



State University of New York College of
Environmental Science and Forestry
Academic Affairs Committee

Agenda for September 12, 2023 Meeting 11 AM
217 Bray Hall

1. Call to Order
2. Introductions- Scott Shannon (LA), Jeremy Coleman (Admissions), Beth Minard (Registrar), Leslie Rutkowski (Registrar), Ann Moore (Env. Sci), Avik Chatterjee (Chem), Jess Fenn (Writing), Terrance Caviness (staff rep), Brandon Murphy (Open Academy), Shijie Liu (Chem Eng.), Tim Morin (ERE), Eddie Bevilacqua (SRM), Jon Henderson (MOSA), Dalton Adams (MOSA), Jamie Shinn (Env. Studies), Erin Tochelli (OAA admin support), Valerie Luzadis (ex officio)
3. Committee Charge
 - a. This committee is charged with all matters of the College's instructional program. The committee shall assess the College curriculum; set standards for evaluating student academic performance and academic integrity; create, review and assess academic policies from matriculation through graduation; promote, support, and evaluate instructional quality; provide consultation in areas of academic technology and instructional spaces; review and consult on changes to academic programs, including creation and discontinuation of programs; and consult with ad hoc committees to review petitions, probations, academic suspensions, and dismissals.
4. Updates from the Associate Provost
 - a. Middle States
 - i. In our visit in 2022, MSCHE found they needed more information on standards I, V, VI and VII. I and VII were satisfied at the March 2023 visit, but we were found non-compliant in standards V and VI (student learning outcome assessment and institutional effectiveness assessment, respectively).
 - ii. We are now on warning for V and VI, and we need to prove that we have the structure in place and that it works. Deadline for data/information on campus is 12/15. Report due to MSCHE 1/16/24.
 - iii. AAC leads the general education assessment element of standard V. The gen ed program should align with the college wide learning outcomes.
 - iv. If we don't achieve compliance with the standards we could be put in a position to create a "teach out" plan.
 - v. We have been doing this, but we need to document what we're doing.
5. Updates from the Chair
 - a. Subcommittee met last week. Call out to Department Chairs to report on their general education program and syllabi for courses the department teaches within gen ed.
6. Upcoming Policy Revision Proposals

- a. Course proposal document may change to ask whether a course fulfills a college-wide learning outcome. Those are:
 - **Scientific Reasoning**
Students will be able to: demonstrate understanding of modern science and the implications of scientific discoveries, apply the scientific method, and use science to address contemporary problems.
 - **Quantitative Reasoning**
Students will be able to effectively describe, interpret, apply, and evaluate quantitative information.
 - **Communication**
Students will be able to: formulate and present ideas that reflect critical thinking skills and show awareness of audience, context, and purpose, and present a well-developed argument
 - **Technological and Information Literacy**
Students will be able to: use critical thinking skills to determine the information needed to solve a problem, access information using appropriate technologies, and effectively and appropriately use information to accomplish a specific purpose.
 - **Values, Ethics and Diverse Perspectives**
Students will be able to: demonstrate awareness of diverse cultures and values, recognize ethical issues in contemporary society, and apply ethical concepts in addressing diverse personal, professional, and societal settings.
 - **Critical Thinking**
Students will be able to: identify, analyze, evaluate, and develop well-reasoned arguments. (Note: this area inherently overlaps outcomes in the prior areas.)
 - i. How do we help faculty build solid learning outcomes? It would be helpful to provide support for those folks.
- b. Possible policy on revision timelines. Courses often don't get updated for long periods of time, sometimes passing the class through many hands to where the current faculty doesn't have the original SLOs for the class. We want to consider a cycle of required revisions to keep our courses current.
 - i. If we do this on a 6-7 year cycle, there could be flexibility for minor changes to a course in-between cycles
- c. Probation/suspension policy language
- d. Ellucian workflow processes- change of major, general petitions are in progress with our partner at Ellucian.
- e. Streamlining approvals of transfer petitions for colleges we already have transfer articulation agreements with.
 - i. Could registration forms be added to this?
 1. Possibly. We would have to maintain different ways of getting approvals for individual courses that require instructor permission and ensure that faculty will respond to the student's requests.
 2. The pdf created from the process would still go to the Registrar's Office to lift the hold.
- f. Training for new faculty on our systems
 - i. Many departments handle this within their faculty, or professional advisors with faculty.
 - ii. [Link](#) to video on batch upload of grades (midterm or final grades)

- g. The Provost's resolutions that were tabled are not going to be taken up by the AAC at this time.

**Next meeting:
Tuesday, October 31
TBD**