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| Academic Affairs and Curriculum Committee | A2C2 |

A2C2 Minutes for November 7, 2012

TLTS Maxwell 158

3:30 p.m.

Attendees: Ann Rethlefsen, Larry Bergin, ChunLok Mah, Ed Thompson, Pat Paulson, Amy Meyers, Sara Hein, Amy Hermodson, Tim Gegg-Harrison, Dan Kauffman, Rinnel Atherton, Beckry Abdel-Magid, Steve Allard, Matthew Strecher, Connie Mettille, Greg Schmidt, Tammi Owens, Russ Smith, Ron Elcombe, Jeff Draskoci-Johnson, Eric Brisson, Charles Schreiber, James Reidy, Ruth Charles, Jeanne Danneker, Heather Williams, Sue Davies

Guests: Jim Williams, Rita Rahoi-Gilchrest, Pat Cichosz, Lori Mjoen, Amy Meyer

1. Call to Order- the meeting was called to order at 3:30pm by chair Ann Rethlefsen.
2. Adoption of Agenda-m/s Thompson/Danneker. Agenda is adopted.
	1. VII. Notifications:
		1. ACCT 398: Internship: Change in hours or credits in an independent study course
		2. ACCT 414: Advanced Financial Accounting Topics: Change in prerequisites
3. Approval of Minutes: October 24, 2012. m/s Danneker/Thompson to accept. No discussion. Minutes were accepted.
4. Chair’s Report- Next A2C2 meeting is November 28th, which will be the last meeting for this calendar year.
5. Course & Program Proposal Subcommittee Report: Ed Thompson: There was no CPPS meeting on October 31, 2012.
6. General Education Program Subcommittee, Tim Gegg-Harrison – from October 31, 2012.
	1. COURSE PROPOSALS-accepted by A2C2

Writing Intensives:

* + 1. RED 304 Teacher Development (2) approve
		2. RED 404 Data With/in Action Research (1) approve
		3. RED 420 Action Research in Elementary School (3) approve
		4. EDUC 334 Elementary Math Methods (3) approve
	1. COURSE SUBSTITUTIONS- accepted by A2C2.
		1. HUMANITIES:  Jordan Henrickson: Military Science 402 – Military History approved
		2. Oral Flag: Matthew Ernster: Business 35705 – Debate in Business (Chung Ang University)  2 credits approved
	2. WRITING INTENSIVE: GEPS Proposal for Writing Intensive – Discussion on requirements for writing intensive. Will be taken up at the next meeting.
1. Notifications:
	1. MGMT 417: Compensation Management: (3): Change in course title; Change in prerequisites; change in delivery method;
	2. FLAN 218: The New Europeans: Understanding the EU: Change in descriptive code;
	3. GERM 204: Special Topics—German Literature: Change in Descriptive code
	4. GERM 205: Special Topics-German Culture and Language: Change in descriptive code
	5. GERM 303: German Civilization and Culture: Change in Descriptive Code
	6. ENG 220: Multicultural American Literature: Goal Area 6: Retroactive Notification for GEPS: Effective F11; Spring 12; F 12;
	7. ENG 221: Topics in World Literature: Goal Area 6: Retroactive Notification for GEPS: Effective: F11; SP12; F12;
	8. EFRT 150: Introductory Field Experience: Change in hours or credits: from 1 credit to: 0-1 credit hour;
	9. SCIE 201: Investigative Science I: Physical Science in Your Environment: Change in course description; change in prerequisites; PLEASE NOTE: THIS SHOULD GO BACK INTO GOAL AREA 3; IT IS NO LONGER EXCLUSIVE TO EDUCATION MAJORS
	10. ACCT 398: Internship: Change in hours or credits in an independent study course
	11. ACCT 414: Advanced Financial Accounting Topics: Change in prerequisites
2. Old Business:

New Business: Curriculog Demonstration. Pat Paulson coordinated.
Ken Blais (Chief Technology Officer), John Schoenborn (Account Executive), John Rynn (VP of Consulting and Operations) from Digital Architecture, with Ken Blais presenting.
ref: <http://www.acalog.com/>
Acalog has been available for 10 years, Curriculog was developed from customer feedback.

This web conference is available as a recording.
A prior, more in-depth review is also available as a recording.
You may go to
[www.digarc.com/sd](http://www.digarc.com/sd)
The system will ask for an email address and in a few minutes you'll receive a password via email good for 7 days after which you may re-register for another week any time.

Question on updating multiple roles, can you generate a list for a role so that you can view all members of that group? You can generate a list, but roles are changed on a per-individual basis.
Also can replace people in roles, can generate a report showing all proposals that are open that are linked to a specific person.
Import of hierarchy can be done from the Acalog system.
Question- can you view proposals from 5 years ago? You can archive inactive proposals. You can also take old inactive proposals and make them active. You can pull proposal information out of the archive.
You can produce reports and export into spreadsheet format.
Courses approved in Curriculog do not automatically appear in Acalog, there must be human intervention for this to occur.
This was the end of the web conference.

After the Digital Architecture people signed off, there was a discussion.
 Issues-appear to be too many steps in the process. Currently Taskstream is difficult, seems similar to Curriculog.
What about faculty who do not create courses very often? Will you need to have A2C2 representatives enter the proposals into the system?
Current paper system is broken. Cannot readily find paperwork; or cannot find it at all. There are a lot of inconsistencies occurring in the current paper-based system. Curriculog/Acalog system would be useful for capturing and recording comments made during the approval process.
m/s Russ Smith/Amy Hermodson That A2C2 approve pursue this product.
m/s Thompson/Mettille to table, motion carries.
For the next A2C2 meeting on 11/27 pricing will be provided.
Also alternative systems such as Program Navigator will be investigated.
ref: <http://www.decisionacademic.com/>

A2C2 representatives and departments are asked to review these notes and look at the presentation recordings referenced above, in preparation for a discussion at the next A2C2 meeting on whether WSU should proceed with the procurement of an electronic document workflow system for the course and curriculum approval process.

1. Adjournment-the meeting was adjourned at 5:05pm by chair Ann Rethlefsen.