**Academic Affairs Committee**

**Minutes for Meeting No.2**

**Wednesday, September 25, 2024**

**6:00 P.M.**

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

**Call to Order**

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

* All members were present.

**Public Comment(s)**

* Dr. Fusun Akman, Department of Mathematics.

**Order of Business:**

1. Approval of *Minutes#01AAC09.11.24*
   * The minutes were unanimously approved.
2. Policy 4.1.18 Credit Earned through Transfer, Examination, and Prior Learning
   * Removal of reference to six accrediting institutions and replacing it with “…*a regionally accrediting association.*”
   * Discussion of the meaning of undergraduate students being able to transfer 30 semester hours from international institutions. Nikolaou contacted the University Registrar about how transfer credits work for international students. The committee approved changing the language to make it consistent with Registrar practices (“*A maximum of 32 semester hours of transfer credit per year of academic work at an international institution for undergraduate students (with a maximum of 90 total semester hours of transfer credit) and 12 semester hours for graduate students may be awarded (based on a conversion to typical Illinois State University semester hour equivalent). To be eligible to receive transfer credit, coursework must appear on official documents from the institution that offered the coursework and initially conferred the credit.”).*
   * Clarification about the meaning of senior college-level credit.
   * Clarification on the difference between Basic and General Courses and Technical Courses.
   * Discussion on the need to clarify the types of courses required for Humanities, Fine Arts, and Social Sciences to match current IAI GECC requirements.
   * The policy was unanimously approved.
3. Policy 4.1.21 Distance Education
   * The policy was discussed during AAC’s meeting on March 27, 2024, with three guests: 1) Cooper Cutting, *Assistant Vice President for Academic Planning*; (2) Alice Maginnis, *Deputy University Counsel*; (3) Emily Jones, *Professor of Kinesiology & Provost Fellow*.
   * The minutes from the March meeting are as follows:

The group discussed policy 4.1.21. Maginnis gave an overview of the changes to the distance education portion of the law from the Department of Education. They set common accreditation standards for accrediting bodies such as HLC must follow. The standards outline how faculty should engage with students online and what qualifies as a distance education course.

Pancrazio asked about how we define substantive interaction. Cutting pointed out the section of the policy, but there was a need for a more direct explanation, which Jones gave. A self-graded quiz would not be considered substantive. Jones suggested a paragraph response to a prompt that was graded with a rubric with instructor feedback. Maginnis said a group discussion would count. Pancrazio questioned how much the students had to interact and not just the faculty. Nikolaou asked if the note was from the law and Maginnis said that it was. The second half of the policy is straight from the law. Jones explained that faculty will need to show how they are meeting the learning outcomes. Nikolaou questioned the role of third party generated content and asked if they count as substantive interaction. If the instructor developed the videos, that would be considered instructor interaction, but there must be more than videos. Blair asked what part of the policy is under our discretion as it seems most of it is from the law. Nikolaou mentioned that we will need to add the clause “or the Dean of the Mennonite College of Nursing” when referring to the department chair/school director.

Nikolaou asked why we use the term on campus rather than in person under the program modality. Maginnis responded that we have to report the location of programs. She suspects that’s why we use that term. It relates to physical proximity to the instructor. It also makes it clearer in comparison to the course modality. Under Course Modality Determination, need to add college to the chair/director for programs that do not fall within a department/school. The percentage of online time was adjusted to match the registrar’s website. The committee reviewed the policy through the Asynchronous vs Synchronous section.

* + Change wording from “…*the program’s required courses*” to “…*courses required in the program*” at the end of the first paragraph.
  + Under Program Modality Determination, change the wording from “*…will be determined during the curriculum approval process*” to “*…should be approved through the curriculum process*.”
  + Wherever the policy refers to department chair/school director approval, add a reference to the Mennonite College of Nursing Dean. These changes are in the first paragraph under the Course Modality Determination section.
  + Under Course Modality Types, clarify the ranges. Instead of providing ranges, refer to *less than* and *more than* consistently throughout the policy.
  + Discussion about the difference between credit hours and instruction time when determining the course modality.
  + Discussion about the Online-enhanced (OE) courses and the online vs. in-person ranges given and whether refereeing to the instructor(s) of record may create issues with accreditation. The AAC will check with Dr. Cooper Cutting about the specific language provided.
  + Under Synchronous and Asynchronous Instruction, add “*…and included in the course syllabus.*”

1. General Education Revision:
   * Presentation of the existing General Education program to ensure all committee members are aware of the current components and requirements of the program.
   * Presentation of the proposed General Education program to understand and clarify what the new proposal entails.
   * Discussion of how to approach the revisions. Nikolaou will gather all feedback from previous surveys, and comments emailed to him, including specific comments from AAC members. The committee will organize these comments based on themes and start discussing them during the next meeting.

**Adjourn**

* + The meeting adjourned at 8:00 pm.