

DRAFT Curricular Affairs Committee

Meeting Minutes for 11 November 2013 1:15-2:15 pm Kayak Room

Present: Rainer Newberry; Cindy Hardy; Rob Duke; Margaret Short; Karen Gustafson; Dennis Moser (audio); Todd Radenbaugh (audio); Doug Goering; Alex Fitts; Jonathan Rosenberg; Carol Gering; Libby Eddy; Jayne Harvie
Absent: Sarah Hardy

1. Approve Minutes of last meeting

Minutes for the October 28 meeting were approved as amended (added Alex Fitts' name to attendance).

2. GERC update via Jonathan Rosenberg ± Cindy Hardy–SEE GERC WEBSITE:

gerc.community.uaf.edu

Jonathan mentioned that three meetings will be coordinated to share information and invite feedback (one on lower campus, one on upper campus, and one to involve rural campuses). Rainer assigned Todd R. and Karen G. to look over the new web site, and all CAC members were asked to review it as well. Provide any feedback to Jonathan.

GERC is keeping GELO apprised of their work. The issue of transferability is being kept in mind. A resolution will be going to the Faculty Alliance, and routed to each of the three Faculty Senates, to propose changes to general education requirements in the current UA Regulations.

The issue of transferability will be added to the new GERC web site.

Libby E. noted that the Office of Admissions and the Registrar would need some rules and guidance on what will be the new recognized equivalencies for transferring courses between universities in and outside of Alaska.

Formal rubrics are needed to connect student learning outcomes to LEAP outcomes.

3. OLD BUSINESS: Due to time constraints, old business was put off until the next meeting in order to discuss item C – Academic Calendar.

A. global removal of 'or instructor permission' for course prerequisites?

So far the electronic discussion has mostly been of the variety 'we need to keep this because potential students need to know that I'm just kidding about the prerequisites and will allow them into the course if they just ask'.

I propose we go ahead and create a motion.....

B. request to modify Committee-related bylaws OUR ASSIGNMENTS:

1. Craft better description of the charge for each committee to be included in the Senate bylaws.
2. Write policies applicable for the areas of functioning that apply to all committees.
3. Write policies applicable to standing and permanent committees and, where necessary, for specific individual committees.

FIRST TASK: Each committee will draft the scope and nature of their work as they understand it. This should include current information available in the bylaws.

Some Of The Issue We Need To Address:

1. Membership rules for **all committees**: review special policies in place (e.g., unit criteria) and add where necessary (e.g., minimum/maximum number of members, representation from different units, junior/senior standing, etc.).
2. How are non-Senate members elected or appointed? Can a non-Senator chair the committee?
3. Do we need a paragraph on conveners for the first meeting?

PROPOSED REVISED WORDING (THANKS TO ROB DUKE!!!!!!!!!!!!!!)

" STANDING

1. The Curricular Affairs Committee will deal with undergraduate curricular and academic policy changes ~~on all levels except the graduate level. In addition to the non-voting ex officio member(s) appointed by the provost, the committee may add non-voting ex officio members for one-year terms as deemed necessary.~~

MEMBERSHIP AND EX OFFICIO MEMBER APPOINTMENTS

1. Members are appointed by the Administrative Committee.
2. Non-voting ex officio member(s) may be appoint by the Provost;
3. In addition to the non-voting ex officio member(s), the committee may add non-voting ex officio members as deemed necessary.

MEETINGS AND APPOINTMENT OF CHAIR

1. The Chair at the end of the academic year will represent the committee on the Administrative Committee over the summer break, or will appoint a continuing committee member to be his or her representative.
2. Upon convening of the first meeting each academic year, the committee shall consider nominations for Chairperson with the previous chair or appointed representative acting as the Chair. If neither are available, the senior committee member will preside until a new Chair has been selected.

C. OLD OR NEW??? ACADEMIC CALENDAR APPROVAL... SEE ATTACHED

Libby noted that the Summer I session in 2017 will only be 5 weeks long; however, it will include all the required contact time of a normal 6-week session.

This version of the academic calendars now includes eLearning dates.

Rainer noted the lack of a study day in spring of future years because of final exams schedule. He also mentioned the tight dates for turning in grades.

Doug G. mentioned UAF courses have more contact hours than those at UAA, which makes UAF calendar harder to put together.

CAC approved the academic calendars for 2015-16 and 2016-17.

Meeting adjourned with everyone's sanity seemingly intact.