

Curricular Affairs Committee Meeting Minutes

Nov 23 2011, 3:30-4:30 pm Kayak

Voting Members present: Anthony Arendt, Jungho Baek, Carrie Baker, Retchenda George-Bettisworth (audio), Diane McEachern (audio), Debra Moses (audio), Rainer Newberry, Todd Radenbaugh (audio), Dave Valentine. Voting Members absent: Brian Himelbloom.

Non-voting members present: Linda Hapsmith (audio), Carol Gering, Pete Pinney, GERC Chair Alex Fitts. Non-voting members absent: Doug Goering, Mike Earnest, Lillian Anderson-Misel.
Taking notes: Jayne Harvie

A. OLD Business

1. Approval of November meetings minutes

November 9 minutes were approved as submitted.

2. Recent GERC issues report¹ and related-- Official approval of GERC membership? Approval of Bethany Marx as Carrie's spring 2012 replacement?²

Alex Fitts submitted notes (attachment #1) for the Committee's information. Discussion followed regarding representation on the GERC for CEM. Rajive G. does not wish to continue, but a replacement has not been identified. The seat will be noted as "vacant" until filled. Mike Koskey will represent CRCD; and Bethany Marx (attachment #2) will fill in for Carrie Baker who is going on maternity leave in Spring 2012.

GERC next meets on December 2 and 16.

3. Stacked courses report (Anthony Arendt)

Anthony reported that online surveys have been sent to faculty who've taught stacked courses. The next step will be to send surveys out to students who've taken stacked courses.

4. CHANGES IN 'I' POLICY.... Change form, not requirements ???

Feedback from faculty included the common theme that no one wanted more hoops to jump through. A shorter time frame for completion (one full semester following the semester where the Incomplete was granted) was generally favored. Revising the actual form was discussed and possibly adding checkboxes on it for different time frames – but there's no way to police that. Still, a paper record was favored over an electronic one. Carol G. mentioned their CDE database notifies students about their incompletes. Rainer wants to meet with the Registrar's Office and discuss some sort of grade report to help track them better. Linda H. commented that the departments need a list of their Incompletes from the Registrar's Office.

How to educate faculty about a change was discussed. Rainer suggested that the information come to faculty at the department level, via deans to chair council meetings to department meetings. Faculty Senators could also be asked to report to their departments but should not be the only means of getting the word out. Rainer will talk about this at Administrative Committee and Faculty Senate.

Ideas for disincentives to students to help discourage them from asking for an incomplete were discussed. They included charging money for it, putting a limit of I's one could get in their academic career, and charging points against their grade for an extension. The problem of repeat offenders was mentioned.

5. Proposed motion:

The UAF Faculty Senate moves to require that all new courses offered wholly or in part by **ASYNCHRONOUS** distance delivery, and all existing courses adapted or converted to **ASYNCHRONOUS** distance delivery, must be approved by the appropriate subcommittee of the Faculty Senate -- continue sitting on this puppy???

Several committee members noted that their faculty feel this is a departmental issue and departments should police it. Rainer noted the issue had actually come up because of an undergraduate course being offered by a department that doesn't have an undergraduate program. Currently there's nothing to trigger a review of courses that is associated with delivery mode changes. It's not obvious from looking at the catalog descriptions, for example, what various modes of delivery exist for courses.

(This topic was the last to be discussed right before it was time to adjourn the meeting.)

6. Review of BOR policies lab credit hour distribution --we're not in compliance!!

Transfer policies -- not in compliance? A+??? ANYTHING ELSE????

B. NEW BUSINESS:

1. SUBMISSION FOR APPROVAL OF: Baking and Pastry Arts Certificate

Rainer provided background on the program and the fact that it's not technically a new one but has been split out of an existing certificate where it had only been a concentration. By splitting it out it can better fulfill demand. It articulates easily into the A.A.S. for Culinary Arts. The committee approved moving it on to the December 5 Faculty Senate meeting.

2. Motion to Faculty Senate:

MOTION:

The UAF Faculty Senate moves to amend the title of the general education objectives and student learning outcomes adopted by the UAF Faculty Senate at Meeting #175 on May 2, 2011 to clarify the undergraduate degrees to which the objectives and learning outcomes apply.

Proposed new wording: General education objectives and learning outcomes for the undergraduate students seeking Baccalaureate, AA, and AS degrees at the University of Alaska Fairbanks:

EFFECTIVE: Spring 2012

Rationale

In May 2011, the General Education Revitalization Committee proposed a new set of objectives and student learning outcomes intended to be used for all of UAF's baccalaureate degrees and two of UAF's associate degrees. These were adopted by the UAF Faculty Senate at meeting #175, held May 2, 2011, for the purposes of developing the next general education strategy and the strategies to be used in assessing it. Through unintentional oversight, only BA and BS degrees were listed, omitting the six other baccalaureate degrees offered at UAF. The proposed amendment brings the wording in line with the intended scope of the general education objectives and student learning outcomes.

Rainer and Dave explained the need for the changed wording – to more correctly capture all baccalaureate degrees at the university. The committee approved the change and recommended putting it forth to the senate as presented above.

3. Suggested change in FS Bylaws:

Add to CAC's one-sentence membership statement in the bylaws, the sentence:

"In addition to the ex officio member(s) appointed by the Provost, the committee may add ex officio members for one-year terms as deemed necessary."

The committee agreed to add the statement to their bylaws. Rainer will take a motion to the Administrative Committee and then to the Faculty Senate.

The meeting was adjourned at 4:40 PM.

¹Nov. 23, 2011 GERC Notes

Committee members Fall 2011:

- Dave Valentine, SNRAS Carrie Baker, CLA (Bethany Marks SP 2012?)
- Leah Berman, CNSM Derick Burleson, CLA Anne Armstrong, SoED Gerald McBeath, CLA Alex Fitts, CLA – Chair Sarah Fowell, CNSM
- Greg Goering, SOM Linda Hapsmith, Academic Advising Center
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