

Curricular Affairs Committee

Minutes

Monday, December 10, 2018

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

Call in Number: 866-832-7806 Pin: 1109306

Members present: Donald Crocker (phone), David Maxwell, Obadare Awoleke, Julie Riley, Alex Fitts, Eileen Harney (chair), Holly McDonald, Deana Waters, Kate Quick, Hayley Williams,, Nicole Cundiff, Owen Guthrie,, Veronica Plumb, Rainer Newberry, Chanda Meek

1. Designating a Minute-Taker for the meeting-Kate Quick
2. Approval/Amendment of Agenda-approved
3. Approval of Minutes (11.26.18) (See Google Folder)-approved
4. Updates
 - a. Updates (ANT, ASUAF, and PHIL F108) (Eileen)
 - i. Continuing to work on communication with faculty of 'close but not quite' courses
 - ii. Hope to have list of ANT to senate for February meeting
 - iii. PHIL 108 -- CNSM, CLS, CFOS, CRCD deans have signed approval to count for BA math requirement. CTC dean will be added to list and will hopefully sign
5. Old Business
 - a. none
6. New Business
 - a. Meeting Time for Spring Semester
 - i. CRC can only meet during our normal meeting time.
 - ii. 1:00 Mondays will be our best time.
 - b. Subcommittee for Faculty Senate Curriculum Manual (Eileen, Nicole, and Rainer)
 - i. Nicole, Rainer, and Eileen have looked at it and done preliminary work. This is update of what we're doing, how we're doing it in age of CourseLeaf because old manual is outdated and refers to paper forms.
 - ii. Emily Perryman did the preliminary new draft
 - iii. Veronica Plumb and Chanda Meek also volunteered to help
 - c. Walk Memo (Hayley) (See Google Folder)
 - i. Current policy is from 1994 and says each dean can decide whether a student can walk before they're fully finished with coursework. Seeing a lot of inconsistencies (memos are not being read...do we need to require them anymore?) Walk memo has a later deadline than graduation application.
 1. Senate policy lists acceptable reasons to approve a walk-memo. Most walk-memos are approved against senate policy; do we need to enforce more or change policy?

2.

-we should enforce 9 credit cap.

- ii. Can we switch memo to a Google Doc to be filled out and streamlined? Or get rid of walk memo and make everyone apply for graduation?
- iii. If they want to walk, they can apply for graduation instead of filling out a walk memo.
- iv. Applying to graduate is \$50, get name in the book to walk, but have to pay another \$50 when they are actually ready to graduate. Walk-memo saves \$50.
- v. Google Doc walk memo would streamline the form process and save students \$50, but it would still mean students don't get name in book. Google Doc walk memo would put students on invite list.
- vi. Maybe for cases like Geology grads who do summer coursework for final course, dept chair could write a blanket memo to let folks walk. Haley and Holly say no.
- vii. WHAT DO WE DO?
 1. Say okay to new Google Doc walk form, with (yet to be created) rules attached. It will have a simplified signature process, perhaps with department chair cc'd. Registrar could be in charge of form, checking that student is within 9 credits of graduation.
 2. Emphasize to students that if they don't mind paying an extra \$50, they can have name in book and walk, and then pay an extra \$50 to get diploma.
 3. Add a check-box on the new form to clarify that student will walk now but graduate later. Might be a way to satisfy everyone.
 4. *Need updated version of rules

d. D vs. C- for Associate and Certificate Degree Requirements (Hayley)

1. For BA, C- is required, but was not changed for certificate/associate degrees. If student gets a D on GER during 2 year degree, they have to retake requirement for 4 year degree. It would make sense to switch all GER requirements to C- for every degree.
2. Make a motion to change wording to make all requirements be C- or better for all degrees, certificate to bachelor

d. Other Business?

7. Continuing Business

- a. Defining "baccalaureate degree" (Should we drop this for now?) YES, DROPPED.

8. Future Business (Fall 2018/Spring 2019)

- a. Follow-up on Math Requirement for B.A. Students (Ginny)
- b. Summer Sessions (Trailer or Header Semester?) (Mike)
- c. Additional priorities for 2018-2019?

-Next meeting Friday, January 11 at 1:00