*Members Present:* Ricardo Alfaro, Aviva Dorfman, Jan Furman, Doug Knerr, Dan Lair, Greg Laurence (Chair), Marilyn McFarland, Tamin Reza, Rie Suzuki, and Jie Song

The meeting was called to order at 1:00 p.m. by Chair Greg Laurence.

**Approval of Minutes – November 17, 2016**

A motion was made and supported to approve the Minutes of November 17, 2016, as amended. Motion carried.

**B.S. in Substance Use Treatment and Intervention**

Following a request from AAAC, the Chair of Social Work, Otrude Moyo, provided the Committee with specific information regarding the employability concerns at the Bachelor level that the Committee had regarding the proposed major. There was consensus that the information was very thorough and satisfied any questions that they had. A motion was made and supported to approve the new major. Motion carried.

Provost Knerr applauded the School’s efforts for the engagement of this kind of timely program into their curriculum and also appreciates their efforts and hard work with the recent expansion of the Early Childhood Program.

**System for Syllabi Availability Discussion**

Tamim explained that last year Student Government proposed a policy where all faculty would have to make their syllabi available to students one semester before. He indicated that now they are proposing that all syllabi would be available to students two weeks prior to the current semester either on BlackBoard or possibly through SIS. *(Currently syllabi are available one day prior.)*

Tamim explained that from the students’ perspectives, they would like this information to “shop” for classes for the purpose of balancing their course workloads, especially for those students who are perhaps taking 18 credits. He said that students look at how work intense classes are and balancing those classes are very important. He said that having that information would allow them to drop/add classes and would help in not having to buy books for classes that might be dropped. He asked faculty what challenges that they would have in accommodating this request. Much discussion took place which included:

- Faculty don’t always have their syllabi ready early and that sometimes they are taking the break between semesters as a time to update or revamp their syllabi.
- One faculty member indicated that for her online classes, she doesn’t use any journal articles older in terms of reference and/or reading assignments than two years. She might find something right before or into the semester that she will decide to use for the same semester.
- Faculty indicated that sometimes they might completely revamp their syllabi based on a conference that they attended which prompted them to change their pedagogy somewhat.
• Others reiterated how they like to include the latest articles in their syllabi which may not be possible that far in advance.
• A suggestion was made to include the previous semester’s syllabi as an example and asked if students would be satisfied with that.
• One faculty member indicated that, for instance, her syllabus is very generic, so she doesn’t know how much that would help. Another mentioned that homework in many cases is not noted on the syllabus.

Discussion took place regarding what depository would be best. Most felt that Blackboard and/or SIS would not work because someone would have to manage it. A suggestion was made that perhaps Student Government could maintain it. Another suggestion was made, that since the Library is the University’s archival site, that that might be suitable and that someone in there could manage it.

It was noted, that in the interim, students can now go to any department and review syllabi that are on file. Tamim will ask Student Government if the previous semester sample would be acceptable. Faculty will pass on the proposal to each of their unit’s Faculty Governance groups to see if the proposed syllabi plan would be acceptable and report back to the Committee. The proposal will also be shared with Faculty Council.

**Provost Report** ➤ Doug reported that an audit was conducted regarding grade changes and that, although the report was not bad, it does raise some issues on grading practices and grade changes. He plans to share it with AAAC for a future conversation.

Doug reported that in a collaborative meeting with leaders of Faculty Council, CAC/BSP, and AAAC, members were selected from nominations to serve on the Strategic Planning Committee. He said that we are now in the final stages.

Doug thanked those who volunteered to serve in the HLC process and indicated that we are off to a good start. He said that he would like to see a representation from AAAC attend the HLC meeting in the spring as well as the Pathway component of those meetings. The meeting is in Chicago and the dates are March 31 through April 4, with the Pathways meeting being held on April 1.

Provost Knerr explained the structural change in orienting the Cabinet to the Council of Deans. The Council of Deans will now be meeting on a weekly basis.

**Faculty Council Report** ➤ Jan reported that much of Faculty Council’s time has been working on updating the Faculty Code trying to put practice and policy in sync. She also provided an update regarding Faculty Council’s interaction with AAUP in terms of their proposed research project regarding faculty governance which is totally different than Faculty Council’s and the Provost’s. Much discussion ensued.

**Matter’s Arising** ➤ Greg indicated that he has the projected list from the Strategic Planning Committee and that if anyone has questions, they should contact him.

Greg announced the following in preparation for the AAAC Meeting on November 15:

- We will have to elect a Chair for the Winter Semester.
- Sy Banerjee will be the SOM replacement for him for the Winter Semester.
- Academic guidelines in making calendar decisions will be discussed.
- Everyone should bring their calendars to the meeting so that a revised meeting time can be established for the Winter Semester.

The meeting adjourned at 2:20 p.m.