

**Curricular Affairs Committee**  
**Meeting Minutes for February 17, 2016, 1-2:30 pm**

Present: Ken Abramowicz, Jennie Carroll, Mike Earnest, Alex Fitts, Doug Goering, Cindy Hardy, Eileen Harney, Jayne Harvie, Joan Hornig, Ginny Kinne, Lisa Lunn, Jenny Liu, Rainer Newberry, Caty Oehring, Patrick Plattet

Absent: Casey Byrne, Cathy Hanks, Holly Sherouse

1. Approval/Amendment of Agenda

The agenda was approved with the addition of a motion to agree to the discontinuation of the Russian Studies BA and Minor.

2. Approval of minutes

a. Draft Minutes 02/03/2016

Minutes were approved as submitted.

3. Old Business

a. Grade Appeals Policy Subcommittee update

Joan summarized the first subcommittee meeting which occurred on February 12. The discussion centered on aligning the UAF policy with Regents' policy which allows students to have an advocate present with them. They also talked about the general student need for more advising on what constitutes a viable grade appeal, and the need to educate and help students with the appeal process. One idea they discussed was about having a standing grade appeals committee, as well as having a pool of students to serve on appeals committees. Ken noted that Regents' policy is lacking in the area of possible outcomes for grade appeals, but the subcommittee is more generally tasked to address UAF policy, not BOR policy. Ginny commented she's looking forward to clear instructions with outlined steps to follow on the submission process of grade appeals. The committee will look at better documentation of some of the steps of the appeals process; e.g., communications between a student and their instructor before an appeal process is started. Language in the Catalog also needs clarification to smooth the process of changing grades (grade calculation errors vs. how a grade was assigned). The CAC was supportive of changing the wording of the Catalog statement, "an error in calculation of the grade" to "an error in assigning the grade," which would allow for more flexibility in the process (page 48 current Catalog). The subcommittee will meet again next week.

b. GER classification implementation update

Rainer commented about the process they've been using to assign courses into the bucket lists. It's been based off examining the current course description in the Catalog. A mechanism or process is needed to address this for future course additions, because simply basing it off of course descriptions may not be appropriate in every case -- descriptions can be worded in such a way that a large number of courses could meet the criteria specified in university regulations. Jennie is planning to put together a document that tells how to add courses to the buckets, and to establish a form for doing so. She'll be talking to Core Review) Committee on that topic.

Ginny asked whether courses added in the future will be retroactive for students. Jennie responded that blanket petitions could be used for students when a course makes it to the bucket lists. Once a course has the "X" designation it will count. Setting limits to four courses per subject code has been proposed. Specific assessment guidelines might also help to limit the list size. Assessment needs to be addressed. Courses open for registration in mid-March, or April 4 for new freshman. OAR staff are working right

now on preparing for the upcoming registration. The existing list needs to be closed now to accommodate registration. The committee will work on a plan for adding courses in the future.

4. New Business

a. Motion to agree to the discontinuation of the BA and Minor in Russian Studies

Alex provided the background on the discontinuation of the program. It actually came about a few years back as a result of special academic program review, but the paperwork had never followed to formalize the decision. Some minor program change paperwork will be turned in to include a Russian emphasis option in the Foreign Language degree program. The committee approved the motion and it will go forward to the Administrative Committee.

b. Alaska Native focused GER (Alaska Native Studies Council letter to BOR and resolutions from UAA and UAS students attached)

Jennie recapped the handout materials which included a letter from the Alaska Native Studies Council to the Board of Regents (which occurred last October), and two resolutions of support from UAA and UAS student governance organizations.

The committee was supportive of the Alaska Native addition to the GER, and discussed various ways it might be rolled into the existing requirements (e.g., as its own bucket, or as an attribute or course decoration). Addition of Alaska Native GER course options might also be a practical opportunity to move other needed changes forward at the system level, since that effort had already stalled due to UAA's unwillingness to consider previous proposed changes for alignment. Relation to LEAP outcomes was discussed.

The committee agreed to take this topic to the Administrative Committee for discussion.

The meeting was adjourned just shortly after 2:00 PM.