

## **Committee on Academic Affairs and Standards**

### **Meeting Minutes**

**October 10, 2018**

In attendance: Lori Crain, Mickey Diez, Cindy Duhon, Carolyn Dural, Reko Hargrave, Burke Huner, Jordan Kellman, Jill Lemaire, Fabrice Leroy, Leah Orr, Amanda Payne, Lee Price, Natalia Sidorovskaia, Emily Sterger, and Ryan Teten.

Dr. Natalia Sidorovskaia called the meeting to order, reminding everyone to please sign in.

Printed copies of the minutes from the August 22, 2018 meeting were distributed. Dr. Sidorovskaia called for approval of the minutes. Lee Price made a motion to approve; Carolyn Dural seconded. All were in favor; motion carried.

Dr. Pearson Cross discussed the history of recommending General Education (GE) changes. At this time, the GE committee wishes to develop more formal procedures outlining how changes to the GE core requirements are proposed, approved, and prepared for inclusion into the catalog and curriculum. The following steps were presented to CAAS:

1. Proposed changes to GE curriculum will (in most cases) be made by the discipline which offers the specific courses. For example, Humanities will propose changes to the humanities requirements; Sciences to the science requirements and so forth.
2. Changes to the GE curriculum will take the form of a proposal to the GE committee which states how the proposed course (or change to an existing course) meets and aligns with the requirements of GE courses in that discipline, not only generally but specifically referring to established goals and objectives.
3. The GE committee will discuss the proposed course or change and vote to approve (or disapprove) the change or course. If approved, the course or change will be submitted to CAAS for consideration.
4. CAAS will consider and upon approval, submit recommended changes to Academic Affairs (AA) for inclusion in the catalog.
5. Once the change is approved by CAAS and AA has included it in the catalog, the GE committee will advertise the change to the departments and advisers by distributing GE

advising sheets and updating the GE websites which maintain a current listing of GE courses and requirements.

The members of CAAS discussed and supported the proposed changes. Dr. Sidorovskaia asked for a motion to approve. The group added two conditions. Motion to approve the proposed General Education procedures subject to (a) adding: approval and signature of the dean of such discipline to the first bulleted item and (b) adding: required to meet Course Change Deadline for any next calendar additions as the sixth bullet point. Carolyn Dural made a motion to approve; Lee Price seconded. All were in favor; motion carried.

Dr. Jordan Kellman spoke about proposed changes to the nine hours of Humanities requirements, presenting a matrix containing the current structure and proposed new structure. He highlighted a few of the updates: more precise explanations of each learning objective, full listings of course options, accepting Philosophy as a Humanities requirement, and accepting foreign language skills classes as a communications requirement. After further discussion, CAAS reminded Dr. Kellman of adding a disclosure at the bottom of the matrix, as discussed at the May 31, 2018 meeting. The statement should read "Additional/other courses may be accepted based on approval from the department or based on honors equivalent." Dr. Sidorovskaia asked for a motion to approve the proposed Humanities slate for nine hours of requirements. Lee Price made a motion to approve; Jill Lemaire seconded. All were in favor; motion carried.

Cases:

No. 1: Sciences- Requesting twelve (12) additional AP credits

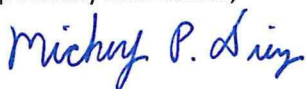
- This student is double majoring in Mathematics and Physics. He/she earned forty-eight (48) AP credits through College Board prior to entering college. Of those credits, forty-two (42) could be applied towards either degree. However, the maximum allowed for one degree is thirty (30) credits. There is currently no written policy on applying the remaining credits to a second degree or splitting the credits between the degrees.
  - Appeal approved.

Mickey thanked everyone for attending and announced the next meeting would be Wednesday, January 9, 2019 at 2:00pm.

The subcommittee had appeals to discuss.

All other members adjourned.

Respectfully submitted,



Mickey P. Diez,  
Secretary