**Academic Affairs Committee**

**Minutes for Meeting No.4**

**Wednesday, October 23, 2019**

**6:00 P.M.**

**Founders Suite (conference room side), Bone Student Center**

**Members Present:** Blum, Horst, Midha, Nahm, Nikolaou, Campbell, Howell, Hurd.

**Members Absent:** Evans-Winters, Aguilar, McClellan, Phillips, Solebo.

Called to order at 6:00 p.m.

**Standard Order of Business:**

**Discussion on University Catalog**

* Jess Ray said some of the comments are outdated because they were made regarding previous catalogues.
* The current catalogue had some changes because they were concerned about having.
* They inserted links to actual records in the front of the book in order to reference specific policies.
* The AAC and the UCC made some revisions in August of 2018 in conjunction with the Registrar’s office.
* Jess Ray recognized that this format and iteration of the catalogue could use some changes and tweaks.
* The Registrar’s office made some changes based on feedback from Colleges but vet those changes to ensure that they were correct.
* Changes in technology have changed the way some of the online formatting has happened over the years.
* ISU and the Registrar’s office may need to investigate a third-party system to create a brand-new catalogue.
* Senator Nikolaou brought up that investing in a new platform would be beneficial to students and while it may not be a recruitment piece for perspective students, it can drastically improve the lives of current students.
* Senator Horst brought up discrepancies in some of the requirements and how they are spread between different platforms.
* Senator Horst asked for a better process to ensure cooperation on the catalogue edits between the Registrar’s office and individual departments.
* Amy Hurd asked how the Registrar’s office would know if a student completed requirements that are not specific credit hours but that are required for individual colleges.
* Jess Ray mentioned that consistency and formatting are difficult pieces because it should look uniform, but every department is different.
* Senator Horst asked if there was a style sheet for the catalogue.
  + Jess and Amy said a style sheet is difficult to complete when the information is being put online.
* Amy Hurd said that if we use a vendor, that we should.
* Senator Horst asked if the long-term goal is to create an in-house product.
  + Jess Ray said that is the goal, eventually.
* Jess Ray touched on how to archive pieces of the catalogue.
* Many of the issues that are being worked out in online cataloguing is routed in accessibility issues.
* Amy Hurd discussed how we will have to direct students to their specific year rather than the top option of catalogue.
* Jess Ray said that course finder originally only showed individual semester courses offered now, folks can see all the titles of courses offered.
* Senator Nikolaou asked if there could be an advanced search that restrict searches or make them more defined.
* Senator Midha asked if we move in-house, do we have people that will talk to individual stakeholders (students, advisors, department chairs, etc.) to make sure we get proper information.
  + Senator Midha said we need to understand and survey stakeholders in order to ensure that a fully online catalogue is operating in a way that they want it to, before it’s fully operational and online.
  + Jess Ray said that as they’re working right now, the idea is to do focus groups.
* Jess Ray said that the catalogue used to be almost exclusively by students as a way to understand what they need in order to graduate.
  + Jess said that there are FERPA designations that mandate certain bits of information to be put into a catalogue, and that there are historical and pragmatic reasons that we keep the catalogue.
* Senator Nikolaou asked if it would be better to send out a survey via Jess Ray or Amy Hurd to get better feedback from a larger sample size in support of Senator Midha’s recommendation for continuous feedback from the different stakeholders as the online version is developed.
  + Jess said that he is hesitant only because there will be limitations on certain pieces of feedback.
  + Senator Nikolaou suggested these limitations could be addressed with a presentation in the Academic Senate with explanations why different suggestions could not be implemented (e.g., costs, technology, etc.).

The Committee will meet again on November 6, 2019.

Meeting adjourned at 7:50 p.m.

Respectfully submitted,

Senator Alex Campbell