DRAFT Curricular Affairs Committee Meeting Minutes  
December 7, 2011     3:30-4:30 pm Kayak Room

Voting members present: Jungho Baek, Carrie Baker, Retchenda George-Bettisworth, Brian Himelbloom (phone), Diane McEachern (phone), Debra Moses, Rainer Newberry – Chair, Todd Radenbaugh (phone), Dave Valentine. Alex Fitts reported for GERC.  
Absent: Anthony Arendt (travel).

Non-voting members present: Carol Gering, Doug Goering (phone), Mike Earnest (phone), Lillian Anderson-Misel, Linda Hapsmith, Libby Eddy.  
Jayne Harvie – taking notes.

A. OLD Business

1. Approval of November 23 meetings minutes

November 23 minutes were approved as submitted.

2. Recent GERC issues

Alex Fitts, GERC Chair, reported on the December 2 meeting. Dave V. mentioned that the Faculty Senate motion to amend the title for the spring 2011 motion regarding learning objectives and student learning outcomes had passed unanimously at the December 5 senate meeting.

Committee members Fall 2011:
- Dave Valentine, SNRAS   Carrie Baker, CLA     Leah Berman, CNSM
- Derick Burleson, CLA    Anne Armstrong, SoED   Gerald McBeath, CLA
- Alex Fitts, CLA – Chair Sarah Fowell, CNSM  Greg Goering, SOM
- Linda Hapsmith, Academic Advising Center Dana Thomas, Vice Provost
- Mahla Strohmaier, CRCD   Mike Koskey CRCD
- Still no member from CEM

GERC met on 12/2/11 and began reviewing models for General Education/ Core requirements that committee members had prepared. We have four models to look at, all Core/Gen Ed hybrids to varying degrees. We had a productive review of one of the models, discussing the challenges of fitting the new objectives and outcomes into a fairly constricting Board of Regents policy. Our plan for the next meeting is to look at the other three models that we have, and then to start the spring with a clearer idea of the form that we would like our curriculum to take.

3. CHANGES IN ‘I’ POLICY…. Change form, not requirements ?!?

INCOMPLETES FOR SEMESTER-BASED COURSES –CDE WEBSITE

This form is for Semester-Based students only.

Semester-based students who are unable to complete their course during the scheduled course time may request an Incomplete (I). The decision of whether or not to grant an I grade is completely at the discretion of the instructor. Students must complete at least half the lessons and have a grade of “C” or better in the course to be eligible for an Incomplete grade.

If the instructor grants an I grade, s/he will include a statement of the work required of you to complete the course and the time limit you have to complete the work. The maximum time to be allowed is one year. At the end of the defined time limit, the instructor may issue a grade based on the work turned in.
The I grade is not computed in your GPA until it has been changed to a regular letter grade by the instructor or until one year has elapsed at which time it will be computed as an “F”. Seniors cannot graduate with an I grade in either a UAF or major course requirement. Please complete the form below if you wish to request an incomplete for a semester-based course in which you are currently enrolled.

Carol G. mentioned that students fill out the CDE “Incomplete” request forms and take them to the instructor. Some discussion followed about collecting signatures on the paper forms vs. how to track electronic forms. Faculty would initiate the e-form provided by the Registrar’s Office.

Carrie B. pointed out that it’s now possible to give an “I” in UAOnline – without use of any form at all. In this case, a form needs to be followed up on by the faculty. Rainer emphasized the need for faculty to negotiate the shortest time frame possible with the student and to get a signature to formalize that agreement. The situation is not addressed ideally in electronic format.

Changes to the online PDF form and a new Google form were suggested for the Registrar’s Office to follow up with. Copy of PDF form indicating changes will be provided to Mike Earnest. [Jayne did this on 12/8/2011. A copy is attached.]
NOTICE OF INCOMPLETE GRADE FORM

Per Committee: Move bullets below P2 (which is to become P1 instead).
Add new bullet as indicated from old P3. Larger font desired.

should be completed within three months. Unfinished incompletes automatically change to an "F" after one year.

INCOMPLETE GRADE POLICY - The letter grade "I" (Incomplete) is a temporary grade and indicates that the student has satisfactorily completed (C or better) the majority of work in a course but for personal reasons beyond the student's control, such as sickness, has not been able to complete the course during the regular semester. Normally, an incomplete is assigned when the student is current in the class until at least the last three weeks of the semester or summer session. Negligence or indifference are not acceptable reasons for an "I" grade. An instructor intending to assign a grade of "I" will make a concerted effort to contact the student and secure his/her acknowledgement of the conditions.

An incomplete must be made up within one year or it will automatically be changed to an "F" grade by the Registrar's Office. The "F" grade is not computed in the student's grade point average until it has been changed to a regular letter grade by the instructor or until one year has elapsed at which time it will be computed as an "F." A senior cannot graduate with an "I" grade in either a university or major course requirement. To determine a senior's grade point average at graduation, the "I" grade will be computed as a failing grade. Faculty Senate Meeting #135.

STUDENT'S NAME

<table>
<thead>
<tr>
<th>LAST</th>
<th>FIRST</th>
<th>M</th>
</tr>
</thead>
</table>

YEAR: CIRCLE THE SEMESTER: FALL SPRING SUMMER

<table>
<thead>
<tr>
<th>CRN</th>
<th>DEPT</th>
<th>COURSE #</th>
<th>SECTION #</th>
<th>COURSE TITLE</th>
<th>CREDIT</th>
</tr>
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STUDENT MUST DO THE FOLLOWING IN ORDER TO COMPLETE THE COURSE:
("Retaking the course" is not a valid requirement when assigning an Incomplete grade)

DEADLINE FOR COMPLETION (required) (May not exceed one year, per BOR R10.04.090.)

(Add stmt that shorter is better)

By submitting this form, I attest that the student is eligible for a grade of "I" as described in the UAF Catalog. This includes having completed a majority of the coursework with a grade of "C" or better.

INSTRUCTOR'S NAME:

PHONE

INSTRUCTOR'S SIGNATURE:

DATE:

STUDENT'S SIGNATURE (RECOMMENDED):

DATE:

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