

Academic Affairs Committee—October 29, 2019

Present: Steve Saunders, Erin Sheets, Loren McClenachan, Caitrin Eaton, Barbara Moore, Sam Scott, Lukas Alexander, Russ Johnson, Lindsey Nelson, Katie Donahue, Dale Kocevski

I. Minutes from the previous meeting (October 15) were approved.

II. Five course proposals were approved.

- A. Cinema Studies 298 (Streaming Media: Moving Images...)
- B. Education 3xx (Social Justice and Higher Education)
- C. History 198 (A Maritime History of the World) Exp, H, I
- D. History 3xx (Maine in Japan) Exp, H, I
- E. History 32xx (Taikun to Trump: A History of East Asia...) Exp, H, I

Proposals A, B, and D were approved as proposed (including all requested designations). The *Maritime History of the World* and *Maine in Japan* courses were approved for the H (History) Area designation, but not for the I (International Diversity) designation.

III. Field Trip Guidelines

The committee discussed some final wording changes to a motion providing guidelines for field trips during a college recess. These changes strengthen the requirement for dedicated financial support and for adjustment of the post-trip schedule to recognize the academic work done during the break. The motion will ask the faculty to approve the new guidelines for field trips during a college recess, which (if approved) would then go into the Faculty Handbook section on field trips. The motion is now ready to be introduced at the December faculty meeting.

IV. Incomplete Grades

The committee discussed final wording changes to the “Incomplete Request Form”. Now that we have agreement on the form itself, we will need to determine the best way (and timing) to roll out the “new” process, so that students and faculty members will be aware of the how to request an Incomplete, and how to manage such a request.