

Curricular Affairs Committee

Minutes

Monday, September 17, 2018

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

Members present: Karen Taylor, Owen Guthrie, Rainer Newberry, Mike Earnest, Nicole Cundiff, Eileen Harney, Holly MacDonald, Kathleen Quick, Alex Fitts, Amy Bristor, Deana Waters, Veronica Plum (via phone), Hayley Williams, Ginny Kinne, Victoria Smith

Meeting called to order at 2:00 p.m. Deana Waters agreed to take minutes.

Agenda approved. Minutes from 8/17/18 meeting approved.

Updates

1. Update on ANT (Eileen). Notice of ANT requirement sent to admin and faculty via Cornerstone. Have been some inquiries re: what courses are considered ANT. Alex Hirsch wants honors section. Received one course for consideration to approved ANT list. Question re: multiple sections of a course where not all sections meet ANT. Approved list includes 1-2 credit courses, same as UAA UAS. ANT committee will be meeting to discuss status.
2. Update on Syllabus website (Nicole). Student handbook is live on website. Links work. Website transferred to Center for Student Rights and Responsibilities for maintenance/hosting. Project is complete. Alex Fitts asked about changes to site. Changes should go to student rights office. Alex recommends making student disability services a required section in syllabus checklist to conform with legal requirements.
3. Summer Advising Motion Timeline (Ginny and Holly): Approved by Faculty Senate. Waiting on appropriate administrative signatures. Motion should go into effect summer 2019.

Old Business

1. Length of a course (Mike): Mike Earnest circulated list of courses over last 3 years lasting more than regular semester. Most course are from community campuses. Longest last 46 weeks. Over length courses require manual processing on registrars part for grades, etc. More work to administer student evaluations, which would be easier with length standardization. Mike will work with Hayley and Sarah re: guidance with departments to set uniform start/end dates. Holly pointed out students issues with full time status and non-standard

courses. Amy stated this will affect financial aid. Mike proposed creating a menu of scheduling options so departments/instructor can better comply. Currently departments can schedule start/end dates as desired. This might make it harder for community campuses to schedule course, can be dealt with case by case. Mike is most concerned with courses going more than 18 months. There is currently only a minimum course length, no maximum. Kathleen asked if CAC should create policy addressing maximum length. Discussion on how to handle these issues. Proposed policy could exclude 500-level and noncredit courses. Holly stated there still may issues with students, especially with Degreeworks not accurately showing completion. Could be GPA ramifications for financial aid. Eileen suggests reaching out to departments. If a policy is proposed, it would not affect short courses or early/late start courses if they finish by last day of instruction. Mike collect more information and draft proposal on scheduling side for more discussion. Follow up at next meeting.

2. Possibility of Ethics counting within the major (Holly): When CORE transferred to GER, ethics and LS became degree requirements rather than major requirements. Issue is whether degree requirement of ethics be allowed to share with major/minor. BA, BFA, BS can share. BAM, BSRB currently do not. BM doesn't require ethics. Discussion about who decides requirements, should degree requirement be shared with major/minor, letting students/advisors know they have the option to double count. Question whether sharing would count for any baccalaureate degree. Arguments for/against letting ethics count in majors. Probably oversight in policy, can be corrected. Nicole will bring memo from SOM next meeting. Alex to do memo for BAAS.
3. Decorations/Ornamentations (What to do?): CAC promised to consider adding/changing. If ornamentations go forward, will have more changes, subcommittees. Last meeting, discussed a "kill" motion to get rid of ornamentations. Accreditation does prevent us from changing this. Faculty Senate passed learning outcomes, but outcomes were not being assessed. Alex working on plan to assess. Alex waiting to talk to GERC re: assessment. Ornamentation not really related to learning outcomes. No motion that says we have to have these. Ornamentation was part of GER redo proposal, but was not approved in final form. Questions whether CAC appropriate committee to hear ornamentations. Nicole though PRAAC would be better committee to take on. No need to kill ornamentation motion if CAC not obligated to act. Tabled for now.
4. Other Business? None.

New Business

1. Incomplete/No Basis/Faculty-Initiated Withdrawals update/review (Mike and Alex): Students confused about inconsistency NB, faculty withdrawal,

incomplete, F issue. Same student lack of participation may result in different grades from different instructors. NB/I/W are not final grades so can't be appealed. Similar to C- issue—C- may be satisfactory to complete course or program, but GPA will not meet graduation requirements.

Place to start is NB versus faculty withdrawal. These have been used interchangeably in past, but are really 2 different remedies. Should clarify how each grade will help or affect students, including VA students. Instructors should communicate with student before giving these grades, but students don't always communicate back. Alex would like NB/W policies on syllabi, should be same for all students. Is it ok to use various policies if in syllabus, or should there be a uniform policy? Sounds like an announcement that should go out or maybe a resolution for Faculty Senate. Should grading policy be expanded to include NB/W/I? Can make a motion to revise syllabus checklist. Tabled to next meeting.

Ended at 3:05