

## **Academic Affairs Committee Meeting**

Thursday, March 20, 2025

Science III – Room 100

### **Meeting Minutes**

Attendees: J. Deal, E. Adams, H. He, M. Herman, T. Holiwell, E. Montoya, K. Szick, M. Szolowicz, J. Wang

Absent: C. Dell'Amico, A. Martinez

1. Call to Order: The meeting was called to order by J. Deal at 10:00 am.
2. Approval of Agenda: A motion to approve the agenda was made by K. Szick and seconded by M. Szolowicz, all in favor.
3. Minutes:
  - a. Approval of minutes from 03/06/25: A motion to approve the minutes was made by E. Montoya and seconded by K. Szick, all in favor.
  - b. Volunteer for minutes for today's meeting: J. Wang
4. Announcements: no items
5. Resolutions: no items
6. Referrals
  - a. Referral 2425 # 26 – Class Cancellation Deadlines

Discussions focused on the use of a “reasonable time frame” to determine when to cancel a class. However, defining a reasonable time frame proved challenging. E. Adams shared feedback from Faculty Affairs recommending the removal of both the definition and additional explanations related to a reasonable time frame.

The originally suggested guideline “no less than two weeks before the first day of classes” was found to contradict the Collective Bargaining Agreement (CBA). Specifically, CBA Article 12.5 states: “If a class is canceled prior to the third class meeting, the temporary employee shall be paid for the portion of the academic term worked prior to the cancellation. If a class is canceled after the third class meeting, the temporary employee shall either be

paid for the remaining portion of the class assignment or provided an alternate work assignment.”

The committee recommended revising the “reasonable time frame” language to: “preferably no less than two weeks before the first day of classes”. A motion to approve the revised guidelines for criteria and process of class cancellations was made by M. Herman, seconded by K. Szick, and approved unanimously.

b. Referral 2425 # 27 – Program Discontinuation Moratorium Policy

J. Deal introduced the current program discontinuation process and background on the referral. The committee discussed the role of University Program Review Committee (UPRC) in reviewing and evaluating academic programs. It was noted that the program discontinuation moratorium process should have been overseen by UPRC based on their review outcomes; however, this practice has not been implemented to date.

The committee recommended that program review should align with the philosophy of the RTP review process, and that UPRC should provide formal recommendations based on their findings. Furthermore, the Academic Senate should play an active role in program discontinuation decisions by offering recommendations, rather than simply being informed after the fact.

The committee also discussed the timeline for the program discontinuation process. Currently, implementation takes approximately 90 days at minimum. The proposed timeline may require further discussion. Additionally, the six criteria used to guide such decisions may need closer examination. The role and standing of the full-time faculty in this process also warrant further discussion.

c. Referral 2425 # 31 - Academic Policies Housed in the Registrar's Office  
No discussion

7. Other Discussion Items: no items

8. Open Forum: no items

Meeting adjourned at 11:32 am.

***Approved on April 3, 2025.***