

**ACADEMIC AFFAIRS COMMITTEE**  
**January 13, 2004**

Members

Present: R. E. Byrd, Bob Austin, Mike Bellah, Toni Brasher, Diane Brice, Cherie Clifton, Bill Crawford David Fike, Mary Graff, Judy Johnson, Jerry Moller, Ken Pirtle, Jim Powell, Kathy Reed, Bob Sloger, and Mark Usnick

Members

Absent: Kim Hays

**DECEMBER 2, 2004 MINUTES**

Austin moved, seconded by Moller to approve the December 2, 2004 with noted correction. The motion carried. The correction will be made and the minutes distributed via e-mail.

**BUSINESS DIVISION**

**Paralegal Studies**

Sloger noted that the Paralegal Program will go through national certification this year. The American Bar Association has requested some revisions.

The request was to change "Humanities/Fine Arts" to "Humanities\*" and add a Real Estate Specialty Option which will make those students eligible to take the Texas Real Estate License Exam.

Moller moved, seconded by Powell, to approve the request with noted corrections. The motion carried.

**SCIENCES & ENGINEERING DIVISION**

**Electronics Systems Technology, Networking Technology**

Byrd noted the request is to add a Networking Security Specialist. During discussion and review, it was noted that part of the request must be missing. The item was tabled.

**Instrument and Control Technology**

Byrd noted that the request is to add a certificate in Cathodic Protection and add four related courses:

MELT 1313: Introduction to Corrosion

MELT 2301: Internal Corrosion Control

MELT 2305: Atmospheric Corrosion Control

MELT 2341: Cathodic Protection

Byrd expanded on the rationale and the purpose of the certificate.

Crawford asked if a need had been established. Byrd said an informal study by Jack Stanley and contact with the industry has revealed industry support and demand.

Crawford moved, seconded by Graff, to approve the request as submitted. The motion carried.

**POLICIES, PROCEDURES, NEW FACULTY**

Byrd questioned how as an institution we can/should orient faculty to institutional and departmental policies. He proposed that the committee members identify a list (probably extensive) of orientation items and be responsible for seeing that a statement is written (maybe under the heading of best practice) which states that as an institution this is what we believe. Such should be very accessible and searchable on the Intranet and covered at the new faculty orientation. Powell noted that when he was a teacher assistant, he was provided such and it

was very helpful. Pirtle asked whether the Faculty Handbook Committee should be involved. Byrd believed that it was more of an academic issue. List could include: I contracts, advising, advising students to drop or not drop, cheating, late withdrawals, etc. Clifton noted that there is an existing academic integrity statement. Pirtle noted there may be existing resources on the Internet.

Byrd asked the members to think about items and start a list for discussion.

### **FINAL GRADES**

Byrd complimented the faculty on final grade submissions noting that finals grades were submitted on time with very few exceptions.

### **CATALOG PRODUCTION**

Austin noted that we changed the way we distributed catalogs to students last year. In the past we had printed 20,000 catalogs, last year we printed 10,000 but there are still about 50 cases left. With the reduced colors and change in paper quality, cost went from \$2.50 to \$1.50 per catalog. Austin asked if faculty use the paper copy consistently. The members said yes. The members said the paper quality was satisfactory. Most members did not believe that students who come on campus should be charged for a catalog.