

**Curricular Affairs Committee**  
**Meeting Minutes for 2 May 2012**

Voting Members present: Rainer Newberry, David Valentine, Anthony Arendt, Cindy Hardy, Brian Himelbloom (phone), Todd Radenbaugh (phone), Jun Watabe.

Voting members absent: Jungho Baek , Retchenda George-Bettisworth, Diane McEachern

Non-voting members present: Doug Goering, Donald Crocker, Lillian Misel, Linda Hapsmith, Mike Earnest (phone), Libby Eddy (phone), Dana Thomas.

Absent: Carol Gering

Jayne Harvie present to take notes.

**1. Approve minutes from previous meeting**

April 18 minutes were approved as submitted.

**2. Report from subcommittee on stacking:**

*April 18 Minutes: Results from Faculty Survey were mixed (not too surprising). Student survey was recently sent out. Subcommittee plans to pursue this topic over the summer (???) and come up with a short report to GAAC and CAC by fall 2012.*

Anthony said a final report on the survey results will be forthcoming. He plans to meet with other committee members with a summary and recommendations before August.

Update:

See attached document which was finalized over the summer.

It's also posted online at the web address below (see Item #8 on the page):

<http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures/>

**3. Approval of proposed new form for regular classes to be held as Directed Study.**

Libby Eddy is going to send out an email vote on the finalized form (also distributed via email).

Modifications to the final form were noted. Discussion with recommendations for changes on the form included:

- Add a statement to the form regarding credits and contact hours required by BOR policy and UA regulations. Should be included with the instructor's signature line.
- Remove the Grading mode line. Grading mode must be the same as used for the regular class. Having it on the DS form may confuse instructors into thinking they can use a different mode.
- Workload issues were discussed and a statement was recommended to go on the form to acknowledge that. Some wordsmithing of such a statement ensued. The statement would go near the Dean's Signature line.
- Add a place for a rationale of why the course was being offered as Directed Study.
- Add the web URL to the form so the latest version may be located more easily.
- Remove address lines on the form to create more room for added statements.

The form is now posted online; however, it should be noted that the suggested changes from the May 2, 2012 CAC meeting are not reflected on this form. A PDF copy of the online form is attached to these minutes.

#### 4. Update on process to create BEST Wintermester solutions

**From May 2 Agenda:** Admin Comm met, discussed, and agreed a committee was the obvious solution. So far, suggested membership: someone from A&R, Student Advising, OIT, Physical Plant, Summer Sessions... Communications with the latter gave rise to a list of the courses taught previous Wintermesters: almost entirely CLA and of those mostly 'core' courses. (a) scary (b) this really is a CLA affair: make sure that at least ONE CLA faculty member is a representative.... (see below)

#### Wintermester stats

WINTERmester Courses and Students 2009-20012															
Wintermester 2009				Wintermester 2010				Wintermester 2011				Wintermester 2012			
Course	crd	Studs		Course	crd	studs		Course	crd	studs		Course	crd	studs	
LS 101x FQ 1	1	40	40	ANTH 100x FQ1	3	27	81	ANTH 100x FQ1	3	30	90	ANTH 100x FQ1	3	31	93
LS 101x FQ2	1	28	28	ES 166	2	12	24	ART 040 FQ1	0	15	0	ART 040 FQ1	0	16	0
ECON 227	3	21	63	LS 101x FQ1	1	29	29	ES 166 FQ1	2	11	22	ES 166 FQ1	2	4	8
BA 323x	3	26	78	LS 101x FQ2	1	33	33	FLM 295 FQ1	3	11	33	FLM 295 FQ1	3	7	21
MUS 200x	3	34	102	MUS 200x FQ1	3	30	90	FREN 493 FQ1	3	15	45	GEOG/JRN F192 FQ1	1	19	19
ES 193	3	9	27	MUS 200x FQ2	3	14	42	LS 101x FQ1	1	38	38	LS 101x FQ1	1	25	25
LAS 293	1	5	5	PS 300x	3	29	87	LS 101x FQ2	1	42	42	LS 101x FQ2	1	33	33
PS 300x	3	16	48	PSY 455	3	13	39	MUS 200x FQ1	3	35	105	LS 101x FQ3	1	31	31
ART 040	0	16	0	ART 035	0	25	0	MUS 200x FQ2	3	18	54	MUS 200x FQ1	3	30	90
				ART 040	0	16	0	PHIL 322x FQ1	3	32	96	MUS 200x FQ2	3	18	54
<b>TOTALS</b>		<b>195</b>													
<b>CHP</b>		<b>391</b>		RECR 040	0	8	0	PHIL 322x FQ2	3	31	93	PHIL 322x FQ1	3	24	72
				<b>TOTAL</b>		<b>236</b>		RECR 040 FQ1	0	9	0	PHIL 322x FQ2	3	18	54
				<b>CHP</b>		<b>425</b>		RECR 040 FQ2	0	6	0	PSY 455 FQ1	3	12	36
								<b>TOTALS</b>		<b>278</b>		RECR 040 FQ1	0	9	0
								<b>CHP</b>		<b>618</b>		<b>TOTALS</b>		<b>277</b>	
												<b>CHP</b>		<b>536</b>	

It was reiterated at the May meeting that a majority of Wintermester courses are offered by the College of Liberal Arts and are core related.

## 5. PROPOSAL TO CHANGE POLICY RE DISQUAL AND PROBATION TO INCLUDE SUMMER

### From the May 2 Agenda:

*(we need to create a strategy for this one, too, beyond “Deal with it next year”) ...*

PROBATION: Undergraduate students – Students who’s cumulative and/or semester GPA falls below 2.0 after each ~~fall and spring~~ semester will be put on academic probation. Students on probation may not enroll in more than 13 credits a semester, unless an exception is granted by the appropriate dean. Probation may include additional conditions, as determined by the dean of the college or school in which the student's major is located. Students on probation will be referred for developmental advising/education and/or to an advising or support counseling center. The student will work with an academic advisor to prepare an academic plan for achieving a higher GPA; the advisor is responsible for forwarding this plan to the appropriate dean. A student on probation will not be allowed to register unless the academic plan is on file. Removal from probation requires the student's cumulative and semester GPAs to be at least 2.0.

[Academic Disqualification Note from Mike: again, why do we distinguish “regular” semesters from summer? Summer is Financial Aid eligible and counts toward degree programs....]

### **SUGGESTED REVISED LANGUAGE:**

Undergraduate students -- Undergraduate students on probation whose semester ~~and/or~~ **and** cumulative GPA falls below a 2.0 for two consecutive ~~regular (fall/spring or spring/fall)~~ semesters will be placed on academic disqualification. Academically disqualified students may continue their enrollment at UAF only as non-degree students, are limited to 10 credits per semester and are ineligible for most types of financial aid.

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The need for a discussion at Dean’s Council was noted. A recommendation from them is needed, so the plan is for Doug Goering to bring this up in Fall 2012 at Dean’s Council.

## 6. Update on one Motion from Core Review Committee for our consideration

**Core Review met on 30 April...and could not reach consensus—may be resubmitted next fall**

**Motion#1:** Submitted by Core Review Committee 19 March 2012

The UAF Faculty Senate moves to adopt the recommendation of the Core Review Committee that BOTH the lower-division communication requirement and the lower-division writing sequence that are specified in the Core Curriculum will all be prerequisites for all “W”, “O”- and “O/2” designated courses.

EFFECTIVE: Fall 2012 and/or upon chancellor’s approval

RATIONALE: To remove inconsistencies in the requirements for lower-division communication and writing courses as prerequisites for all upper-division “W”, “O” and “O/2” designated courses.

Discussion on the above item was postponed to the fall semester.

## 7. KOMPLETE KOLLEGE AMURKA proposed resolution

*Submitted by the Student Academic Development and Achievement Committee and the Curricular Affairs Committee and probably will be modified more by AdComm.*

**Complete draft resolution is posted online at:**

<http://www.uaf.edu/uafgov/faculty-senate/meetings/2011-2012-meetings/#183>

**Update:** Refer to the Faculty Senate Meeting Minutes #183 for May 7, 2012. The resolution was passed by Faculty Senate and taken forward to Faculty Alliance, then going forward to President Gamble. Reference Faculty Senate Agenda #184 which includes a letter by President Gamble to Governor Parnell recommending that UA not join CCA.

8. A final (??) something to deal with next year...

From the Agenda: Consider an additional category to the “programs to be accepted in lieu of UAF’s core requirements”: (currently limited to AA or AS) that would include other 2-year degrees which incorporate UA BOR’s General Education Requirements.

Mike Earnest and Caty O. agreed they would examine all regionally accrediting bodies to see how the General Education requirements compare with each other. School of Management (A.T. program) has an articulation agreement with Pierce College that is under review at Core Review Committee right now. David V. asked if the A.T. is an accredited program.

[My notes are very sketchy for this discussion. – JH]

## **Attachment to Item #2:**

These are the Faculty Senate guidelines regarding UAF course stacking:

400 level (senior) courses may be double-listed (stacked) as 400/600. The 600 level version of the course must require additional student effort, such as a seminar or a term paper, to reflect the greater acuity that we expect from graduate students.

In the case of 400/600 level stacked courses, graduate standing or permission of the instructor is required for graduate enrollment and a higher level of effort and performance is required on the part of students earning graduate credit.

The additional effort required for higher level credit must be clearly spelled out in the course syllabus. This reduces the opportunity for later conflicts by providing students with a clear understanding of the differences in requirements and grading. This will be given serious consideration in the approval process for such courses.

It is impossible to offer identical courses simultaneously at two different levels. We use stacking because it helps with course enrollment problems, but the challenge is to create something that's not simply one level between 400 and 600. We recognize that the design of a 400/600 'stacked' course requires compromises to create content that challenges graduate students while remaining accessible to undergraduates. We offer the following guidelines to help you prepare such a course and to provide the UAF Faculty Senate committees with sufficient information to enthusiastically endorse what you've created.

The creation of two different syllabi—undergraduate and graduate versions—will help emphasize the different qualities of what are supposed to be two different courses. We encourage at least weekly, if not daily, differences in reading assignments, homework assignments, meetings with students, and other class activities. Only adding an extra term paper to the graduate section of a stacked course is unlikely to transform an undergraduate class into a graduate class. Such an extra paper, however, can be part of a systematic difference between the two versions.

Stacked course applications are reviewed by the (Undergraduate) Curricular Review Committee (CRC) and by the Graduate Academic and Advising Committee (GAAC). The committees will determine: 1) whether the two versions are sufficiently different (i.e. is there undergraduate and graduate level content being offered); 2) are undergraduates being overtaxed?; 3) are graduate students being undertaxed? In this context, the CRC and GAAC are looking out for the interests of the students taking the course. Typically, if either committee has qualms, they both do.

In developing a proposal for a new stacked course or for revising an existing course, keep in mind the education level and training needs of undergraduates and graduates and provide documentation to show each section of the course will offer learning experiences appropriate for your students. Your students will thank you for giving them—within the limitations of the 'stacked' framework—the best possible educational experience.

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# INDIVIDUAL STUDY FORM

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**Individual study** (course numbers ending in -97) provides students with opportunities to improve knowledge in courses of study which are not listed in the current catalog. A student who requests to, or is advised to undertake such individual study should present a brief proposal and syllabus to the appropriate faculty member.

**Syllabus Requirements** (Must be attached to Individual Study Form); **not** required for directed study.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Course information    | <input type="checkbox"/> Instructor       | <input type="checkbox"/> Course readings/materials |
| <input type="checkbox"/> Course description    | <input type="checkbox"/> Course Goals     | <input type="checkbox"/> Student Learning Outcomes |
| <input type="checkbox"/> Instructional methods | <input type="checkbox"/> Course calendar  | <input type="checkbox"/> Course policies           |
| <input type="checkbox"/> Evaluation            | <input type="checkbox"/> Support Services | <input type="checkbox"/> Disabilities Services     |

For more information on syllabus requirements please visit: <http://bit.ly/GB5xBI>

### Additional Information

- Submit completed Individual Study Approval form with attached syllabus to the Office of Admissions and the Registrar with an Add/Drop or Registration form.
- Registration will initially be processed as a subject of INDS and a course number based on level (i.e. F197, F297, etc.)
- Allow several working days for change of INDS to the designated department (i.e. from INDS to GEOG).
- Additional fees might apply for certain courses.

### Student - PLEASE PRINT CLEARLY

Name \_\_\_\_\_ UA ID No. \_\_\_\_\_  
*Last First MI*

CURRENT MAILING ADDRESS

\_\_\_\_\_ Email \_\_\_\_\_  
 \_\_\_\_\_ Day phone \_\_\_\_\_  
 Street & NO. \_\_\_\_\_ Evening phone \_\_\_\_\_  
 \_\_\_\_\_  
 City State Zip

### COURSE INFORMATION- To be completed by instructor and student

Individual Study (ends in -97) Note: If this course is in the current catalog, stop, fill out the other side.

Dept. \_\_\_\_\_ No. \_\_\_\_\_ Semester \_\_\_\_\_ Year 20 \_\_\_\_\_  
*(Math, Engl, Ed) (Individual Study courses must end in -97) (Spring, Summer, Fall)*

Course Start/end dates: Start date \_\_\_\_\_ End date \_\_\_\_\_

Course Title \_\_\_\_\_  
*(There are only 25 spaces available for the course title. If this course can be found in the current catalog, turn form over and use other side.)*

GRADING SYSTEM  Letter  Pass/Fail

NO. OF CREDITS \_\_\_\_\_ Contact hours per Week: With Instructor \_\_\_\_\_ Independently \_\_\_\_\_

INSTRUCTORS NAME \_\_\_\_\_ UA ID No. \_\_\_\_\_  
*Last First MI*

### PLEASE PROVIDE ALL REQUIRED SIGNATURES

Student's Signature \_\_\_\_\_ DATE \_\_\_\_\_

**By signing above, the student requests registration for the class indicated on this form, and assumes all academic and financial responsibilities related thereto.**

Instructor's Signature \_\_\_\_\_ DATE \_\_\_\_\_

Department Head's Signature \_\_\_\_\_ DATE \_\_\_\_\_

Dean's Signature \_\_\_\_\_ DATE \_\_\_\_\_

### OFFICE USE ONLY

Registration	INDS (RE or AC)	Processed by _____	Date _____
Acad. Scheduling	CRN	Processed by _____	Date _____
Records	Drop-Swapped (DS)	Processed by _____	Date _____

Page \_\_\_\_\_ of \_\_\_\_\_

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# DIRECTED STUDY FORM

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**Directed Study** allows a student to contract with an instructor to enroll individually in a course that exists in the catalog, outside of the regularly-scheduled sections of the course in a given semester. Proposals eligible for a direct study may include:

- The course is not being offered for the semester (completion needed for graduation or course was cancelled for the semester).
- Student has taken the lecture or lab portion and needs to complete the remaining part.

**PLEASE NOTE:**

- Student and faculty member must complete the information requested on this form.
- All signatures and dates are required.
- Incomplete forms will cause a delay in your registration.
- ALL information must be printed clearly.
- Direct and Individual studies are semester based. End date must be prior to or on the last day of instruction.

**Student - PLEASE PRINT CLEARLY**

Name \_\_\_\_\_ UA ID No. \_\_\_\_\_  
Last First MI

CURRENT MAILING ADDRESS \_\_\_\_\_  
Street & NO. Email

\_\_\_\_\_ Day phone

\_\_\_\_\_ Evening phone

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**COURSE INFORMATION- To be completed by instructor and student**

Directed Study (course must be found in current catalog. If it is not, fill out other side.)

Dept. \_\_\_\_\_ No. \_\_\_\_\_ Semester \_\_\_\_\_ Year 20 \_\_\_\_\_  
(Math, Engl, Ed) (Spring, Summer, Fall)

Course Start/end dates: Start date \_\_\_\_\_ End date \_\_\_\_\_

Course Title \_\_\_\_\_  
(There are only 25 spaces available for the course title. Directed Study must match current catalog.)

GRADING SYSTEM  Letter  Pass/Fail

NO. OF CREDITS \_\_\_\_\_ Contact hours per Week: With Instructor \_\_\_\_\_ Independently \_\_\_\_\_

INSTRUCTORS NAME \_\_\_\_\_ UA ID No. \_\_\_\_\_  
Last First MI

**PLEASE PROVIDE ALL REQUIRED SIGNATURES**

Student's Signature \_\_\_\_\_ DATE \_\_\_\_\_  
**By signing above, the student requests registration for the class indicated on this form, and assumes all academic and financial responsibilities related thereto.**

Instructor's Signature \_\_\_\_\_ DATE \_\_\_\_\_

Department Head's Signature \_\_\_\_\_ DATE \_\_\_\_\_

Dean's Signature \_\_\_\_\_ DATE \_\_\_\_\_

**OFFICE USE ONLY**

Registration	INDS (RE or AC)	Processed by _____	Date _____
Acad. Scheduling	CRN	Processed by _____	Date _____
Records	Drop-Swapped (DS)	Processed by _____	Date _____