Academic Affairs Committee
Policy and Procedure
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Academic Affairs Committee Policy and Procedure

**Policy:** Faculty committees will process committee charges according to their committee guidelines.

**Purpose:** The Academic Affairs Committee (AAC) Guidelines policy and procedure are intended to:

- Document the AAC guidelines for review by administration and accrediting agencies
- Ensure the committee work is processed consistently via the guidelines

**Scope:** AAC, Assistant Dean for Student and Alumni Affairs
Academic Affairs Committee Guidelines Procedure

Beginning Each Fall Semester

1. All Academic Affairs Committee (AAC) members, subcommittee members, and staff must sign a confidentiality agreement to be filed in the College of Nursing (OUCN) administrative offices. All AAC business regarding specific applicants and students is confidential, and should not be shared with others including students or applicants, or other faculty not involved in AAC activities.

2. All committee members will receive and review a copy of the Academic Affairs Committee Policy and Procedures as well as the OUCN Faculty Bylaws.

3. The AAC chair will contact the OUCN Information Technology (IT) department to confirm the names of AAC members who will have access to shared folders.

4. All committee members who are chairs of subcommittees will submit names of subcommittee members. Subcommittee member’s names will be provided to the AAC chair. The chair will then submit the list to the OUCN IT department to facilitate access to the AAC “subcommittee” public folder only.

Conduct of Academic Affairs Committee and Meetings

Meeting Procedure

1. AAC meetings will be scheduled one week in advance, with notification of all members. When a meeting date/time is scheduled, a room request must be submitted per OUCN protocol and the members notified of the confirmed date, time, and room numbers.

2. The AAC meeting agenda, minutes of meetings needing approval, and other documents to be reviewed at an upcoming meeting should be posted one week in advance in the AAC shared folder. The agenda should be developed with input from the AAC Chair and Membership, Faculty Leadership Board, Faculty Assembly, Baccalaureate Faculty, Graduate Faculty, and the Administrative Liaison.

3. Meetings will not be audio recorded, in accordance with privacy issues (per direction of OUCN Administration, March 12, 2010). The recording secretary will take notes for the minutes of the meeting, type them, and send to the AAC chair for review within 2 weeks after the meeting.

4. After the meeting is called to order, the AAC chair will call the roll of members in attendance in order for the recording secretary to accurately reflect attendance in the meeting minutes.
5. The AAC chair will determine if there is a quorum of voting members present at the beginning of each meeting in order to conduct business.

6. Electronic/email discussions and votes of the AAC, relative to admissions, will use ONLY the number assigned by Student Affairs in the applicant spreadsheet. All applicant lists, student petitions, meeting minutes, and other AAC documents will be posted in the AAC. These electronic/email proceedings will be added to the agenda of the next AAC meeting and included in those minutes so as to be a part of the AAC record of business.

Selection Process

1. AAC members should remain aware of the established timelines for the various application deadlines and proposed dates when the applicant lists should be made available to the AAC. The AAC Subcommittee chairs should notify their subcommittee members regarding approximate dates when their specific applicant lists should be ready for subcommittee review, and schedule meeting times to discuss selections in advance of the AAC meeting.

2. Applicant lists are prepared by the Student Affairs Department using spreadsheets. Spreadsheets will be organized by program criteria in groups, starting with those applicants who have complete applications (all prerequisites and degrees have been posted) and meet the program requirements for the applied program. Applicants missing some, but not all will be listed in the second group. Those applicants who are not eligible for selection will be listed in the third group. Each program will have a separate applicant spreadsheet sent to the AAC chair at least one (1) week prior to the AAC meeting in which the selection process for these applicants will occur. The chair (or designee) will post the list(s) to the shared folder and subcommittee folder, and notify the AAC members via email that the list(s) are posted.

3. Qualifying criteria for admission to various programs and pathways are found on the OUCN web site and in the AAC Policy and Procedures; these should be reviewed by committee members prior to discussion/selection of students. All AAC members, as well as specific subcommittee members, should review applicant lists prior to the AAC meeting. Subcommittee chairs will present the selection decisions of their subcommittee members to AAC; all AAC members will discuss and provide feedback as needed on the selections, then vote as a committee.

Student Petitions

1. Student petitions to be reviewed by the AAC should be posted in the AAC shared folder prior to the scheduled upcoming AAC meeting. Students who wish to succinctly discuss their petition at the AAC meeting are allowed to do so with a limited to a 3-5 minute presentation, and will then be excused from the room during the committee discussion and vote.

2. The AAC decision regarding a petition will be communicated to the Student Affairs Department by the chair via email. If the student petitioner is in a Graduate College program, the AAC decision will also be forwarded by Student Affairs to the Dean of the HSC Graduate College for his/her approval and feedback. Student petitioners will receive letters from OUCN Student Affairs informing them of the final decision regarding their petition.
3. The AAC will comply with the following:

**Oklahoma Board of Nursing Rules Affecting AAC Actions: 485:10-5-5. Students**

1. Admission, readmission, progression, retention, dismissal and graduation requirements shall be:
   a) developed by the faculty
   b) supported by administration
   c) made available to the applicants and students in written form
   d) congruent with those of the controlling institution, with differences being justified by the nature of the program
   e) appropriate for type of nursing education program
   f) selective enough to distinguish students capable of achieving program objectives
   g) reflective of up-to-date educational practices
   h) based on objective criteria and supported by a logical rationale, and implemented fairly and consistently
   i) appropriate to ensure that the program is able to maintain an acceptable completion rate and licensing examination pass rate

**Revision History**

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<th>Effective Date</th>
<th>Description of Changes</th>
<th>Requested By</th>
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<td>3/9/2012</td>
<td>Reviewed and revised as necessary.</td>
<td>Sandra Fix</td>
<td>Chair of Academic Affairs Committee</td>
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<td>1.0</td>
<td>12/15/2015</td>
<td>Reviewed – no revision needed. Approved</td>
<td>Sandra Fix</td>
<td>Chair of Academic Affairs Committee</td>
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