

**Quinsigamond Community College
Minutes of the Academic Affairs Committee
February 7, 2010**

Members Present: Andria Schwartz, Anne Pound, Brenda Marshall, Charlene Mara, Charulata Trivedi, Dadbeh Bigonahy, James Brown, Jane Gauthier, Jane Shea, John Stazinski, Karen Dufault, Kathy Rentsch, Ken Wong, Laraine Sommella, Leslie Horton, Martin Muysenberg, Mary Newman, Meg Yoder, Nancy Schoenfeld, Nicole Currier, Philomena D'Alessandro, Sandra England, Steve Rayshick, Steve Zona, Takenya Carpenter, Crystal Carpenter

Ex Officio: Pat Toney

Members Absent: Bill McCarthy, Jane June, Jim Rice, Tara Fitzgerald-Jenkins

Guests: Betsy Zuegg, Steve Marini, Colleen Doherty, Donna Kilgore

Humanities Division

Course Revision: ENG 091

Motion: To revise wording of ENG 091 course description as noted in attached document.

- o Motion was seconded.
- o Discussion: None

Vote: Unanimous; To approve as presented.

Proposed Revised Governance Forms (informational item)

Committee members reviewed and commented on the proposed revised AA Committee governance forms. Comments included the following:

- o An addition to the form for new "Certificate Programs" which will direct the proposer to notify Financial Aid regarding the program, ensuring that appropriate steps are taken to insure the fundability of the program.
- o There was a request to place these forms on the QCC Intranet "Frequently Used Forms" page. The long term goal would be to have these forms fully electronic so the proposer could complete and submit forms fully on-line.
- o Nancy asked committee members to forward any further comments or suggestions to her attention.
- o Note: It is anticipated that these forms will be revised and implemented by FA 2010.

Policy Review: Restricted Registrations

Committee members reviewed the Policy on Restricted Registrations for Weak Students, dated February 25, 1987. After a brief discussion regarding its intent, purpose, and current practices which prevent students from registering for courses for which they are not academically prepared, **the Committee voted unanimously to retire this outdated policy.**

Motion to Adjourn:

- o Motion was seconded.
- o Discussion: None

Vote: Unanimous