Those Present
Ms. Monica Santillan
Dr. Joe Dickson
Dr. Shield Lin
Mrs. Lettie Raab
Dr. Emmanuel Opara
Dr. Cheryle Snead-Greene
Mr. Peter Wood
Ms. Deborah Dungey
Dr. Kendall T. Harris
Mr. Don Byars
Dr. Ali Fares
Dr. Walle Engedayehu
Mr. Jonathan Miller
Dr. Tamara Brown
Dr. Felecia Nave
Dr. Abul Pitre - G

Those Absent
Dr. James A. Wilson, Jr - G
Dr. Thomas-Smith - G
Ms. Traci Chernosky - EA
Dr. Kitty Warsam - A
Dr. Kay Norman
Dr. Abida Solomaon

The University Academic Council (UAC) was convened at approximately 3:15 p.m. on Thursday, September 19, 2013, with Dr. Felecia M. Nave, Associate Provost & Associate VP for Academic Affairs, presiding. The location of this meeting was in the John B. Coleman Library, Room 508. Dr. Nave welcomed those old and new members and guest that were present and officially called the meeting to order.

AGENDA ITEMS DISCUSSED

I. Minutes from last Academic Council Meeting

All those present where asked to look over the minutes from the last University Academic Council Meeting on, Thursday, May 2, 2013 and Thursday, May 16, 2013.
Motion: Dr. Kendall T. Harris moved and Dr. Tamara L. Brown seconded the motion to approve the minutes from Thursday, May 2, 2013. The motion carried unanimously.

Motion: Mr. Peter Wood moved and Dr. Tamara L. Brown seconded the motion to approve the minutes from Thursday, May 16, 2013. The motion carried unanimously.

Dr. Nave stated that Ms. Deborah Dungey has served as the Co-Chair of the University Academic Council and that nowhere in the By-Laws does it state that she can only serve one term. However, Dr. Nave would like to get a motion from the University Academic Council on having Ms. Deborah Dungey serve as the Co-Chair for FY14.

Motion: Mr. Don Byars moved and Dr. Cheryle Snead-Greene seconded the motion that Ms. Deborah Dungey should remain the Co-Chair of the University Academic Council for FY14. The motion carried unanimously.

II. University Academic Council Charge

Dr. Nave, asked that everyone especially, the new council members to review the University Academic Council By-Laws. Please review so that you are familiar with the way the council operates. Dr. Nave asked them to please look at the Task Forces and Committees section under Article III Officers. The way that the University Academic Council gets it work done is forming Task Forces and they are made up of four to five University Academic Council members. When an item is ready for review it is tasked out to a task force for review. When the item has been reviewed by the task force, it is then brought to the University Academic Council for discussion. Then the task force will have a presentation to support their finding and then a recommendation motion is required from the University Academic Council. Then the recommendation is provided to Dr. Thomas-Smith.

III. FY 14 Actions

Dr. Nave, asked the returning University Academic Council members to please try and remember if the University Academic Council had a Student Affairs representative sit on the council. This being said that the University Academic Councils By-Laws need to be updated to reflect the change from Student and Enrollment Services to Enrollment Management. Dr. Nave will check with Dr. McFrazier as to how a Student Affairs representative was added to the council. Dr. Nave should have an answer at the University Academic Council meeting to be held on Thursday, October 17, 2013.
Dr. Nave stated that if any colleges or schools have any agenda items that they would like to have discussed to please get with their dean and have the dean submit them to the Office for Academic Affairs.

IV. How to Complete the Course Inventory Form

Ms. Karen Harris made a presentation to the University Academic Council regarding the procedures and guidelines for the submission of a course inventory update request form. Ms. Karen Harris went over how to add a new course to replace the old course; how to delete an old course that is to be replaced by a new course; how to change a course title only; how to add new core courses that has never been offered before; and how to add new core course.

V. Old Business

No old business at this time.

VI. New Business

No new business at this time.

VII. Adjournment

There being no further business, the chair adjourned the meeting at 5:00 p.m.

Submitted by:

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Traci G. Chernosky
Administrative Assistant III/Recording Secretary
Office for Academic Affairs