

Minutes
Undergraduate Academic Affairs Committee
December 1, 2016

Members in Attendance: C. Airhihenbuwa, D. Barbeau, D. Lohe, E. Gockel-Blessing, G. Barker, G. Mayfield, J. Perolio, J. Burwinkel, J. Langan, K. Thatcher, M. Allen, M. Sabick, N. Westhus, R. Cole, R. Wood, S. Naeger, and T. Gasmi

Guests in Attendance: J. Haugen, D. Scharff

Call to Order: Rob Wood called the meeting to order at 8:30 a.m.

Approval of Minutes from the November 3, 2016 Meeting: Minutes were unanimously approved.

Academic Program Proposals:

- **BS in Emergency Management:**

Darcy Scharf from the College of Public Health and Social Justice informed the group about the cancellation of this degree which was put in place about five years ago. The projected targets were never met and given the current atmosphere, the decision was made to close the program.

- **Certificate in Foundations of Christian Service:**

The main concern that was expressed was the potential for any overlap with SPS and the Aquinas Institute. In Brother Rehg's letter, he acknowledged that Jennifer Giancola, the interim dean of SPS, does not see any potential conflict.

Brother Rehg will be invited to the February meeting for further clarification. The group requests a better estimate of target enrollments, letters of support from theology and philosophy, and the potential conflict with the Aquinas Institute and the certificate programs that they offer.

New Business:

- Jay Haugen gave an update on the cross-listing and dual-listing policy. He is currently working on a final clean-up of the policy's wording.
- Rob sent out a programmatic change which he will make a part of the January's meeting agenda. This change is in the Pre-Law scholar program. Eva Gonzales, director of Pre-Professional Health and Pre-Law, sent this to him. She has been working on it for the last couple of months. Rob encouraged everyone to read it over and be prepared to talk about it in January. Eva will attend the meeting in January to discuss.

Miscellaneous:

The subject came up regarding drop-dead dates for canceling a class. Jay informed the group that eighty-nine students registered after the fourth week of the semester, both undergrad and grad combined. With this trend it is hard to estimate enrollment. Strategies need to be developed to incentivize timely registration. Gentle encouragement doesn't seem to be working.

Students bills are processed on the tenth of every month and there are deferred payment plans. The December bill will be the first spring bill. The student will not be charged interest until the February bill. A student should be registered as early as possible because now they have five month to pay the balance instead of four months. There is no penalty for registering early. They will get a bill but it is not immediately due.

Meeting was adjourned at 9:30 a.m.