Minutes of the Academic Program Liaison Committee Meeting

Friday, February 19, 2010
3:00-4:00 PM
Osborne 107C

Members Present:
Steve Adams, Cheryl Addy, Sally Boyd, Wayne Buff, Mary Ann Byrnes, Nancy Floyd, Kris Finnigan (Chair), Andy Gowan, Miriam Johnson, Sarah Keeling, Mike Perkins, J.T. Thornhill, Renee Connolly for Irma Van Scoy, Robert Wilcox, Janice Byrd for Nancy Zimmerman

Members Absent:
Jim Burns, Marsha Dowell, Dan Friedman, Gary Geer, Dave Hodson, Sheryl Kline, Amy Lantz, Aaron Marterre, Martha Moriarty, Suzanne Ozment, Jennifer Vendemia

Guests Present:
None

The minutes for the January 22, 2010 meeting were approved by all members present as accurate.

K. Finnigan distributed meeting agendas, a Curriculum Committee survey, Neon List #2 with instructions, a chart for each APL member with academic programs within their unit, and a “Faculty Agreement letter”. Establishing a new practice of announcing program completions, she reported that the MAT in Music Education has been fully approved.

Updates were provided as to the status of the 12/11/09 Neon List #1 requests. There are several units from which Academic Programs has not yet received information, mainly those who have larger amounts of data to process. The Internship/Fieldwork Course data request is now posted as a Task on the APL SharePoint site.

A set of garnet and black tracking charts for each of the active CHE program cycles was distributed for discussion. These are visually easier to use than the individualized program check lists, which will still be posted when a “New Program in Progress” folder is first created on SharePoint. The checklists will not be kept updated (e.g., all the boxes checked off) by Academic Programs; however, progress of a proposal can be quickly viewed on the “Garnet Charts” which will show the current status of the program in regard to the CHE meetings in that cycle. Garnet Charts will be kept updated on SharePoint.

A Curriculum Committee survey was completed by all attending APLs. Members not in attendance will have until Friday, February 26th to complete the survey and return it to Academic Programs.

Regarding progress on the Academic Program Inventory project, the first pass through the files has been completed, and the project is moving along swiftly, if arduously. The completed Inventory, which is being developed by UTS, will allow faculty and staff to search for data on both current and past academic programs with ease. The project is set to launch by August 2010.

There have been issues reported from several fronts with the new academic approval forms. Unless a change is deemed urgent, all form edits will be postponed until May 2010.

A new “Neon List #2” was circulated, in response to a recently changed set of SACS guidelines regarding distance education. We are being asked to report on programs that cross the 25%, 50% and 100% thresholds of availability via distance education. All courses which can theoretically be taken by distance within a program count toward these calculations, even general education and elective courses. We are required to report to SACS in advance of any programs reaching the 25% threshold, and to receive SACS approval in advance for programs crossing the 50% or 100% thresholds. A set of instructions was provided for calculating these percentages, and departments should use their program advisement
checklists and refer to the Approved Distance Education Course Lists. A chart template listing each college’s programs has been posted on SharePoint, and is structured in the format in which we need the data. Responses will be due in electronic form to K. Finnigan, with a copy to M. Fields, by Friday, April 2, 2010.

There was discussion of what used to be called the “Authorship” letter, mentioned as one of the possible attachments to the DED form. The old letter has been reworked by the Legal Office, and will be renamed the “Faculty Agreement” letter. This agreement, which must be signed by the Board of Trustees office, will be required when an instructor uses University resources to create material for a course which the university intends to re-use/reproduce.

M. Fields went through the new SharePoint Handbook, offering a short tutorial on the most commonly used features of our SharePoint site, as well as simple navigational actions. The Handbook has been distributed electronically, and is also available on our SharePoint site, under “APL Meeting Handouts.”

The meeting was adjourned at 4.15 PM. The next meeting will be Friday, March 19, 2010 at 3:00 PM in Osborne 107C.