

CRC FY17 EOY Report

Chair: Nicole Cundiff

Members: Norm Harris, Linda Curda, Carie Green, Rainer Newberry, Troy Bouffard, Brian Hemphill, Santanu Khataniar (SK), Andres Lopez

Ex officio Members: Steve Atwater, Holly McDonald, Bobbi Jensen

The fiscal year started off with several changes to historical committee processes due to CourseLeaf implementation. The committee was divided into sub-committees for review purposes with a person in charge (PIC) named for each proposal received. The sub-committee was responsible for reviewing each proposal assigned, and the PIC was to present findings in committee.

Reviewing members were asked to stick to the mandated syllabus checklist when assessing syllabi requirements with little success. Implementation and cultural change of the committee will be strived for again next year.

Proposal submitters were invited to meetings in order to answer any questions that the committee had about their proposal.

Cut off dates were established for the following: New program proposals and changes to programs are due the first Friday in October; new course proposals and course changes are due the first Friday in November, and finally, all proposals must reach the CRC level within CourseLeaf by no later than Feb. 1st. of every year.

A Google site was developed to host relevant information for the committee and is available at <https://sites.google.com/a/alaska.edu/crc/>

Motions developed:

Syllabus Checklist (updates to correspond to CourseLeaf needs and general updates) approved in Faculty Senate during April 2018 meeting.

An associated Syllabus Checklist form was developed to be included in CourseLeaf requirements. Data on Student Learning Outcomes (SLO) for each course will be collected starting next year.

The mandated wording within the syllabus checklist was moved from syllabi to a website housed under the Dean of Students. The website is titled UAF Student Handbook and should be linked to all UAF syllabi in the future. Announcements will be sent out through typical venues to seek compliance by instructors.

Quantitative Actions taken by CRC:

- 100 regular submissions

- 3 trial courses
- 1 outstanding course from previous year
- 98 reviewed proposals
- ~6 pulled by administration
- 97 approved proposals
- 1 rejected proposal

Unusual cases or emerging questions:

- 0 credit capstone course requirements were determined to need to have basic syllabus requirements met.