



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

Minutes for October 31, 2023 Meeting 11 AM
105 Marshall Hall

Voting members present: Eddie Bevilacqua, Avik Chatterjee, Jess Fenn, Shijie Liu, Tim Morin,
Brandon Murphy, Ruth Owens, Mike Schummer, Scott Shannon, Jaime Shinn

Non-voting members present: Terrance Caviness, Casey Duffy, Matt Krush, Beth Minard, Leslie
Rutkowski, Erin Tochelli

1. Call to Order 11:05
2. Updates from Academic Administration
 - a. There will be a report at the AG general body meeting regarding the midterm grade compliance.
 - b. MSCHE- General Education Assessment will be a designated group that meets semi-regularly. The assignment to this group will come out of OAA.
3. Updates from the Chair
 - a. On gen ed- we have narrowed the courses down to 18 courses that we will use as the basis for our assessment. This is based on the college wide learning outcomes (view [here](#))
 - i. We need to establish the rubrics/metrics and how we are collecting data to assess students on the CWLOs
 - b. Chair is retiring at the end of the semester. Another chair is needed for spring.
4. Action Items
 - a. Course Proposal EWP 311 Urban Environmental Literature
 - i. There were concerns raised about the assessment of DEISJ in the supplement. The artifacts were not specifically identified for data collection. Since we are trying to make assessment more robust we would like more information.
 - ii. Adding more detail to the way students will be assessed would help. We don't currently have a good example of this to refer them to. Could we create a generic rubric that would be applied to the course? SUNY SCOA website has this [example](#)
 - iii. Should we start to request syllabi/example assignments as part of the approval process? (EWP 311 sent a pared down syllabus... Erin will share this document).
 - iv. Revisions needed**
 - b. Course Revision BPE 321 Biomolecular Kinetics
 - i. Both required and elective are checked. Lecture hours are not listed
 - ii. Approved 10-0-0**
 - c. Course Proposal BPE 521 Biomolecular Kinetics
 - i. See above
 - ii. Approved 10-0-0**
 - d. Course Revision BPE 421 Bioprocess Engineering of Reactions

- i. SLO 5 seems to be missing a word, needs a minor edit
 - ii. SLO statement “students will be able to”
 - iii. Approved 10-0-0**
 - e. Course Revision BPE 621 Bioreaction Engineering
 - i. SLO 5 missing word, SLO 10 needs an action word.
 - ii. Why is the title different? They should be the same as a shared resource course
 - iii. Approved 10-0-0**
 - f. Course Revision ECH 312 Chemical Engineering Thermodynamics and Colloids
 - i. Approved 10-0-0**
 - g. Course Proposal ECH 512 Chemical Engineering Thermodynamics and Colloids
 - i. Approved 10-0-0**
 - h. Course Revision ECH 380 Process Simulation Modeling
 - i. Approved 10-0-0**
 - i. Course Proposal ECH 580 Process Simulation Modeling
 - i. Approved 10-0-0**
- 5. Old Business
 - a. Approval of Minutes
 - i. Approved 10-0-0**
- 6. New Business
 - a. Suspension policy draft (see attached)
 - i. Summary: Changing language to academic warning. Students should actively be on warning for the semester they are considered for suspension. If semester GPA is above a 2.0, students will be allowed to continue even if their cumulative GPA has not recovered
 1. Concerns about Banner’s capacity to track different standards were raised.
 2. We would not have a transcript note on progress warning. The system isn’t capable of it, but we are looking for students to have engagement with ASC if they have a decline in success and prior to being on academic warning.
 3. Question about whether the progress warning should be codified if it isn’t impacting their record. Suggested language change to progress notice so there is a distinction between academic warning.
 4. Question about why the full-time standing isn’t included in the academic warning. We can’t necessarily suspend someone who is in good academic standing, but we should try to connect with them in the progress warning/notice so they understand the long-term impact.
 5. Confusion over language in the continuing students warning for two consecutive semesters.

**Next meeting:
Tuesday, November 28**

Location 105 Marshall