

**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 Burluson, 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

OFFICE OF ADMISSIONS
& THE REGISTRAR



*Per Committee: Move bullets below #2 (which is to become #1 instead).
Add new bullet as indicated from old #3.
Larger font desired.*

Move #2 above bullets.

- ~~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 "I" 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".~~ *should be completed within three months. Unfinished incompletes automatically change to an "F" after one year.*
- ~~Form must be completed and submitted for each student receiving a grade of incomplete.~~
- Faculty need to include a statement of the work required of the student to complete the course at the time the "I" grade is assigned.
- A copy of the Notice of Incomplete Grade form must be sent to the Dean of the school or college in which the course is given.
- Copies should be made prior to submission to the Registrar's office.
- add new item from paragraph 3.*

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 "I" 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.]~~

[Becomes a bullet item above, instead.]

STUDENT'S NAME			UA ID #
LAST	FIRST	M	

YEAR:	CIRCLE THE SEMESTER:	FALL	SPRING	SUMMER
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CRN	DEPT	COURSE #	SECTION #	COURSE TITLE	CREDIT

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) *(Add stmt that shorter is better.)*
 (May not exceed one year, per BOR R10.04.090.)

_____ Month _____ Day _____ Year

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:

Move parenthetical to bottom instead.

** Put the BOR policy stmt here instead.*