Curricular Affairs Committee

Draft Meeting Agenda

Monday, October 30, 2017

2:00-3:00 PM, Wood Center Room “B” (Downstairs)

In person: Emily Perryman, Holly McDonald, Mike Earnest, Nicole Cundiff, Karen Taylor, Ana Aguilar-Islas, Deana Waters, Eileen Harney, Rainer Newberry, Ken Abramowicz

On phone Katy Oehring, Alex Fitts, Kate Quick, Ginny Kinne, Carol Gering, Cindy Hardy

Designating a Minute-Taker for the meeting-Nicole

1. Approval/Amendment of Agenda (approved)
2. Approval of Minutes (10.16.17) (See Google Folder) approved
3. Old Business
   a. Brief update by Subcommittees
      i. AKNS Requirement (Eileen)
         1. No updates
      ii. Syllabi Requirements (Nicole) (See Google Folder)
         1. Karen moved, Nicole 2nd
         2. Going to AdComm
   b. Update on Motions and Memo for Communication Plans
      i. Have not been sent out
      ii. Will go out soon
   c. Update on Online course withdrawal (Mike) (See Google Folder)
      i. Spoke to Grad school, concerned with TA/RA dropping will need to add a control to this population. No other concerns
      ii. Advisors concerns- holds put on accounts for special populations, such as SSS or RSS
      iii. First year students discussion
      iv. Mike will put some statements into the motion about holds as it impacts special populations

New Business

d. Automatic Certificate/Associate Degree (Alex) (See Google Folder)
   i. moved to next meeting

e. Policy for Extending Incompletes (Mike) (See Google Folder)
   i. Hole in incompletes policy, can there be extensions?
      1. It does not stipulate, but we have granted additional extensions 12 times in 10 years
      ii. recommendation to include an extension period of 6 months
      iii. having flexibility is good- concern with turnover rates
iv. % of N finishing the incompletes (50% on average of incompletes do not finish their courses and receive an F)

v. exceptions should be spelled out (there are some examples included in the motion)

vi. Deployment freezes to 1 year countdown for incompletes

vii. Send the motion to FS to figure it out as motion is clearly stated and helps

viii. Nicole moved, Rainer 2nd

ix. Going forward to AdComm

f. Amendment to AA/AS waiver policy (Nicole) (See Google Folder)

   i. Some wording updates for clarification needed

   ii. Mike and Nicole will clarify and bring back for next meeting

   g. Update and follow-up discussion regarding sharing between GERs and other requirements