Curricular Affairs Committee (CAC)
Year End Report AY 2016-2016
Jennifer Carroll, Chair

Motions Passed:

- Replacement of O/W requirement with department designed communication plans – passed Faculty Senate 11/9/15
  - Extension of deadline for submission of communication plans and clarifying language – passed Faculty Senate 05/02/2016.

Background and Discussion: The proposal to move from O/W requirements to program specific communications plans came out of the General Education Requirement Committee (GERC). The change brings responsibility for communications learning outcomes to the department and program level. Programs have the option of incorporating their current O/W structure into their communications plan or creating a new plan. Due to some confusion over the move the deadline for submission of plans was extended, a memo providing additional information (Attachment A) and a form to submit with their plans (Attachment B) were provided to programs. The new communications plans become active in the 2017/2018 academic year.

- Replacement of Perspectives on the Human Condition (PHC) courses with classification list system to meet general education requirements in arts, humanities and social sciences – passed Faculty Senate 11/9/15.
  - Limit of 5 total courses per program designator across all categories (arts, humanities, social sciences) – passed Faculty Senate 04/04/16.

Background and Discussion: The proposal to move from the PHC system to a classification list system come out of the GERC. The change offers students more choices to meet their GERs in arts, humanities, and social sciences. Other GERs, including the communications GERS, Science and Mathematics GERs, and the Library Sciences and Ethics requirements were not changed. The CAC established a sub-committee to determine the criteria to meet each category (Attachment C) and then selected courses that currently met those criteria. Departments and programs were contacted to ensure that they wanted the selected courses, or in the case where they had more than five courses that qualified, which courses they wanted included in the list.

The new GER classification system become active for the 2016/2017 academic year and the CAC worked with the Registrar's office to ensure that the Catalog accurately reflected the new courses and that advisors and students were informed of the changes. Guidelines were developed to help departments and the Core Review Committee make future changes to the classification lists (Attachment D).

- Revision of catalog statements on academic probation and disqualification – passed Faculty Senate 12/07/2015.

Background and Discussion: This motion was brought forward in response to the problem of students being placed on academic probation for their performance in Summer Sessions classes. An

"Academic Warning" was added to the policy that notifies students of falling below the 2.0 GPA in a single semester, but does not trigger academic probation if their overall GPA remains above 2.0. This change adds a warning level and allows the summer session to be treated as a regular semester for all areas of the policy.

- Removed the option for the Foreign language/Alaska Native language/American Sign Language as a replacement for a minor. – passed Faculty Senate 12/07/2016.

Background and Discussion: This motion removed the Foreign language/Alaska Native language/American Sign Language option from the catalog. The option seems to have been originally designed to create an incentive for students to study languages. However, minors are now available in Foreign Languages, Alaska Native Language, and American Sign Language and the option, which was less rigorous than the minors, is no longer needed.

- Revision of Grade Appeals Policy – passed Faculty Senate 05/02/2016.

Background and Discussion: The original impetus for this discussion came from the difficulty Deans had in meeting the requirements of the original policy. As discussion continued a number of issues came to light that required more extensive revisions of the policy. ASUAF also brought issues regarding the policy to the committee, including discrepancies between the policy and BOR regulations. A subcommittee was formed that included an ASUAF representative, a Dean of Students representative, a Dean's representative, and CAC members.

The Grade Appeals Policy was last revised in 2013. The current revisions bring the policy in line with Board of Regents' Policy (Chapter 09.03 - Student Dispute Resolution). It clarifies the informal and formal procedures, and addresses the inclusion of any represented faculty member instead of only tenure-track faculty members on the Grade Appeals committee. It establishes an ad hoc faculty senate Student Appeals Committee. In addition, the committee worked on improved guidelines for students and a form to ensure that students followed the process and were prepared for their appeal.

- New Minor in Creative Writing – passed Faculty Senate 04/04/2016.

- Discontinuation of Theatre BA - passed Faculty Senate 04/04/2016. As part of the special program review process, a curriculum overhaul was approved which phases out the BA in Theatre, while incorporating a Theatre track within the expanded BA in Film, to be called Film and Performing Arts.

- New Minor in Sustainable Agriculture – passed Faculty Senate 02/02/2016.

Items Completed (Senate vote not required):
- Oversight of capstone requirement: Registrar's office has collected data on capstone requirements for all departments/programs.

- Student Code of Conduct: Registrar's office added language from BOR to the UAF online catalog to clarify student code of conduct (10/14/15).
- Student athletics: met with Dani Shephard, Gary Gray and Andrea Schmidt to discuss issues with student travel and ways to mitigate.
- Library Sciences course: met with Library faculty to discuss the delivery of LS 101X.

Continuing or for Future:
- Tech Prep: increase awareness of Tech Prep and the process of creating Tech Prep agreements, particularly with non-College of Rural and Community Development departments and programs, which have less familiarity with the process.
- Double counting of courses between minor and major
- Additional action on GERC recommendations, including additional Alaska, Civic Engagement, etc. course requirements.

Date: April 4, 2016

To: Department Chairs and Program Heads

From: Jennifer Carroll, Curricular Affairs Committee Chair

Re: Communication Plan Development and Submittal

I would like to clarify some issues regarding the development and submission of communications plans that came up at the April 4, 2016 Faculty Senate Meeting.

- The Curricular Affairs Committee has suggested that the date for plans to be submitted to the Provost's Office be moved from April 15 to May 14 (the last day of faculty contracts). While this is not a great amount of time, it may help some programs. There was no opposition to this idea voiced at Faculty Senate, so a motion will be made to formalize the new date at the May Faculty Senate meeting.
- It was the intention of the Curricular Affairs Committee and the Faculty Senate that programs would take control of and responsibility for their communications learning outcomes just as they do currently for their discipline based student learning outcomes. For this reason there is no specific template offered to create the communications plans.
- Initial review of the plans is intended to be the purview of the school or college's existing curriculum review committee, academic council, or other committee as appropriate.
- The role of the Provost's office is to receive the plans and ensure that the plans are incorporated into the existing Student Learning Outcomes Assessment review process.

Attachment B

Communications Plan Submittal Form*

Degree Title: Click here to enter text.

Department: Click here to enter text.

School or College: Click here to enter text.

Contact Information: Click here to enter text.

Proposed Action on Communication Plan:

☐ Degree will retain existing courses previously designated O, O2, O/W, W, etc.

- Please attach an explanation of how those courses are meeting the communication learning outcomes and how students will be required to take those particular courses.

☐ Degree is submitting a new, complete communications plan at this time.

- Please attach new plan.

☐Program/Department plans to submit a more detailed Communication Learning Outcomes plan, but will:

> ☐ Retain the existing courses while a new plan is drafted (if you intend to keep current O/W designations past the Fall 2017 implementation date).
>
> o Please attach an explanation of how those courses are meeting the communication learning outcomes and how students will be required to take those particular courses.
>
> ☐Submit a preliminary plan now and submit a completed plan by Click here to enter a date.
>
> o Please attach preliminary plan and an explanation of what the program/department will do to submit a completed plan by the above date.

UAF Communications Outcomes (Motion passed at Faculty Senate Meeting #210):

UAF undergraduates will demonstrate effective communication when they are able to:

- Explain disciplinary content using a variety of modes of communication, including oral and written communication.
- Communicate to audiences in the discipline using appropriate disciplinary conventions.
- Translate disciplinary content to audiences outside the discipline as appropriate, making disciplinary knowledge relevant to broader communities.
- Integrate feedback from others to enhance or revise communication.

* This form is NOT required. It is offered as an aid to programs and academic councils as they create, submit, and review communications plans Spring of 2016.

CAC GER Implementation Guidelines

Social Sciences Guidelines

University Regulation: "Courses that fulfill this requirement are **broad survey courses** which provide the student with exposure to theory, methods, and data of the social sciences."

1. Course must be 100 or 200 level.
2. Must be currently designated as a social science (s) for the purpose of the BA degree.
3. Interpretation of "broadly:" regional focus and subfields are acceptable as long as course meets the other criteria.
4. Course must be introductory, as indicated by the lack of prerequisites (except Engl 111x).
5. Course should welcome all students (e.g. should not discourage non-majors)
6. Course descriptions must include all necessary criteria from Univ Regulation definition (theory, method, and data).
7. Course must be offered regularly as described in the catalog (at least once per year).

Arts Guidelines

University Regulation: "Provide the student with an **introduction** to the visual arts and performing arts **as academic disciplines** as opposed to those that emphasize acquisition of skills."

1. Course must be 100 or 200 level.
2. Must be currently designated a humanities (h) for the purpose of the BA degree.
3. Course must concern a visual or performing art and must lack emphasis on skills acquisition.
4. Course must be introductory, as indicated by the lack of prerequisites (except Engl 111x).
5. Course should welcome all students (e.g. should not discourage non-majors).
6. Course must be offered regularly as described in the catalog (at least once per year).

Humanities Guidelines

University Regulation: "**Introduce** the student to the humanistic fields of language, arts, literature, history, and philosophy."

1. Course must be 100 or 200 level.
2. Must be currently designated as humanities (h) for the purpose of the BA degree.
3. Course must be introductory, as indicated by the lack of prerequisites (except Engl 111x).
4. Course should welcome all students (e.g. should not discourage non-majors)
5. Humanities field addressed in the course should be identified.
6. Course must be offered regularly as described in the catalog (at least once per year)

Special regulations to be applied to non-English Language courses (under the 'humanities' category)

1. If a 5-credit and a 3-credit introductory course are offered in the same language, only the 5-credit version is allowed.
2. The 'no prerequisites' rule does not apply, that is, both the 1st and 2nd semester **100-level** course in a non-English Language can count towards the GER.

Attachment D

GER Course Approval Guide

Adding a Course

1. Both new and currently existing courses may be proposed for a GER category.
2. Each program will be able to have 5 courses in the appropriate category/categories.
3. Course descriptions must reflect how the course meets the category as defined by University regulations.
    a. Social Sciences: "Courses that fulfill this requirement are **broad survey courses** which provide the student with exposure to theory, methods, and data of the social sciences."
    b. Arts: "Provide the student with an **introduction** to the visual arts and performing arts **as academic disciplines** as opposed to those that emphasize acquisition of skills."
    c. Humanities: "**Introduce** the student to the humanistic fields of language, arts, literature, history, and philosophy."
4. Courses must be 100 or 200 level.
5. Courses must be currently designated a social science (s) or a humanities (h) for the purpose of the BA degree.
6. Course must be introductory, as indicated by the lack of prerequisites (except ENGL 111x).
7. Course should welcome all students (e.g. should not discourage non-majors).
8. Course must be offered regularly as described in the catalog (at least once per year).
9. Course instructors must agree to participate in UAF GER assessment activities.
10. If a program already has X number of courses in a category the program must remove a course to add the new course.

Removing a Course

1. Once a course gets an X designation that X is a permanent part of the course number. Courses taken off the list will need a NEW course number.
2. Departments would submit a new course request and go through the approval process to have the course re-numbered.