ACADEMIC AFFAIRS AND CURRICULUM COMMITTEE

A2C2 Minutes for September 12, 2012

TLTS Maxwell 158

3:30 p.m.

Attendees: Ed Thompson, Pat Paulson, Charles Schreiber, Ron Elcombe, Jeff Draskoci-Johnson, Tammi Owens, Fred Otto, Steve Allard, Matt Bosworth, Rinnel Atherton, Amy Hermodson, Heather Williams, Tim Gegg-Harrison, Dan Kauffman, Larry Bergin, Sue Davies, Jeanne Danneker, Sara Hein, Eric Brisson, Myles Weber, Connie Mettille, Weidong Zhang

Guests: Elissa Alzate, Amy Meyer, Rita RahoiGilchrest, Lori Beseler

1. Call to Order-the meeting was called to order at 3:33 pm by Ed Thompson.
2. Adoption of Agenda (See additions) m/s Elcombe/Bergin- agenda adopted as shown.
	1. IX. New Business:
		1. MNSCU Forms for New and Revised Programs: Lori Beseler
		2. Course Outlines: Lori Beseler
	2. VII. Notifications:
		1. English: Change in existing major, minor, option, concentration, etc.
		2. Other

Approval of Minutes: August 29, 2012 m/s Elcombe/Danneker moved to approve minutes with change to GEP summary from:
“Progress report should indicate that juniors in 2015 are doing better than freshmen in 2013- based on a random sampling of freshmen in 2013.”

to: “If we randomly sampled across class ranks every three years using the ETS Proficiency Profile, theoretically we should see students at the freshperson level scoring higher when they are sampled again three years later and there should be a gradual progression across all class ranks.”

1. Chair’s Report:
	1. Thank you to Ed Thompson for chairing the meeting! Ed Thompson was elected chair of the CPPS subcommittee.
	2. **Once again, trouble with Contribute. ChairAnn Rethlefsen is trying to post the courses for GEPS and CPPS.**
	3. CE 300: Academic Planning and Career Foundations. Recommendation passes A2C2.
	4. Other? The last date to submit CPPS proposals for Fall 2013 will probably be sometime in February 2013 for new/revised courses and programs, the committee will need more time than last year due to the crush of the last minute workload.
2. Course & Program Proposal Subcommittee Report: Ed Thompson; report not received in time to include in this agenda. It will be available at the meeting.

|  |  |
| --- | --- |
| **REPRESENTATIVE** | **COLLEGE** |
| Ed Thompson | College of Science & Engineering |
| Bhaskar Iyengar | College of Science & Engineering |
| Rhea Walker | College of Education |
| Penny Warner | College of Education |
| Charles Schreiber | College of Liberal Arts |
| Brian Aldrich (1st Semester)  | College of Liberal Arts |
| Erin White | College of Nursing & Health Sciences |
| Linda Smith | College of Nursing & Health Sciences |
| Brian Joo | College of Business |
|  | College of Business |

1. General Education Program Subcommittee Report: Tim Gegg-Harrison
A recommendation for a Wellness Representative has been put forward, Connie Mettille may be doing both. An update is being planned for the web page.

|  |  |  |
| --- | --- | --- |
| **GENERAL EDUCATION PROGRAM SUBCOMMITTEE** | **PROGRAM REPRESENTATION** | **TERM OF REPRESENTATION** |
|  |  |  |
| Myles Weber |  English  | 2010 – 2013  |
| Amy Hermodson | Communication Studies | 2012 – 2015 |
| Tisha Hooks | Mathematics | 2011 – 2014  |
| James Williams | Liberal Arts | 2011 – 2014  |
| Tim Gegg-Harrison: Chair | Science & Engineering | 2011 – 2014  |
| Dan Kauffman | Business | 2010 – 2013  |
| Jeanne Danneker | Education | 2010 – 2013  |
| CONNIE METTILLE | Nursing & Health Sciences | 2012 – 2015  |
| CONNIE METTILLE? | Wellness Representative | 2012 – 2015  |

1. GEPS review of key decisions/challenges from the past year

*Discussion of the GEP website, and the need for the GEPS committee to:*

* *identify a set of proposals that can be used as exemplars*
* *define a procedure for requesting GEP course renewal and create a renewal form*
* *create a template for GEP proposals*
1. Review of MnTC GEP ‘noncompliance’ letter, report on responses so far (rrg)

*Rita will put a response together and bring it back to the committee in late October*

1. Update from Lori Beseler/MnTC on double-listed courses (rrg)

*Rita passed around a list from Lori Beseler containing the GEP courses that still need course outlines*

1. Review of basic building blocks of GEP assessment plan

*Rita outlined the building block of the GEP assessment plan that presented at the last A2C2 meeting*

1. Discussion of revisions/actions needed in the near future (re: A2C2 minutes from April on ‘next steps’ for the GEPS)

*Further discussion of GEP course proposal templates*

1. GEPS makeup

***GEPS still needs a representative from the Physical Development and Wellness category. Tim will ask Lori Beseler to generate a list of departments that offer courses in the Physical Development and Wellness category.***

1. Notifications:
	1. BANKED: MIS 472: Management of Local and Wide Area Networks (3)
	2. BANKED: BUSA 431: Real Estate Law (3)
	3. BANKED: MGMT 335: Forecasting Methods (3)
	4. BANKED: MGMT 445: Quality Improvement Methods (3)
	5. BANKED: MGMT 447: International Labor Relations (3)
	6. HERS 345: Emergency Response for the Professional Rescuer (3): Change in prerequisites; change in course description
	7. English: Change in existing major, minor, option, concentration, etc.
2. Old Business:
	1. REG 3-4 Changes to Forms (Sent to Senate in April). Update from Senate on 9/10, it is still in PP&G.
	2. Nominations for Election of New A2C2 Chairperson (I would like to close nominations by 9/26/12, if A2C2 is agreeable to this; election could be held that day; entertain a motion to this effect??)
3. Pat Paulson
4. Other
5. New Business:
	1. MNSCU Forms for New and Revised Programs: Lori Beseler
	2. Course Outlines: Lori Beseler MNSCU Forms for New and Revised Programs: Lori Beseler spoke.
	MnSCU has a new website:
	<http://www.academicaffairs.mnscu.edu/academicprograms/>
	This is limited to programs-not courses.
	Question as to whether information provided to this MnSCU site must be in agreement with information provided to GEPS, Ms. Beseler to investigate. To start, Lori Beseler will be the person entering information at this site, eventually departments may be asked to enter the information.
	Electronic submission of paperwork will be helpful because MnSCU is requiring .pdf files.
	Course outlines are available on the following website:
	<https://webproc.mnscu.edu/registration/viewCourseOutlines.do?campusid=074>
	The course outlines are searchable by semester and subject.

	The General Education Program course information is available at:
	<http://www.winona.edu/registrar/GeneralEducationProgram.asp>

Departments are asked to review the list of accepted courses for accuracy at:
<http://www.winona.edu/registrar/Media/Courses_Accepted_for_WSU_MNTC_GE_9-12-12.pdf>

1. Adjournment-the meeting was adjourned at 4:02pm by Ed Thompson.