



Southeastern Louisiana University
Academic Affairs Council
April 15, 2019

Members Present

Tena Golding, Chair
Jeff Temple
Eric Summers
Ann Carruth
Karen Fontenot
Paula Calderon
Toni Phillips

Kay Maurin
Jackie Guendouzi
Dan McCarthy
Eric Johnson
Erin Horzelski

Members Absent

Richard Davis
(Jazelle Harris, VP attended in his place)

Call to Order

Tena Golding, Chair called the meeting to order at 10:00 am

Agenda Items

1. Minutes of the April 30, 2018 meeting

Tena Golding asked for approval of the minutes (Jeff Temple; Kay Maurin seconded). The minutes were approved as distributed.

2. Approval of February, 2019 email “meeting” results

Tena Golding asked for approval of results of email voting for required updates. All items received unanimous support (Karen Fontenot; Eric Johnson seconded).

• **Accuplacer Placement Guide**

As per the Board of Regents (BoR), the Accuplacer has been replaced by the Accuplacer Next Generation. Southeastern has to update materials to reflect the new test and new minimum scores recommended by the BoR.

• **Uniformed Service Mobilization Policy**

Southeastern must comply with Board (BoR and ULS) policy for Uniformed Service Mobilization. For whatever reason, we don't seem to have a "Southeastern" branded version of the policy (some say it existed but no one can find it -- that's why I referred to this as an update). The approved document is basically the Board's policy tailored to fit Southeastern.

• **Substantive Changes: SACSCOC Notification and Approval Requirements**

Changes are necessitated by the SACSCOC policy (both the June and December 2018 updated SACSCOC policy statements).

3. Change in Class Attendance Regulations - Approved. (Karen Fontenot; Erin Horzelski seconded)

Much discussion of comments and concerns expressed during the vetting process. All present felt the responsibility to withdraw a student from a course should be that of the student. The recommended change would remove the faculty member's ability to withdraw students for excessive unexcused absences. Changes were initiated due to

withdrawal of students who were passing the course, financial aid concerns and the number of "accidental" withdrawals that occur, that have to be reversed.

4. **Motion to approve carried unanimously.** The Council recommended editorial changes for clarification. The policy will be reformatted to fit the current template used for all University policies.

The Council also recommended lots of communication to both faculty and students regarding the change. Students must have the necessary information about academic progress in a course in order to make good decisions about course withdrawal. There should be more advertisement for the Academic Checkpoints. It was also recommended that discussions begin for implementing mid-term grades for all classes.

5. **Changes to Credit by Examination – Approved.** (Karen Fontenot; Eric Johnson seconded)

Rather than limits on individual types of credit by exams, all types will be merged and the total hours accepted will change from 60 to 45 hours. A review of data from the last five years showed no student would have been impacted by this change. Average hours are generally around 17 – 20.

Motion to approve carried unanimously. Will replace current policy listed in catalogue with the following.

Southeastern will accept a maximum of 45 semester hours through non-traditional educational experiences including, but not limited to, departmental credit exams, CLEP, AP, IB, Cambridge International, military service credit, correspondence and/or extension credit. Additional information can be found in the tables following this section of the catalogue.

6. **Academic Integrity** – Discussion only. All agreed the policy needs clarification and the forms used by Office of Advocacy and Accountability should align with the policy. Faculty and students need to be reminded of the process. Changes will be sent at a later date.
7. **Office Hours** - No change to policy –Editorial and clerical changes made for clarification- (e.g., replace “online” with “virtual,”) and to align with Distance Education Policy so that requirements for office hours for all faculty (face-to-face and online) are in one place. Policy will be reformatted to fit the current template used for all University policies.

Recommended as clerical change by Academic Affairs Council

8. **Instructional Practices** - Discussion of needed updates and upcoming changes. All policies that impact instruction should be included in Instructional Practices. New and existing faculty should be able to reference a single document for requirements.

Recommended as a clerical change by Academic Affairs Council the updates needed due to approved changes in Attendance regulations and alignment with the “Blue” memo.

9. Changes in Committee/Council(s) – **Unanimous approval on all items.**

Add members to the Academic Affairs Council - Add the Director of Graduate Studies, the Director of the Center for Student Excellence and the Director of the Center for Faculty Excellence to the membership of the Academic Affairs Council. Membership would be.

Provost
Deans of the colleges
Director of the Library
Chair of the Council of Department Heads
VP for Student Affairs
AVP for Enrollment Management
AVP for Academic Programs
President of the Faculty Senate
SGA President
Director of Graduate Studies
Director of the Center for Student Excellence
Director of the Center for Faculty Excellence

Add member and change name of “Dean’s Council” - Change the name of the Dean’s Council to the Provost’s Council AND to add the Chair of the Council of Department Heads to the Provost’s Council. The Council has many members that are not “Deans” and it is important to have a representative of the department heads as a member. Membership of the Provost’s Council to be as follows.

Deans of the colleges
Director of the Library
Chair of the Council of Department Heads
AVP for Enrollment Management
AVP for Academic Programs
Director of Graduate Studies
Director of the Center for Student Excellence
Director of the Center for Faculty Excellence

Add representative from the Library and the SACSCOC liaison to the University Curriculum Council as non-voting ex-officio members. Membership as follows.

As an advisory council to the Provost, the Council reviews all proposals for undergraduate and graduate course and curriculum revisions and new academic programs. Council membership includes the faculty members chairing each of the college curriculum committees, the Chair of the Graduate Council, a Department Head representative and a student. Non-voting, ex officio members include representatives from the Library, Enrollment Services, the SACSCOC liaison and a staff member who serves as a secretary.

Meeting adjourned at 11:10 a.m.