

Curricular Affairs Committee

Draft Meeting Agenda

Monday, October 30, 2017

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

In person: Emily Perryman, Holly McDonald, Mike Earnest, Nicole Cundiff, Karen Taylor, Ana Aguilar-Islas, Deana Waters, Eileen Harney, Rainer Newberry, Ken Abramowicz

On phone Katy Oehring, Alex Fitts, Kate Quick, Ginny Kinne, Carol Gering, Cindy Hardy

Designating a Minute-Taker for the meeting-Nicole

1. Approval/Amendment of Agenda (approved)
2. Approval of Minutes (10.16.17) (See Google Folder) approved
3. Old Business
 - a. Brief update by Subcommittees
 - i. AKNS Requirement (Eileen)
 1. No updates
 - ii. Syllabi Requirements (Nicole) (See Google Folder)
 1. Karen moved, Nicole 2nd
 2. Going to AdComm
 - b. Update on Motions and Memo for Communication Plans
 - i. Have not been sent out
 - ii. Will go out soon
 - c. Update on Online course withdrawal (Mike) (See Google Folder)
 - i. Spoke to Grad school, concerned with TA/RA dropping will need to add a control to this population. No other concerns
 - ii. Advisors concerns- holds put on accounts for special populations, such as SSS or RSS
 - iii. First year students discussion
 - iv. Mike will put some statements into the motion about holds as it impacts special populations

New Business

- d. Automatic Certificate/Associate Degree (Alex) (See Google Folder)
 - i. moved to next meeting
- e. Policy for Extending Incompletes (Mike) (See Google Folder)
 - i. Hole in incompletes policy, can there be extensions?
 1. It does not stipulate, but we have granted additional extensions 12 times in 10 years
 - ii. recommendation to include an extension period of 6 months
 - iii. having flexibility is good- concern with turnover rates

- iv. % of N finishing the incompletes (50% on average of incompletes do not finish their courses and receive an F)
- v. exceptions should be spelled out (there are some examples included in the motion)
- vi. Deployment freezes to 1 year countdown for incompletes
- vii. Send the motion to FS to figure it out as motion is clearly stated and helps
- viii. Nicole moved, Rainer 2nd
- ix. Going forward to AdComm
- f. Amendment to AA/AS waiver policy (Nicole) (See Google Folder)
 - i. Some wording updates for clarification needed
 - ii. Mike and Nicole will clarify and bring back for next meeting
- g. Update and follow-up discussion regarding sharing between GERs and other requirements