

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

Eileen Harney (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