

Curricular Affairs Committee
Meeting Minutes for March 30, 2016, 1-2:00 pm

Present: Ken Abramowicz, Casey Byrne, Jennie Carroll, Alex Fitts, Cindy Hardy, Eileen Harney, Jayne Harvie, Joan Hornig, Ginny Kinne, Lisa Lunn (Zoom), Rainer Newberry, Caty Oehring, Patrick Plattet, Holly Sherouse

Absent: Mike Earnest, Doug Goering, Cathy Hanks, Jenny Liu

Guests: Karen Jensen, Suzan Hahn, Steve Hunt, Ilana Kingsley (Zoom); Susanne Bishop, Tyson Rinio

1. Approval/Amendment of Agenda

The agenda was approved. The discussion with Library Science faculty was moved up from section 4. New Business, item c., to the top of the agenda. (See notes at 4.c. below.)

2. Approval of minutes

- a. Draft Minutes 03/02/2016 – Approved as submitted.

3. Old Business

- a. GER classification implementation update

Capping the number of courses that can be offered by subject code to a flat five was discussed. Initially they had considered four courses per classification list category, but could result in a very long list. The flat five limit fits well with the existing courses in the lists. Administrative Committee agreed with the flat five when discussed with them. CAC also approved the motion setting the flat five limit.

- b. Grade Appeals Policy Subcommittee update

Joan shared documents developed by the subcommittee. These included a flowchart of the appeals process, a form for students to use to submit a grade appeal, and a checklist and description of the process for students. These were discussed at length and will be brought up again at the next meeting in two weeks.

4. New Business (from goals set at beginning of AY)

- a. Motion to approve Creative Writing Minor

Minor edits were made to the motion, and it was recommended that the series of asterisks with lists of prerequisites be removed from the formal motion for Faculty Senate. The course series was discussed (a new course accompanied by major changes to three existing courses). The new Minor was approved to move forward to the April 4 Faculty Senate meeting.

- b. Motion to discontinue Theatre BA

Background for the action was provided along with the reasons a program discontinuation was necessary to accomplish the goal of a combined Film and Performing Arts degree program. Some edits were made to statements in the motion. The committee approved moving the motion (as amended) to the April 4 Faculty Senate meeting.

c. Library Science discussion (Item was moved to top of the agenda)

Faculty from the Library attended and provided information about the Library Sciences core course, LS F101. Karen Jensen provided some background and a handout with information about the course. She and the library faculty would like to see some of the data they've heard about concerning course enrollment. Often the courses appear full, but then a fair number of students drop the course and many seats become available again. The course is also taught online, and students may test out it as well. The course is also taught during May- and WinterMesters. There is a problem with students waiting too long to take the test (late in their junior or senior year) and then running out of time to take it.

Making the course a co- or prerequisite for the English core courses was discussed. The idea has not had initial support from the English Department. Eileen H. talked about that discussion with the English faculty. The committee was in favor of having the subject brought up again with the department.

The need for pre-test information for students was discussed (e.g., a list of topics covered on the test). A one-page printed sheet would be very useful, or just a very short tutorial so students may decide between testing out or taking the course. Library faculty said they'll be working on that along with an online video. Students also need to know that they should not put off taking it to the last minute before graduation. The test has 70 – 80% pass rates.

Cindy H. asked about a potential model of having a co-requisite of LS F101 with their developmental writing course for degree-seeking students. It would be an added incentive for the students taking her course, as well as of great benefit to them.

Other ideas to incentivize students to take the course or test were discussed, such as making the test free if students take it before their junior year (after which there is a fee imposed to take it).

d. Student Support Services participation on CAC

The committee approved a representative from Student Support Services attending the CAC meetings.

Other discussion:

Academic misconduct policy was discussed. CAC will look it over more closely in the future, and it will likely carry over to next fall.

The pending deadline for the communication plans to be turned in to the Provost's Office was discussed. It was decided that it would be more realistic to extend the deadline. Many departments are still developing their plans. The status of capstone courses was also discussed. Holly reported that over half of departments have provided information on their capstone requirements.

Holly shared a draft list of the GERs for review and invited for feedback.