

**Academic Affairs
Senate Subcommittee
February 6, 2017**

Minutes.

Attendance: Joanne Bruno, Terry Barry, Tony Drago, Kathleen Duguay, Justin Raymond, Kizzy Morris (guest)

I. Old Business:

As reported by the Justin Raymond, a concern was brought to the ESU Student Senate regarding the practice of placing a note on the door to notifying students of a cancelled class. With this practice, students have already driven to campus to find the class has been cancelled. It was noted that some emergencies are last minute and this may be the only method available. However, discussion ensued regarding alternatives (e.g. – D2L, email lists, etc.) to notify students in the event of an emergency. Terry Barry suggested the use of an iPhone app called “Remind.” The app is quite simple to use and can notify students via text message in the event of an emergency. Terry Barry further shared that the COE’s Field Director had demonstrated this application to faculty in his college and it was quite simple to use. Tony Drago noted that he would share the app with department chairpersons at the All-chairs meeting and Joanne Bruno shared that perhaps Brooke Langan could share the app at the Senate meeting.

Action Item: Invite Brooke Langan to March Senate meeting to illustrate the use of the Remind App.

II. New Business:

Joanne Bruno opened the floor for nominations for Chair of the ESU Senate Academic Affairs subcommittee. Tony Drago nominated Terry Barry, Kathleen Duguay seconded the nomination. All members were in favor of Terry Barry being chair of the committee.

Justin Raymond reported a concern that had been brought to the ESU Student Senate. Justin shared that a student expressed concern that too many exams were being administered on one day. Kizzy Morris reported that an exam schedule is available for students so that when they develop their schedule they can also predict their exam schedule. It was noted by Tony Drago that the existing exam schedule works well. Tony further noted that perhaps a link could be available for students on the scheduling page so that they could consider exam schedules while developing their semester schedule. As such, the committee agreed to bring the following motion to the ESU Senate at large:

Motion: “Develop a hyperlink to be placed on the student scheduling page so that students can review how the construction of their semester schedule impacts their finals schedule.”

Joanne Bruno shared that interest in internal and external scholarship awards for students would increase with communication. The committee discussed several avenues that are currently being used to communicate scholarship opportunities (e.g. ESU Foundation emails, List-Serve communication, etc.). The committee concluded that it would be beneficial to invite a representative of the University-wide Scholarship Committee to

present a report to the ESU Senate at large regarding internal and external scholarship opportunities and how these opportunities are communicated to students.

Motion: **“The Academic Affairs subcommittee would like to make a motion that a representative of the University-wide Scholarship Committee report to the ESU Senate at large regarding internal and external scholarship opportunities and how these opportunities are communicated to students.”**

III. Adjournment

The meeting adjourned at 4:15 p.m.

Senate Report

Old Business: Following through on a concern that was brought to the ESU Student Senate, the committee discussed optional communication strategies for faculty who must cancel class due to an emergency. While it was noted that, at times, there is no alternative but to have an office worker place a note on the classroom door, there are alternative communication strategies that could be employed. In addition to existing strategies such as D2L, it was suggested that an iPhone app, called Remind be introduced to both the ESU Senate and ESU's council of Chairs. Brooke Langan, Director of Field Experience will demonstrate the ease of using this option.

New Business: Dr. Terry Barry was nominated and voted in as Chair of the ESU Senate Academic Affairs Subcommittee.

A concern was brought to the ESU Student Senate that a student was scheduled to too many finals on a given day. In an effort to review this concern, Kizzy Morris was invited to the Academic Affairs Subcommittee to review existing practice and possible solutions. Through discussion the committee concluded that the existing finals schedule is working and any changes could simply create other concerns. The committee decided to make the following motion to the ESU Senate,

Motion: “Develop a hyperlink to be placed on the student scheduling page so that students can review how the construction of their semester schedule impacts their finals schedule.”

The committee discussed how internal and external scholarship award opportunities are communicated to students. Through discussion, it was noted that several avenues exist, however, it would be helpful to invite the University-wide Scholarship Committee to report to the ESU Senate at large. As such, please consider the following motion:

Motion: “The Academic Affairs subcommittee would like to make a motion that a representative of the University-wide Scholarship Committee report to the ESU Senate at large regarding internal and external scholarship opportunities and how these opportunities are communicated to students.”