

Curricular Affairs Committee Meeting Minutes for August 24, 2016

Present: Ken Abramowicz; Ana Aguilar-Islas; Jennie Carroll; Alex Fitts; Claire Gelvin-Smith; Carol Gering; Cindy Hardy; Eileen Harney; Jayne Harvie; Rainer Newberry; Caty Oehring; Kate Quick; Dejan Raskovic; Holly Sherouse
Absent: Casey Byrne; Mike Earnest; Lisa Lunn

1. Approval/Amendment of Agenda

The agenda was approved with the addition of a discussion about the roles of CAC and the “subcommittee” of Curriculum Review Committee, and what constitutes minor vs. major course and program changes. Also added was a discussion about the role of Faculty Senate in program deletions and the academic program review process. Holly provided a CourseLeaf project update. Rainer and Jennie provided information on an issue with the Athletics and the academic calendar (first day of instruction).

2. Approval of Minutes

a. 04/27/2016: Approved with correction to attendance record.

3. New Business

a. Election/Appointment of Chair

Jennie was nominated for the chair role. Upon accepting, she was unanimously appointed by the committee.

b. Communication Plans and curriculum changes

Jennie asked about the possibility of staggering due dates for DANSRD course changes that will be made to accommodate their Communication Plan. That was an acceptable plan to Rainer (and Jayne).

It was also confirmed that adding verbiage to a course description to describe how the course fits into the communication plan (e.g., “this course emphasizes academic writing and oral presentation”) was indeed a minor course change.

Rainer provided clarification about the roles of CAC and CRC. The chair of CRC must also be a member of the CAC and of Faculty Senate. He explained the areas of overlap between the two committees, particularly with regard to new or deleted programs.

The process for program deletions which occur from academic program review was discussed. Academic program review occurs outside the Faculty Senate curriculum review process. But upon recommendation of a program deletion via that process, programs have then had to submit paperwork to the Faculty Senate curriculum review committees. Alex noted it was discussed at Dean’s Council that morning, and that having the deans initiate the required paperwork may be the better solution. The important information that has to go forward to the Board of Regents and the NWCCU more concerns how remaining students will be taught out. Officially, however, Faculty Senate has to agree to program deletions. Questions that came up at Dean’s Council included

whether or not program deletions really needed to go to the full Faculty Senate, or could they just go through the senate Administrative Committee – or was it enough that faculty were included on the program review committee. Also, where in the timeline of the process should the role of Faculty Senate occur?

Alex noted that it's also very likely that the BOR is going to decide that all program suspensions must be approved by them. If that occurs, there needs to be a more formal process at the campus level, and whatever changes do end up being made will presumably come through the CAC. Ramifications of Board involvement were talked about, and how that would affect the role of Faculty Senate.

Alex reported that more than half of the program Communication Plans have been turned in to her office. She'll be getting in touch with the deans to remind them that the plans are due.

Holly provided an update about the CourseLeaf software project. The catalog now online for 2016-17 was generated with the software. Workflow testing is still underway for the course submission portion of the software.

An Athletics issue has arisen with the first day of instruction and the form students are required to have signed at the beginning of the semester. The form did not accurately reflect the first day of instruction. The wording of the policy will need some updating by the CAC, and faculty will hopefully give students some leeway with the shorter time-frame this time around. At a future date, Dani Sheppard would like to talk with CAC.

c. Suggested issues for this year

Jennie mentioned some issues that weren't addressed last year (course attributes; TechPrep) and asked committee members to email her with issues to address in the upcoming academic year.

Ken suggested that the mandatory alcohol training be discussed at the Administrative Committee (AdCom). The committee discussed this new required training, and the penalty fee of \$150 that students will be assessed if students don't do it. Jennie said she'll bring the topic up to the AdCom.

Future meeting times will be addressed via a doodle poll.