

UNK Faculty Senate Academic Affairs Committee

The charge of the Academic Affairs Committee (UNK Faculty Senate Bylaws Article VII:B):

- 1) Serves as a safeguard against needless curricular duplication of courses and programs by:
 - a) receiving notification of undergraduate courses and programs of study after they have been approved by the curriculum committee of the undergraduate college;
 - b) reviewing course proposals in intercollegiate and multidisciplinary areas within the University;
 - c) making specific policy proposals for curriculum development and coordination to education policy committees of the undergraduate colleges
2. Proposes policy statements for University-wide academic issues.
3. Maintains liaison with the Graduate College so as to coordinate undergraduate and graduate curricula and programs.
4. Reviews actions taken by the General Studies Council.
5. Considers any other academic questions as directed by the Faculty Senate or the Senior Vice Chancellor for Academic Affairs.

The composition of the FSAA (UNK Faculty Senate Bylaws Article VII:B):

Voting members include:

- a) Two elected faculty members from different departments of each undergraduate college
- b) One elected Library faculty member
- c) One representative elected from and by the Faculty Senate
- d) The Registrar (or designee)

Non-voting members include:

- a) Two students with majors in different fields selected by the Student Senate
- f) The Graduate Dean and the Chief Academic Affairs Officer (or their respective designee)
- g) Coordinator of Academic Publications

Terms begin the first day following the regular October Faculty Senate meeting at which standing committee elections are completed. Faculty representatives serve 2-year terms and may succeed themselves indefinitely.

Quorum is defined as a majority of voting committee members in attendance. A minimum of 40 percent of the Committee (voting) membership must be present in order to conduct official business.

FSAA Committee meets at 3:30 p.m. on the third Thursday of each month during the academic year; the sub-committee meets at 3:30 p.m. on the second Wednesday - 8 days prior to full committee meeting - of each month. Representatives are expected to attend the regularly scheduled meetings. Per Faculty Senate attendance policy, only 3 absences per academic year are permitted.

Agendas are prepared by the Coordinator of Academic Publications and the Registrar's Office. Agendas will be made available to campus sometime after the sub-committee meeting but prior to the regular monthly meeting.

Meeting minutes distributed and approved electronically; approved minutes submitted to Faculty Senate for dissemination to campus.

Operating Guidelines:

The Academic Affairs Committee reviews proposed curriculum changes submitted to the Committee in terms of the following criteria to insure effective review for curricular duplication and adherence to university policies.

Procedural Qualifiers:

- a) Understandable action request.
- b) Understandable credit hour information.
- c) Understandable basic course information (in context of CAP posting categories) as submitted via CAP specifications.
- d) Evidence of approval by curriculum committee at college level.
- e) Evidence of statements of awareness/notification from other effected departments or programs.

Academic Qualifiers:

- a) Understandable course / program content via description and syllabus.
- b) Understandable credit hour relationship to course/program content.
- c) Understandable in terms of applicable University policies and procedures.

(Understandable – Means the material is clear in expressing nature, meaning and significance within the context of the above categories.)