lauren Tobal

Verb Washington – Humanities Schedule TBA
Suggested Membership: Chairperson: Andy Slade, Xiaoli Li, Thomas Wendorf, R Darden Bradshaw, Janet Bednarek, Victoria Redfern, Sam Penewit
Adjourn 4:25 p.m.