Curricular Affairs Committee

Draft Meeting Agenda

Monday, September 18, 2017

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

1. Designating a Minute-Taker for the meeting
   Holly Oehring (chair), Claire Gelvin-Smith, Carol Gering, Deana Waters, Karen Taylor, Ginny Kinne, Caty Oehring, Kate Quick, Nicole Cundiff, Holly McDonald, Alex Fitts, Amy Bristor, Rainer Newberry, Ken Abramowicz, Chanda Meek

2. Approval/Amendment of Agenda (approved)

3. Approval of Minutes (8.18.17) (See Google Folder) -Nicole (approved)

4. Practicalities
   a. Meetings in November and December
      i. Changes in meeting dates
      ii. Nov 20th instead of 27th

5. Old Business
   a. Brief update on AKNS GER (Subcommittee meeting on Friday, September 15)
      i. Jessica Black is seeking more feedback
      1. CAC is supporting this effort
      ii. Large number of courses may be deemed worthy
      1. Rubric is being developed for course inclusion
      iii. May be part of graduation requirement
      iv. AKNS courses are planning to expand enrolment
      1. TA's being introduced
   b. Other business? -none

6. New Business for this year
   a. Update to Catalog language for Audits (Mike)
      i. Holly for Mike
      ii. Changing wording on withdraw/audit courses deadline
      iii. audit does not require instructor permission at beginning in open courses, but 2 weeks post would require permission.
      iv. Simplify the language to after the deadline it must be approved by instructor -approved
   b. Grading Policy regarding C/C- (Nicole) (See attached)
      i. Wording update needed for catalogue
      ii. Simplify the wording happened out of meeting
      iii. additional updates were made, final draft to be sent out
   c. Update to Syllabi requirements (Nicole) (See Link)
      i. Required or recommended elements in the syllabus checklist
      ii. Putting checklist online
iii. Chanda, Nicole, and Deana (subcommittee)
d. Mandatory FYE for pre-majors (Alex) (See attached)
   i. HELD TO NEXT MEETING

e. Capstones and Communication Plans (Alex)
   i. HELD TO NEXT MEETING

f. W & O Question and Discussion (Alex and Holly)
   i. Situation about W/O being added to courses
   ii. Six years until they are taught out
   iii. Can keep language
   iv. How to remove W/Os? Memo or course change?
      1. would have to be a major course change
      2. memo with Dean signature and justification

g. Additional items?
   i. Make things more fluid and easy for everyone
   ii. How to reflect what we are doing on a semester to semester basis