

Agenda
 Faculty Senate Academic Affairs Committee
 November 10, 2022 3:10—5:00 p.m.

This meeting's note taker is Julia

Present: Eric Foch, Andy Piacsek, Taralynn Petrites, Tennecia Dacass, Josh Welsh, Rose Spodobalski-Brower, Cody Stoddard, Jason Knirck, and Julia Stringfellow.

1. Call meeting to order

- Meeting called to order at 3:12pm.

2. Changes to agenda

- None.

3. Approval of October 27 minutes

- Rose noted that reorganization policy was passed at UPAC yesterday and didn't seem to have changes AAC had made. AAC did pass earlier version that passed at Faculty Senate in Spring 2022 and EC sent it back to AAC.
- Julia will check on this with Mark and report back at next AAC meeting.
- Motion to approve minutes made by Eric. Seconded by Andy. Unanimous approval.

4. Chair report

- Discussion with Jeff Dippman (Philosophy department chair and Curriculum Committee chair)
 - For Philosophy, students take upper level course in order to be an honors student and write a thesis with a second faculty reader. Have one student every other year that does departmental honors. GPA requirement is same as what is in policy.
- Discussion with Anne Cubilie
 - Anne confirmed that she is talking with Registrar regarding putting honors on the transcript.

5. Old business

- Charge 1: Departmental Honors
 - Revised draft based on previous discussion and comments
 - Andy explained additions he made after meeting with Anne, using same language DHC uses.
 - Change "contracts" to "documented agreement."
 - Discussion of adding 497 designated course as it's used in Philosophy and DHC.

- Andy discussed capstone project language, providing written summary by student describing their contributions to the project.
- Student should have an idea of who their mentor will be before starting capstone project.
- DHC is there to be resource for departments figuring out departmental honors.
- Question regarding 2-quarter timeline.
- Language change "Student will apply to be admitted..."
- Should DHC students use their capstone to also have departmental honors? DHC is 15 credits worth.
- Language change "Department chair, in consultation with honors mentor..."
- Language change "registrar's office" to "Office of the Registrar."
- If student graduating in June, Office of the Registrar needs that info by last day of winter quarter of students who have departmental honors. Commencement book goes to printer in April.
- Theses housed in the institutional repository ScholarWorks.
- Procedure language then worked on after work on Policy language.
- Form needed for all departments for students to complete.
- Language "The department will establish a procedure for students..."
- Departments can designate specific courses for honors projects.
- Submitting to registrar. Dean's office will submit list of departmental honorees to Office of the Registrar by the Tuesday following the end of the winter quarter.
- Dean's office submits list to Office of the Registrar 4 times a year at the end of each quarter.
- Motion made to take this policy and procedure to Faculty Senate for the November 30 meeting: Josh moved to approve, Tennecia seconded. Vote was unanimous.

6. New Business

- Charge 3: Consider developing a policy and/or procedure for placing, communicating, and managing holds on student accounts
 - Will be discussed at next meeting. Drafting policy. Andy and subcommittee will work on a draft before December 1 meeting. Rose, Jason, Josh, and Tennecia serving on it.

7. Adjournment

- Meeting adjourned at 5:05pm.

Next Meeting: December 1, 2022