

**Agenda**  
Undergraduate Faculty Meeting  
Monday, September 29, 2014, 2:30 p.m.  
AGLS 129

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1. WEAVE Online Modifications
  - a. All three programs are revising the Weave reporting – workgroup leaders are identifying courses and means of documenting evidence
  - b. Addition of course rubrics to reflect seven University learning outcomes
    - i. Depth of knowledge
    - ii. Critical thinking
    - iii. Communicate Effectively
    - iv. Personal and Social responsibility
    - v. Social, Cultural and Global Competence
    - vi. Lifelong Learning
    - vii. Work Collaboratively
2. Attendance Verification
  - a. Federal aid regulations require confirmation of students beginning attendance in all courses by the 20<sup>th</sup> class day.
  - b. Expect another round late in the semester for reporting last day of attendance for students receiving non-passing grades (F, I, X, W, U) – determine if students fully earned the aid advanced to them. Failure to certify may result in loss of all aid eligibility. This includes online classes and internships.
3. Zero Credit Course Option
  - a. Kristin Harper informed the committee that the 0-credit hour proposal is ready for presentation and will be presented at the next AOC Deans meeting on Sept. 17. Meeting will be opened up to other interested parties, location TBD. Presentation will also be given at the next QEP meeting. Information regarding the tracking of students’ participating in high-impact experiences will be discussed.
  - b. Zero credit will only apply to variable credit courses.
  - c. The proposal is to allow students to register for the course at a nominal fee, transcript the course with a grade. This will create an additional section of the course.
4. Centralized Advising
  - a. PriceWaterhouse Cooper report: reduce demand for face-to-face meetings with faculty
  - b. R12.2 Develop plans for consolidating undergraduate academic advising at the college/division level deans reporting through provost and executive vice president for academic affairs- December 31, 2014
    - R12.2 In addition, colleges should either consolidate undergraduate academic advising at the college level or provide a compelling academic case for why this should not be done. The benefits of consolidation include the ability to distribute advisers to secure equal access to advisers for students, with each adviser responsible for roughly equal numbers of students. The median number of students per adviser is 296, according to the National Academic Advising Association (NACADA) and Texas A&M University takes 300 as the target load for academic advisers. Consolidation also yields equity and accountability in compensation, advancement, and annual review. A request for exception should explain how these benefits will be achieved without consolidation. The report should be submitted by December 31, 2014.
  - c. Currently this applies only to those with an Academic Advisor title
  - d. Our advisors currently are at 50% time advising. Each ALEC advisor has non-advising roles such as teaching, scholarship, and attending conferences
5. Withdrawals are now completed online by students
  - a. Only withdrawals after the Q-drop date will be done with paper forms
  - b. To check for students withdrawn you will need to check your class roster

6. HIE – Keep Ashley Stewart in the loop on all HIE activities
  - a. Annually required to report HIE activities – credit bearing and non-credit
  - b. She will be doing reporting on what we think HIE's are and what our students think HIE's are
  
7. Full Course Procedures
  - a. Each academic program has a waitlist procedure. These procedures are in place to ensure completion of graduation requirements and room capacities.
  - b. Do NOT tell a student you will add them to a class without asking the appropriate adviser first.
    - i. Sara Ho – Room scheduling/ALED & ALEC undergrad courses
    - ii. Tobin Redwine – AGCJ
    - iii. Julie Harlin - AGSC
    - iv. Clarice Fulton – Graduate
  - c. We will NOT add graduate students to a full undergrad course, especially if there is a similar gradate course without substantial evidence that an exception is necessary.
  
8. Advisor Briefing Day Update – Advisor Team
  - a. Aggie Honor System – Faculty have the option to handle situations on their own but it is recommended to go through the Aggie Honor System office
  - b. If you have a student who should be enrolled in Honors please send them to Reid Stavinoha
  - c. Students with degree planner questions need to be directed to Peer Advisors.
  
9. Update on Faculty Searches
  - a. AGCJ Assistant Professor position description has been approved by Dr. Elliot, submitted in the Dean of Faculties portal and is currently waiting for approval from the Dean's office.
  - b. ALED Assistant Lecturer position is posted in Great Jobs.
10. 9-Month Appointment Update
  - a. The proposal from Dr. Dugas is to keep faculty at the appointment they are currently at 9 or 10 month with compression based only on a case by case basis.
  - b. To continue accruing annual leave the faculty member must have funding in writing with an account number by Sept 1, 2015.
  - c. If you miss the Sept. 1 deadline you will not have the opportunity to accrue vacation future years.
  - d. There are still many questions from departments. Questions need to be sent to Dr. Elliot to take to the Vice Chancellor.
11. Costa Rica Study Abroad
  - a. Course is being led by Drs. Hanagriff and Murphy
  - b. Seats are still available.

#### **Links to Remember**

Travel away from campus for all students

[https://studentactivities.tamu.edu/app/form\\_travel](https://studentactivities.tamu.edu/app/form_travel)

#### **Upcoming Dates to Remember**

Mock Interviews with Internal Board Members October 9

Internal Advisory Board Meeting October 10

Materials due to ALEC Undergrad. Curriculum Committee October 8

ALEC Undergrad. Curriculum Committee Meeting October 22

Mid-Term Grades due October 20

Pre-Registration begins November 13 – December 2

Q-drop and Withdraw Deadline November 21

Adjunct Request for FY16 March 1

#### **Travel Request Form Deadlines**

Domestic (30 days prior to trip): e.g., travel November 1, 2014 due by October 1, 2014

International (60 days prior to trip): e.g., travel December 1, 2014 due by October 1, 2014

**Next Meeting: October 20, 2014 @ 2:30**