ACADEMIC AFFAIRS AND CURRICULUM COMMITTEE

A2C2 Minutes for September 26, 2012

TLTS Maxwell 158

3:30 pm

Attendees: ChunLok Mah, Ed Thompson, Pat Paulson, Sara Hein, Amy Hermodson, Tim Gegg-Harrison, Dan Kauffman, Rinnel Atherton, Maryam Eslamloo-Grami, Myles Weber, Steve Allard, Matthew Strecher, Connie Mettille, Greg Schmidt, Russ Smith, Ron Elcombe, Jeff Draskoci-Johnson, Eric Brisson, David Speetzen, Fred Otto, Matt Bosworth, Charles Schreiber, James Reidy, Brian Aldrich, Jeanne Danneker, Heather Williams

Guests: Lori Beseler, Jim Williams, Rita RahoiGilchrest, Amy Meyer

1. Call to Order-the meeting was called to order at 3:30 pm by chair Ann Rethlefsen.
2. Adoption of Agenda-m/s Danneker/Elcombe to adopt agenda with additional items shown below. Motion carries.
	1. VI. GEPS Report: Inserted into GEPS section
	2. VII. Notifications:
		1. PESS 102: Slow Pitch Softball: BANKED
		2. PESS 112: Folk and Square Dance: BANKED
		3. PESS 137: Fencing: BANKED
		4. PESS 139: Tennis: BANKED
		5. PESs 308: Techniques of Coaching Wrestling: BANKED
		6. PESS 311: Techniques of Coaching Tennis: BANKED
		7. PESS 329: Techniques of Coaching Gymnastics: BANKED
		8. PESS 410: Coaching Clinic: BANKED
		9. PESS 435: Assessment in Adapted Physical Education: BANKED
		10. PESS 436: Programming/Special Populations in Developmental/Adapted Physical Education: BANKED
		11. ENG 220: Multicultural American Literature: Retroactive GEP Goal Area 6
		12. ENG 221: Topic in World Literature: Retroactive GEP Goal Area 6
	3. IX. New Business:
		1. Discussion about Oral Intensives: Tim Gegg-Harrison
		2. Discussion about one person representing two areas on GEPS (review for chair, if this was decided on last time; not clear from minutes)
3. Approval of Minutes: September 12, 2012- m/s Thompson/Draskoci-Johnson, to adopt minutes as written. Motion passes.
4. Chair’s Report: No CPPS meeting next Wednesday, 10/3/2012.A2C2 members, please help your department members with filling out appropriate forms. We have been getting some departments not knowing how many copies are needed for various forms.
5. Course & Program Proposal Subcommittee Report: Ed Thompson—from September 19, 2012. The CPPS recommends approval/disapproval of the following courses and programs.

1.  CPPS met on 9/19/12 and approved the following proposals, which were approved by the full A2C2 committee:

            New Courses:

a. BIOL 402: Endocrinology (3)

                       b. GEOS 345: Dinosaur Field Paleontology (3)

            Program Revisions:

1. Special Education – Developmental Disabilities (121)
This revision was a reduction to 121, there will be a future (next fall?) change in the EFRT program to change a 4 hour course to a 3 hour course.

2.  CPPS wishes to remind departments that program and course proposals must be heard and approved by CPPS, A2C2, Faculty Senate, and Meet and Confer before they reach the Registrar’s Office and become available for students, and we discussed the dates by which such proposals must be submitted to A2C2 in order for this to occur.  As an informational item, CPPS would like to inform departments of the following dates:

   a.  In order to be available for the Scholarship Registration on April 9th-11th 2013, a new course or revised course proposal (with all appropriate signatures) must be submitted to the A2C2 chair no later than January 16th, 2013.

   b.  In order to be available for the general registration period on April 22nd -26th 2013, a new course or revised course proposal (with all appropriate signatures) must be submitted to the A2C2 chair no later than February 13th,  2013.

   c.  In order to be available for summer registration and later, a new course or revised course proposal (with all appropriate signatures) must be submitted to the A2C2 chair no later than March 13th, 2013.

   d.  The date by which new programs and revised programs (with all appropriate signatures) must be submitted is less clear, depending on the date when the online catalog “locks” for the 2013-2014 academic year.  In the best estimate of the CPPS chair, assuming that this “lock” will occur in late March of 2013:

          i.  A new program or revised program proposal submitted by November 28th 2012 has an excellent chance of being included in the 2013-2014 catalog.

         ii.  A new program or revised program proposal submitted by January 16th 2013 has a good chance of being included in the 2013-2014 catalog, but there is a significant risk that it will not.

        iii.  A new program or revised program proposal submitted after January 30th 2013 has little or no chance of being included in the 2013-2014 catalog.

Obviously, an earlier “lock” date would require that proposals meet earlier deadlines than these, while a later “lock” date would allow later submission deadlines. Note that the above dates do not include extra time needed if courses are going to go through the GEPS process.

3.  Members of CPPS are fully cognizant that a catalog “lock” date imposed by the WSU administration will have significant consequences for departments with regard to scheduling, hiring, program development, and other issues.  We encourage A2C2 and Faculty Senate to use the Meet and Confer process to engage in discussions with the administration about the respective roles of the faculty and the administration in setting deadlines (i.e. a “lock” date) for inclusion of academic  programs in each year’s catalog. There is a question as to what will be the catalog “lock date”, and how that date will be determined. Program reviews completed in the spring semester will not be incorporated in the next catalog, but rather is the next catalog a year later. (e.g. spring 2013 program review recommendations will not be incorporated until fall 2014). Question-is the catalog a legal contract between WSU and the individual student? Motion-Elcombe/Kauffman- Recommend that A2C2 encourage Faculty Senate to explore whether the catalog is a legal contract. And to seek clarification of what will happen if a course or program is added or changed after the lock date. Motion passes.

1. General Education Program Subcommittee Report, Tim Gegg-Harrison – from September 19, 2012. The GEPS recommends approval/disapproval of the following: THE GEPS REPORT WAS NOT SUBMITTED AT THE TIME OF THIS PRINTING/MAILING.
2. Rebecca Fleischhacker: course substitution request; the course WAGS 348 is not on the list of approved courses for Goal Area 6. The WAGS Department has the option of submitting it to GEPS for future consideration. Hermodson/Williams M/S to deny the request for substitution; motion carried unanimously.
3. HERS 316: writing intensive, HERS 318: oral communication intensive, and HERS 368: critical analysis intensive submitted for approval as intensives in the General Education Program. The committee requested that the information provided be edited to demonstrate that a significant portion of the pertinent course grade is related to writing, oral communication, or critical analysis; edits will be electronically submitted to Chair Gegg-Harrison. Hermodson/Williams M/S to approve all three courses, motion carried, with one abstention.
4. HIST 447: writing intensive for General Education Programs and University Studies; materials should be edited to say writing *intensives* not writing *flags*; edits will be electronically submitted to Chair Gegg-Harrison. Hooks/Williams M/S to approve course; motion carried unanimously.

A2C2 accepted items 1, 2 and 3 listed above.
5. CE 300: Question: with video of oral presentations are there multiple opportunities for peer review; discussion of appropriateness of using video for oral communication intensives; Hooks/Williams M/S to table course approval pending approval of a clarification of policy. This is an online course. BE410 is already an online oral intensive class. It had been rolled-over from flags to intensives. And the entire Business Education currently is now totally online. CE300 recordings would not be done in front of a live audience. But the faculty involved are agreeable to modifying the course so that it could include a live component, perhaps synchronous online conferencing. Lack of instantaneous audience feedback is an issue.
6. Hermodson & RahoiGilchrest drafted a clarification of policy on criteria for oral communication intensives. The draft was sent to the GEPS committee. Comments from committee members will be sent to Chair of GEPS. Gegg-Harrison presented the proposed policy to A2C2. (a copy of the motion is attached) . GEPS wants to work with proposers to develop acceptable course guidelines. It appears that nowadays both live and video-conference presentations are being used by businesses and organizations. Attached recommended policy change was adopted.

Rita RahoiGilchrest, Director of GEP, provided follow-up information regarding the MNSCU letter of non-compliance and actions she has taken and will take to address issues and concerns.

1. Notifications: Comment: for future reference: any GEP retroactive notifications must EACH be listed on the front of the GEPS Retroactive Notification form; any notifications listed on the back of the page will not be included on the Notification section of A2C2 agendas.
	1. POLS 202: “Lost” in Political Thought (3): ONE-TIME COURSE OFFERING
	2. HIST 151: U.S. Hist Since 1877: Retroactive GEP Goal Area 7
	3. HIST 123: East Asian Civilizations: Retroactive GEP Goal Area 5
	4. HIST 165: Latin American History: Retroactive GEP Goal Area 5
	5. HIST 170: African Civilization: Retroactive GEP Goal Area 5
	6. HIST 214: Mississippi River: Retroactive GEP Goal Area 5 and Goal Area 10
	7. HIST 220: Introduction to African-American History: Retroactive GEP Goal Area 6
	8. HIST 235: History of the American Indian: Retroactive GEP Goal Area 6
	9. PESS 102: Slow Pitch Softball: BANKED
	10. PESS 112: Folk and Square Dance: BANKED
	11. PESS 137: Fencing: BANKED
	12. PESS 139: Tennis: BANKED
	13. PESS 308: Techniques of Coaching Wrestling: BANKED
	14. PESS 311: Techniques of Coaching Tennis: BANKED
	15. PESS 329: Techniques of Coaching Gymnastics: BANKED
	16. PESS 410: Coaching Clinic: BANKED
	17. PESS 435: Assessment in Adapted Physical Education: BANKED
	18. PESS 436: Programming/Special Populations in Developmental/Adapted Physical Education: BANKED
	19. ENG 220: Multicultural American Literature: Retroactive GEP Goal Area 6
	20. ENG 221: Topic in World Literature: Retroactive GEP Goal Area 6
2. Old Business: Election of A2C2 Chairperson: Nominations: Pat Paulson. Paulson nomination approved by A2C2.
3. New Business:
	1. Discussion about Oral Intensives: Tim Gegg-Harrison
	2. Discussion about one person representing two areas on GEPS. Senate over ruled A2C2 and asked for separate representatives for Wellness and CONHS.
4. Adjournment-the meeting was adjourned at 4:40 pm by chair Ann Rethlefsen.