

CAAC Meeting Minutes
February 27, 2018

Voting Representatives Present: Renée Clift, Pam Perry, Lisa Ordóñez, Martina Shenal, Janet Sturman, Kenneth Mcallister, Elliott Cheu, Amy Kimme-Hea, Barbara Citera, Lucinda Rankin, Amanda Gluski, John Koshel, Douglas Taren, Barbara Bryson, Ted Tong, Jim Baygents

Additional Representatives Present: Pam Coonan, Chrissy Lieberman, Martin Marquez

Absent (without proxy): Keith Swisher, Laura Berry, Mike Staten

Vice Chair Janet Sturman called the meeting to order at 11:00 AM.

I. Approval of Minutes from the January 23, 2018 Meeting

John Koshel moved to approve the minutes. The motion was seconded by Cindy Rankin and approved with 10 votes and 2 abstentions.

II. Course Examinations Policy

Discussion:

- **Is there clarification/reinforcement regarding offering an exam during the last week of class before finals? Seen it happen on campus.** Possibly bold in the catalog. Send out reinforcement email. We can remind departments of the existing policies once notification of this proposal is approved. Problem is that enforcement has to come at the local level when reviewing syllabi. Email blast is sent out each semester. What do other colleges do for enforcement? What are the consequences when departments are following the policy? How do we help enforce the policy? Speak to departments. Policy guides you and have to look at why people do what they are doing. Final exams and methods for assessing final exams are changing. Proviso is in the policy statement. Making adjustment on specific cohort or course is in the policy. Have students come to complain about this issue? Encourage students to let concerns be known. Informal surveys are done in classes. Remind departments that not all students feel comfortable speaking out.

Cindy Rankin moved to approve the proposal. The motion was seconded by Renée Clift and approved with 12 votes and 1 abstention.

III. Consent Agenda

- a. Modifications and name changes to BSES Environmental Sciences subplans

Discussion:

- Why is ecology a choice vs required? Subplans have content options specific to the subplans. The current biology subplan had more options for ecology and the proposed modification allows for specialization by offering the natural resources ecology or ECOL 302-ecology as options to satisfy the ecology requirement in the biology subplan.

Douglas Taren moved to approve the proposal. The motion was seconded by Barbara Citera and approved unanimously.

- b. Transfer ownership: CALS to Norton School for Fashion and Consumers minor

Renée Clift moved to approve the proposal. The motion was seconded by Elliott Cheu and approved unanimously.

IV. Additional Items and Open Discussion (occurred before and after item V.)

Room and Course Scheduling: room scheduling concerns. Recent changes to scheduling processes. Request RCS come and present to CAAC.

Campus Food Insecurity: came up in UAAC. Request someone come and talk to CAAC.

Schedule 4 Success: Request someone come and talk to CAAC about the modifications to this program.

Audit 100% engagement: requests to audit 100% engagement courses.

Non-academic units offering courses: Concern regarding recent course submissions. Request Vin Del Casino come and speak

V. Graduate College Dean Andrew Carnie's 5-year Review- Tom Miller

Closed discussion

VI. Meeting Adjourned

Respectfully Submitted by Martin Marquez, 3/16/18