

UNIVERSITY OF SOUTH CAROLINA UPSTATE
Academic Affairs Final Report

Date: April 29, 2022

Members

Vince Connors (NSE), Susan Ruppel (PSYC), Scott Harris (HPPA), Polinapilinho Katina (IES), Colby King (SCW), Kristi Miller (SON), Karen Lounsbury (SOE), Holly Pae (HPH), John Siegel (LIB), Emily Koefed (FACS), Victor Summers (MCS), Michael Wooten (EFA), Monika Shehi Herr, chair (LLC), Jeff Smith (MEM)

Ex officio Members:

Bennie L. Harris, Chancellor, Pamela Steinke, Interim Provost; Amanda Karls, Director of Institutional Effectiveness and Compliance, Mary-David Fox, Registrar.

The charge of the Academic Affairs Committee as defined in the Faculty Manual:

the Academic Affairs Committee will consider and recommend to the Faculty Senate action on all requests for the addition, modification, or deletion of undergraduate and graduate curricular programs and courses. The Committee will also consider matters concerning undergraduate and graduate academic requirements and standards, and reviews current policies and practices to make recommendations to the Faculty Senate. The Committee also considers faculty petitions for grade changes and of students seeking relief from University scholastic regulations, following the recommendations of the appropriate unit administrator.

Meetings

AAC met eight times during the 2021-2022 academic year, including a training session on October 15. The first meeting, scheduled for September 3, was adjourned to make room for an emergency General Faculty meeting that addressed pandemic measures. Victor Summers served as the Recording Secretary. All agendas, minutes and proposals are located on Blackboard as well as on the [AAC website](#).

Friday, October 1, 2021
Friday, November 5, 2020
Friday, December 10, 2020

Friday, January 8, 2022
Monday, February 4, 2022
Monday, March 4, 2022
Monday, April 1, 2022

Form Revisions

The AAC revised eleven forms: Request to Modify or Delete Worksheet or Program (undergraduate and graduate), Request to Modify or Delete Course Description (undergraduate and graduate), New Course Request (Undergraduate and graduate), New Program Request (undergraduate and graduate), New Certificate Request (graduate and undergraduate), as well as

the New Course Request for One-Time Only. All forms were converted from PDF files to Word Document files to ease completion.

Actions

AAC reviewed:

- 9 Requests to Change Academic Regulation or General Catalog Descriptions,
- 36 Requests to Modify or Delete Worksheet or Program Descriptions,
- 57 Requests to Modify or Delete Course Descriptions,
- 48 Requests for New Courses,
- 4 CHE Notifications,
- 4 Requests for New Certificate Programs,
- 9 Requests to Change General Education's Program Worksheets,
- 2 Name changes (for Mary Black School of Nursing and School of Education, Human Performance, and Health), and
- 1 Request for a New Program, the first doctorate program at USC Upstate.

Issues:

- A repeatedly expressed concern is that filling out the forms correctly is too time-consuming. The Committee revised the forms to eliminate unnecessary obstacles and reviewed options for a compensated copy-editor position, but an agreement could not be reached on a compensation proposal. It remains the responsibility of the individual academic units to carefully vet the forms before submitting them to the Academic Affairs Committee.
- Another problem that was encountered several times is that some meetings had excessively heavy agendas since there is no way to predict or restrict how many proposals may be submitted for any given meeting. After different proposals for ensuring a more even distribution were discussed, during the last meeting, it was agreed that all meetings in the future would end at 5 pm and any agenda items not covered by that time would automatically be scheduled for the following meeting.

Incoming chair:

Susan Ruppel (PSY)