

# **Academic Affairs Meeting Minutes**

## **Monday, September 23, 2024 at 3:00pm**

### **In-person, Memorial Union – Lincoln Room**

Attendees: Beth O'Neill (ex-officio), Sarah Cook, Tracy Davies, Dion Harnowo, Michelle Heusi, Sarah Holt, Jim Schnoebelen, Barbara Scofield, Cherry Steffen

The meeting was called to order by the committee at 3:07pm.

- I. Action Items
  - a. Elect Chair
    - i. Discussion occurred and Tracy Davies was unanimously voted as chair of the committee.
  - b. Review CourseLeaf program proposal form and discuss workflow approval process.
    - i. Holly Broxterman reviewed the new program proposal with the committee and walked the committee through the CourseLeaf workflow governance process.
    - ii. The committee discussed and agreed that an invitation to the proposal originator will be sent by Holly Broxterman when their proposal is on the committee agenda. The originator will be invited to discuss their proposal with the committee before committee votes.
    - iii. The committee also discussed the desire to be notified about the proposals sooner than the agenda. Holly Broxterman will set up CourseLeaf to send an FYI email to each of the committee members when the proposal is sent to the Academic Affairs Committee queue. Holly will send an example out to the committee, so they know what to expect from the FYI email.
- II. There being no further business to discuss, a motion was made by Cherry Steffen and seconded by Jim Schnoebelen to conclude the meeting. The committee unanimously agreed. The meeting ended at 3:31 pm.

Minutes taken by Holly Broxterman.