Curricular Affairs Committee –
Meeting Minutes for Mon., January 26, 2015 – 1-2 p.m. Reich 300

Present: Ken Abramowicz (audio); Casey Byrne (audio); Brian Cook, Chair; Libby Eddy (audio); Alex Fitts (audio); Catherine Hanks; Linda Hapsmith (audio); Cindy Hardy; Jayne Harvie; Stacey Howdeshell (audio); Rainer Newberry; Todd Radenbaugh (remote); Holly Sherouse (audio)

I. Approve minutes from January 12 meeting

Minutes for January 12 were approved as submitted.

II. Dates/times/locations of future meetings. Jayne has secured us the following locations:

- January 26 at Runcorn Room (here)
- February 9 at Kayak Room (408 RASM)
- February 23 at Runcorn Room
- March 9 at Kayak Room
- March 23 at Runcorn Room
- *Note: April 6 is Faculty Senate Meeting*
- April 13 at Kayak Room
- April 27 at Runcorn Room
- *If needed, May 11 at Kayak Room (last Senate meeting on May 4)*

III. Old business

Brian recapped the following items of old business with the Committee:

A. GERC and "C" – GERC has not met yet this semester, but Leah tells me this is the first task they have before them.

Brian has met with Leah Berman (GERC Chair). The C-O-W group will get together again soon and pick up the discussion.

B. Email from GERC Chair to Dean CLA – GERC has not yet met; they plan to discuss possible ways of creating buckets at a future meeting

Dean Sherman has not responded to the bucket list communication, yet. Brian and Leah will devise a process for creating bucket lists of courses and present that to the dean.

C. Statewide Gen Ed committee updates – UAF reps are Rainer Newberry, Leah Berman and Mary Ehrlander. Rainer can fill us in on any other information he has about the committee or its process.

The three reps have been endorsed by the Administrative Committee of the Faculty Senate. Meetings will have to occur via audio or video conference as there are no travel funds to bring all the membership together.

D. Probation/disqualification policy – still on hold, per Alex

A revised probation letter is in the works. PAIR data has been requested.

E. AP, CLEP, IP testing motion – approved by Administrative Committee; not needed to go to full Senate for vote

Brian recapped the decision of the Administrative Committee to approve the language addition to the Catalog. The change falls into a gray area, and it was agreed that it did not require the review of the full Faculty Senate.

Motion: to modify verbiage in the UAF catalog concerning how credit acquired from National exams can be used to satisfy UAF 'core' requirements.

see below—underlined statement to be added

CREDIT FOR NATIONAL EXAMS

There are several ways to earn college credit by receiving a passing score on a national exam. For any of the following exam options, grades are not computed in the UAF GPA. Credit received for exams is not considered UAF residence credit and is not considered to be part of the semester course load for classification as a full-time student. Credit is awarded to current or previously enrolled degree students at UAF. Rules that apply to transfer courses (including the Table of Substitutions) also apply to course credit received through a National Exam.

Clarification: these national exams include College-Level Examination Program (CLEP), College Board Advanced Placement Exams (CEEB), and International Baccalaureate (IB) exams]

Current table of substitutions with regards to 'Perspectives' courses

UAF course	**qualifying substituting transfer course**
Perspectives on the Human Condition	
HIST F100X--Modern World History	introductory courses in different social sciences
ECON/PS F100X--Political Economy	
ANTH/SOC F100X--Individual, Society and Culture	
ENGL/FL F200X--World Literatures	an introductory course in the humanities
ART/MUS/THR F200X, HUM F201X, ANS F202X--Aesthetic Appreciation	an introductory course in the arts which does not stress skills acquisition

Justification: It has been the traditional policy of the Registrar's office to treat credit earned from national exams in the same way that it treats transfer credits. However, nowhere can a statement be found that indicates such is the case. Adding the underlined statement above will make that policy clear.

F. Teaching English to Speakers of Other Languages (TESOL) minor – approved by Ad Comm – moving to February faculty senate meeting

1. Update on Ad Comm discussion of budget situation in relation to this motion (and others brought forward)

It was noted that new and existing Minors are exempt from program review.

MOTION:

The UAF Faculty Senate moves to approve a new minor in Teaching English to Speakers of Other Languages (TESOL), housed in the CLA Department of Linguistics.

Effective: Fall 2015

Rationale: This new minor will effectively prepare students for careers in English as a second language (ESL) teaching in the U.S. and abroad. See the program proposal #18-UNP on file in the Governance Office, 312B Signers' Hall.

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[Removed from this agenda for brevity: "Overview" and "Relationship to Purposes of the University" sections

quoted from the original proposal from Linguistics; they will be included with the motion to Faculty Senate]

G. Aerospace engineering minor update – Michael Hatfield is supposed to be sending me information in advance of our meeting on Monday, so I hope to have a handout which answers the specific questions we have about the proposal. I will send this around as soon as I get it and have copies for the meeting. He has agreed to come to a future meeting if we have additional questions or require more clarification.

Support for the new minor was expressed by the Registrar's Office as they get enquiries from students. In spite of the large number of required credits to obtain this minor, it was agreed it still had merit. It was felt that language in the proposal alluding to future degree programs in the field should be removed because of the budget situation. Brian will contact Michael Hatfield about removing the statement from the Format 3B form. The proposal (as requested to be revised) was approved to move forward to the Administrative Committee (for the March Faculty Senate meeting).

IV. New business

A. Revisions to current bylaws

Who on the committee is allowed to vote, and what constitutes a quorum were discussed at length. The topic of what actions the committee can take with and without a quorum was discussed. The recent online discussions of the TESOL and AE minors were good examples of how online communication can function effectively. The TESOL minor was a simple proposal to approve without controversy. The AE minor, on the other hand, involved some controversy in the online discussion and was recommended for further discussion at the scheduled meeting.

- Considerations for **All Senate Committees**:
  - A **standard format for all committee bylaws** with two sections: (1) a description of the committee's charge and (2) rules related to membership, voting, etc.
  - Can committee **chairs vote**? According to Roberts' Rule committee chairs generally do not vote, but considering the size and nature of our committees that may be neither necessary nor desirable.
  - What constitutes a **quorum**? Again, we need to consider the size of our committees.
  - Do we allow **electronic voting**? If so, under what circumstances and how should it be done How do we want to **manage absences** by members? While most people come fairly regularly or all the time, some do not. This not only disrupts the work of the committee they are a member of but also makes activities reporting and workload assignments unfair.
  - Similarly, some Fairbanks-based members only **attend by phone**, especially if they would have to go to the other side of campus. This makes committee work more difficult and sometimes less thorough, especially since members who attend by phone often "multi-task" and do not pay focused attention.
- Considerations for **Standing Committees**:
  - **Voting members** must be Senators or Alternates; can have non-voting ex-officio members.

- Rules for **representation of units**? This is currently done for some committees (e.g., Unit Criteria). It would be very difficult to accomplish this for all permanent committees because some units are very small and individual Senators have personal preferences for committees.
- Remove sections that are **instructions for stakeholders** rather than bylaws.

Current Bylaws	Proposed Changed (11/25/2013)
The Curricular Affairs Committee will deal with curricular and academic policy changes on all levels except the graduate level. In addition to the non-voting ex officio member(s) appointed by the provost, the committee may add non-voting ex officio members for one-year terms as deemed necessary.	The Curricular Affairs Committee will deal with undergraduate curricular and academic policy changes ~~on all levels except the graduate level~~. ~~In addition to the non-voting ex officio member(s) appointed by the provost, the committee may add non-voting ex officio members for one-year terms as deemed necessary~~." Membership and ex officio member appointments: 1. Members are appointed by the Administrative Committee. 2. Non-voting ex officio member(s) may be appointed by the Provost; 3. In addition to the non-voting ex officio member(s), the committee may add non-voting ex officio members as deemed necessary. Meetings and appointment of chair: 1. The Chair at the end of the academic year will represent the committee on the Administrative Committee over the summer break, or will appoint a continuing committee member to be his or her representative. 2. Upon convening of the first meeting each academic year, the committee shall consider nominations for Chairperson with the previous chair or appointed representative acting as the Chair. If neither are available, the senior committee member will preside until a new Chair has been selected.

Curricular Affairs Committee bylaws were approved as amended above, with the additional change in the final section (Appointment of chair, number 2): "…If neither are available, ~~the~~ a senior committee member will preside…"