

**COLLEGE OF ARTS AND SCIENCES  
2018-2019 ACADEMIC AFFAIRS COMMITTEE**

Friday, August 24, 2017  
3:30-4:30 p.m.  
OR (O'Reilly) 116 Military Science Classroom

**ORGANIZATIONAL MEETING MINUTES**

**Please bring your calendars for the fall semester with you so that you are prepared for scheduling discussions.**

CALL TO ORDER 3:35 p.m. - Associate Dean Danielle Poe

ROLL CALL: please initial roster.

*This is our procedure at every meeting. Last one to sign: Be sure the roster is returned to CAS Coordinator (Phyllis Bergiel) or AAC Secretary.*

**Present:** Andy Slade, Chad Painter, Jim Hiller, Art Jipson, Jonathan Brown, Chris Agnew, Dorian Borbonus, Janet Bednarek, Madhuri Kango-Singh, Danielle Poe, Cindy Shafer, Stephanie D'Souza, James pack, Melody Conrad, Adam Roman, Lesley Wray, Jake Larmann, Fatima Alfaro, Sam Penewit

**Excused:** Verb Washington, Kim Trick, Jason Pierce, Simanti Dasgupta

**Staff:** Phyllis Bergiel

**ANNOUNCEMENTS:**

Welcome and discussion of duties and procedures. Dr. Poe requested that all attendees introduce themselves and their major affiliations.

Dr. Poe outlined the mission and responsibilities of the AAC.

Announcement of "training session/informational" meeting for new members, subcommittee chairs and secretaries if needed or as needed individual meeting with CAS coordinator.

Chairperson of faculty department can provide introduction to CIM or contact CAS AI Coordinator.

**Election of officers** (Executive Committee) Dr. Poe requested nominations for Chairperson. Dr. Bednarek nominated herself as Chairperson, and it was a unanimous vote in favor  
Chairperson – Janet Bednarek

**Vice Chairperson:**

Dr. Bednarek nominated Dr. Brown. He accepted and was elected unanimously.

Vice Chairperson – Jonathan Brown

Dr. Poe explained that traditionally a student has held a position on the executive committee.  
Adam Ronan - nominated himself.

Secretary – Adam Ronan was unanimously elected

*\*Traditionally, at least one of these positions has been held by a student member of the AAC.*

### **Sub-Committee Assignments:**

AAC Constitution; Article IV: Membership:

In general, the membership of each sub-committee should include administrative, faculty, and student representatives. The Executive Committee shall include the Chairperson, the Vice-Chairperson, and the Secretary of the Academic Affairs Committee. The Curriculum Committee for each academic division shall include both faculty and student representatives from that academic division. The membership of these committees should be approved by the AAC.

**Executive** (Chairperson, the Vice-Chairperson, and the Secretary of the Academic Affairs Committee)

**Curriculum Committee, a.k.a. Divisional Subcommittees:** (Curriculum Committee for each academic division shall include both faculty and student representatives from that academic division.)

Humanities (HSC)

Natural Sciences (NSSC)

Social Sciences (SSSC)

**Academic Policy Committee:** Traditionally, one half of the membership of the AAC serves on this committee.

**Educational Variations Committee:** Traditionally, those not on the Policy committee serve on the Variations Committee.

Please take a moment to convene according to this list and elect a chairperson. For Policy and Variations committees. The subcommittees will meet only if there is a need and will be notified by executive committee of such need. (It appears there will be proposals on the September agenda which will require a meeting of the Educational Variations Committee.)

Policy: Janet Bednarek, Johnathan Brown, Chad Painter, Art Jipson, Simanti Dasgupta, Stephanie D'Souza, Melody Conrad, Lesley Wray, Fatima Alfaro

Variations: Andy Slade, Madhuri Kango-Singh, James Hiller, Chris Agnew, Dorian Borbonus, James Pack, Adam Roman, Jake Larmann, Sam Penewit

Assistant Deans or their designees will now convene subcommittees as follows to elect chairpersons and schedule subcommittee meetings through the fall semester. Those elected to the Executive Committee will not serve on any of the three division curriculum subcommittees.

Mahuri Kango-Sing- **Natural Sciences** will convene the meeting instead of Dr. Trick. Suggested membership Madhuri Kango-Singh, Stephanie D'Souza, Dr. Kim trick Dr. Kango-Singh is the Chairperson of the committee

Cindy Shafer – **Social Sciences**

Suggested Membership: Chad Painter, Art Jipson, Simanti DasGupta, Melody Conrad, Sam Penewit. Dr. Painter was elected chairperson of the subcommittee.

Chris Agnew convened the subcommittee – Humanities

Suggested Membership: Andy Slade, James Hiller, Christopher Agnew, Dorian Borbonus, Lesley Wray, James Pack, Jake Larmann, Fatima Alfaro. Dr Hiler was elected chairperson, Lesley Wray will be the secretary. This committee will meet at

The subcommittees will submit the name of their chairperson and subcommittee meeting schedule to the AAC secretary or the AAC staff.

Adjourn 4:00 p.m. Subcommittees convened to select Chairs and meeting times.