**Academic Affairs Committee**

**Minutes for Meeting No.5**

**Wednesday, December 11, 2024**

**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, Myers-Hoops, Sharp, *Hurd (AVP for Undergraduate Education)*. (Note: quorum is six voting members; *ex-officio*).

Present: Blum, Han, Nikolaou, Bever, Blair, Montoya, Sharp, Hurd.

Absent: Ionescu, Seifert, Werner-Powell, Myers-Hoops.

**Public Comment(s)** - none

**Order of Business:**

1. Oral Communications
2. Approval of *Minutes#04AAC11.20.24*
   * Blair moved to approve, and Bever seconded. The minutes were approved unanimously.
3. General Education Program (continuation)
   * Postponing the discussion since several faculty senators were not present during this meeting.
4. Policy 4.1.19 Credit Hour

* Remove the direct quotations from the policy so that we do not need to revise the policy every time there is a language change rather than a substantive change.
* Change reasonable to reasonably.
* Change throughout to refer to credit hours, not just hours.
* Types of courses:
  + - Question from email communication with Horst, Cline, and Hurd about how fine arts courses will be treated, how music courses will fall under the credit hour definition, and how private lessons are counted. For example, students take a three credit hour music course, they have a sixty-minute private lesson, and then they have an applied lesson and thirty minutes of private lessons. How will we count these lab classes, and how are they going to meet for 100 minutes for one credit hour? There was a similar question from chemistry when we were discussing the distance education policy.
    - Labs are classified as different sections of the same course, not different courses.
    - Depending on the setup of a course, some are set up where it has a separate lab class and a separate grade for that class, but some are set up where the lab doesn’t have a separate grade.
    - Currently, music classes do not have a lab section, but the way they are being taught is in person and as one-on-one meetings. So, how does this factor into the credit hour?
    - The revised language captures additional minutes as out-of-class activities.
    - One of Horst’s comments was that they are not a lab and are not a rehearsal. Removing the wording of musicianship classes as they are considered a type of lab.
    - Language revision is broad enough to capture these cases.
* Discussion about the “each week” under 1. Keep the current language of each week.
* Clinical experiences:
  + - Based on the proposed changes, clinical experiences that are associated with specific courses do not receive credit independent of the course. Looking at the proposed change, does it mean that courses requiring clinicals are going to get extra academic credit? Teacher education has classes with clinical hours, but they don’t get credit for those clinical hours separately; they are part of the course. These are more nursing and teacher education courses.
    - Are there any pre-service clinical experiences that are not associated with any courses? Due to legal liability you can’t give someone credit if they aren’t in a course. You can give them a course grade and a grade for their clinical hours, but you have to set that up in a separate course. Some internships are standalone that you can get credit for that aren’t associated with the classes and student teaching. However, if there is a class with student teaching, it’s a different course number, and they have to show the separate course with clinical hours because of license.
* What is meant by populations?
  + - We have contract courses and workshops for teacher education because they had to get their version of a CPEU. We can bring international students and other special groups in and go through contract courses. Typical students don’t take workshops. Management Development International (MDI) courses would fall under this category; students pay for contract courses, they don’t do it by credit hours
* Delete independent study from thesis/dissertation and have a separate section for independent study and keep it as written. We defer the credit hours until they finish the associated course. Most departments have at least eight hours of dissertation and you can take six or two, but you have to enroll in at least one hour of dissertation.
* Strike out the paragraph on online and hybrid courses, as it is added right under items 1 and 2 in the revised policy. Add a specific reference to Policy 4.1.21.
* Change “has” to “have” designated learning and “requires” faculty, and then below that, where it says ISU faculty-led, there should be a hyphen.
* What is a contact hour under study abroad courses? Time that you are with your faculty, not at study abroad. This reduces the number of credit hours. For example, if you are on a week-long study abroad, you are going to spend at least 12 hours a day doing something for that study abroad.
* Adjust the last sentence of the policy to reflect that all definitions and standards within this policy apply to on and off campus.
* Changes were unanimously approved.

**Adjourn** – Blair moved to adjourn, and Bever seconded. Everyone is in favor. The meeting adjourned at 6:55 pm.