**Academic Affairs Committee**

**Minutes for Meeting No.6**

**Wednesday, January 22, 2025**

**6:00 P.M.**

**Founders Suite (lounge side on the right), Bone Student Center**

**Call to Order**

**Roll Call**: Blum, Han, Ionescu, Nikolaou, Seifert, Werner-Powell, Bever, Blair, Montoya, Sharp, Student Senator (vacant), *Hurd (AVP for Undergraduate Education)*. (Note: quorum is six voting members; *ex-officio*).

Present: Blum, Han, Ionescu, Nikolaou, Werner-Powell, Bever, Blair, Montoya, Hurd.

Absent: Seifert, Sharp.

**Public Comment(s)** - none

**Order of Business:**

1. Approval of *Minutes#05AAC12.11.24*
	* Senator Blair moved to approve, and Senator Blum seconded. The minutes were approved unanimously.
2. Oral Communications
3. Policy 4.1.19 Credit Hour
* Under zero credit hour courses, the draft states, “They should be limited in their use but are often appropriate for co-curricular activities, such as recital attendance for music majors, or grouping clinical students by section.” The recommendation is to end the sentence with co-curricular activities and remove the examples. If it is in the policy, it automatically means that recital attendance is a zero credit hour course, so they could not decide to give it a credit hour in the future.
* Adjust the language for study abroad courses to refer to faculty contact time.
	+ - When we say 15 faculty contact hours, is that 15 hours across the whole study abroad trip? Or is that 15 hours? How do you measure that? Do they have to meet multiple times, like every week?
		- It is how long they interact with the faculty for the study abroad program. Some programs do the study abroad, and then they have a week before or a week after the trip as direct instruction.
		- There is a limit on study abroad of six hours. Following that rule, if an instructor is with the students all the time, they should probably get six hours. But then they have to pay for 6 hours.
		- There is enough wiggle room in the policy as it says that in order to get one credit hour, you need 15 faculty contact hours. If a faculty member decides to attend some activities that students do, this will not count towards the faculty's contact hours for instruction. Depending on how the study abroad program is structured, it could be between one and six credit hours, and the number of faculty contact hours should be between 15 and 90 contact hours.
* Why do we add studio performance and rehearsal classes on the first page? Studio and rehearsal are not official class categories, but performance classes are. The recommendation is to say laboratory practice classes, including studio, performance, and rehearsals. Saying laboratory would include musicianship classes as well; it’s how they have been calling them within their discipline, but they are lab classes.
	+ - Adjust the language to state: laboratory practice classes, including science, studio, performance, or rehearsal classes.
* Senator Bever moved to approve the revisions, and Senator Werner-Powell seconded. The revisions to the Credit Hour Policy were unanimously approved.
1. Policy 4.1.21 Distance Education
	* The version we have includes the comments from last time. One change was at the end of the first paragraph, where we rephrased it to say 50% or more of the courses required in the program; before, it said required courses, and we discussed the distinction between required and elective courses.
	* The second change was under the program modality determination, where we specified that new programs shall be approved through the curriculum approval, process, because it did not state that it goes through the curriculum process.
	* The third change was under the course modality determination where, wherever we had department or school level, we also added college level for the case of Mennonite. That's why now we refer throughout the paragraph to the department/school (or the college level in the case of the Mennonite College of Nursing) and the MCN Dean whenever we refer to the department chair/school director.
	* For the course modality types, we made the change so that he talks about at least or less than a specific threshold.
	* We had a question about the online-enhanced modality. The main distinction is that you must have 1% percent in person. Everything else can be online, but you cannot have less than 75% of online instruction. We also asked about the wording because this is the only modality that says events or instruction, whereas all other modalities only refer to instruction.
	* This was on purpose to provide flexibility. Some courses may require attending certain events, but the instructor may not be present. You can see the complete response in the Q&A document on our Teams site. Another example is that some classes do everything remotely and then give the exams in person.
	* The online-enhanced and the online modalities are considered remote. The in-person and hybrid modalities cannot be used in a fully online program. Currently, they refer to online-enhanced as online-hybrid, but they are the same. The policy formally states which course modalities we have and the associated percentages of in-person and remote instruction.
	* An in-person class cannot count for an online program. Hybrid classes do not meet the requirements for an online program. Online-enhanced courses can be taken under an online program, but online-enhanced courses can also be taken under an in-person program. For on-campus programs, you might have some courses that are online or hybrid and some that are in-person, as long as they are consistent with the definition of a distance-ed program.
	* The suggestion from the Registrar is to move HyFlex up to the program modality section and not be a course modality. There is no reference from HLC to HyFlex programs; they state there are courses that follow the HyFlex mode of instruction. Based on that, it is a HyFlex course, not a HyFlex program.
	* The MBA program has on its first page that courses in the MBA program are offered in a Hyflex mode where you can choose if you will attend in person or if you will go online.
	* Another comment is to remove the abbreviations for the course modality types, as these abbreviations may be different in the registrar’s system for coding classes. These are codes within Campus Solutions that no one can see.
	* Concern that if the abbreviations are not included in the policy, the modalities could be changed elsewhere.
	* The system spells out the course modality and then shows how it is coded within the system for brevity and coding purposes.
	* A vote took place for whether the abbreviations should be kept in the policy or removed. Seven votes were in favor of not including the abbreviations, and one vote was against.
* Senator Werner-Powell motioned to approve the changes in the policy as discussed in the meeting today, and Senator Blair seconded. Seven votes in favor and one vote against.
1. General Education Program (continuation)
	* Postponed the discussion for the next meeting.

**Adjourn** – Blair moved to adjourn, and Bever seconded. Everyone is in favor. The meeting adjourned at 6:57 pm.