

ACADEMIC AFFAIRS AND CURRICULUM COMMITTEE

A2C2 Minutes for Wednesday October 23, 2013 at 3:30 pm
Maxwell 158 / Rochester SH201

Attendees: Pat Paulson, Adrian Barr, Ed Thompson, Jana Craft, Myoung Lee, Amy Hermodson, Tim Gegg-Harrison, Mary Fawcett, Sunny Wee, Dan Kauffman, Chuck Ripley, Insum Yang, Steve Allard, Michael Bowler, Peter Sternberg, Greg Schmidt, Tammi Owens, Tisha Hooks, Greg Neidhart, Kathy Gorder, David Speetzen, Sarah Phan-Budd, Fred Lee, Chuck Schreiber, Lorene Olson, Carrie Brouse, Jay Palmer, Jeanne Danneker, Jim Williams

Guests: Lori Beseler, Rita Rahoi-Gilchrest, Aurea Osgood

- I. Call to Order- the meeting was called to order 3:30 pm by Pat Paulson, Chair.
- II. Adoption of Agenda – m/s Kauffman, Williams. No changes.
- III. Approval of Minutes from October 9, 2013. Minor typos corrected. Approved minutes available at:
http://www.winona.edu/wsufa/a2c2/Documents_A2C2/ApprovedMinutes_2013_10_09.pdf m/s Bowler, Hermodson
- IV. Chair's Report
 - A. Still need one more COLA representative for CPPS.
 - B. Please send A2C2 agenda items to me for 11/6/2013 meeting by 10/30/2013.
 - C. Curriculog implementation underway. Basic training sessions done, beginning dialogue to duplicate Regulation 3-4 forms.
- V. Course & Program Proposal Subcommittee:
 - A. Membership

REPRESENTATIVE	COLLEGE
Ed Thompson	College of Science & Engineering
Bhaskar Iyengar	College of Science & Engineering
Julie Beddow-Schubert	College of Education
Carrie Brouse	College of Education
Charles Schreiber	College of Liberal Arts
	College of Liberal Arts
Shellie Nelson	College of Nursing & Health Sciences
Linda Smith	College of Nursing & Health Sciences
Bob Newberry	College of Business
Brian Joo	College of Business

- B. CPPS proposals are viewable at: <http://www.winona.edu/wsufa/a2c2/#cpps>
- C. CPPS agenda will be sent out to CPPS committee members one week before the meeting. The agenda will include electronic (.pdf file) copies of the proposals. An

Outlook meeting reminder will also be sent out to CPPS members one week prior to the meeting.

- D. CPPS chair's report from meeting held on October 16, 2013.
 - 1. PHYS141: Physics for Future Presidents- approved by CPPS.
 - 2. Copy on A2C2 website. Motion approved.
- E. The next CPPS meeting will be held on Wednesday, October 30, 2013 at 3:30pm in Maxwell 158 / Rochester GL 135. Agenda items for this meeting must be submitted to A2C2 chair by Wednesday, October 23 at 4pm.

VI. General Education Program Subcommittee

- A. website: <http://www.winona.edu/gep/>
- B. GEPS proposals are at: <http://www.winona.edu/wsufa/a2c2/#GEPS>
- C. GEPS chair's report from meeting held on October 16, 2013.
 - 1. CAST301: Child Advocacy I-approved by GEPS for Goal 9, Ethical and Civic Responsibility.
 - 2. Motion approved.
- D. The next GEPS meeting will be held on Wednesday, October 30, 2013. The committee meets at 3:00pm, proposal review begins at 3:30pm in Maxwell 257, Rochester ST118. Agenda items for this meeting must be submitted to GEPS' chair by Wednesday, October 23 at 4pm.

VII. Notifications, copies available on A2C2 website.

- A. PSYA, PSYB: Change In Major
- B. FIN: Change In Minor
- C. FIN463: Change in Prerequisite

VIII. One-Time Course Offering, copy available on A2C2 website.

- A. MUS373: Composition Lesson

IX. Old Business:

- A. There was a discussion of possible changes to Regulation 3-4 forms sign-off related to whether a program director should be allowed to sign-off instead of a 'Department Chair' for items such as notifications, new/revised courses, and new/revised programs. Please be prepared to discuss multi or inter-disciplinary program issues that could affect your programs or department. The following programs, and some others, could be affected: Sustainability, WAGS, CAST, and HLA.
See attached document "Regulation 3-4 Form Sign-off".
Also see document "Faculty Senate Minutes 10-06-08 Pages5And6" on the A2C2 website. This contains a proposal developed by the COB during the AACSB accreditation process in which college-wide curricular matters were to be voted on by a short-lived subcommittee populated by all A2C2 members from that college. Since this has been approved by the Senate, and used already by the COB, it could serve as a model for multi-disciplinary programs.
 - 1. Who has the proper authority for sign off of the interdisciplinary HLA program? What is the role of A2C2 with interdisciplinary proposals?

- Which departments need to be involved in curriculum proposals? Do we need an A2C2 subcommittee for this issue?
2. Pending implementation of Curriculog has highlighted practical issues in this area. Who will be setup, from a practical standpoint, as authorized users? There are a limited number of these interdisciplinary programs (WAGS, HLA, CAST, Sustainability, etc.) that do not have a chair to sign.
 3. Can A2C2 allow the program directors to sign off when there is not a department chair? (Discussed at last A2C2 meeting. See approved minutes from 10/9/13)
 4. The people involved with these programs should be asked for their opinions. Paulson indicated information will be solicited from different departments.
 5. Individualized Studies Programs should be considered as well as interdisciplinary programs.
 6. How difficult is it to have a department chair and program director sign? Can the signature line on the form be left blank if there is no department chair? Because program directors are appointed by the Dean, not elected by Faculty. There are no term limits on program directors, but there are on department chairs.
 7. The multi-disciplinary task force should recommend a proposal.
 8. Paulson – Next meeting on October 30, Joan Francioni, chair of the multidisciplinary task force, will be asked to attend to discuss this issue.

X. New Business: none

XI. Adjournment- The meeting was adjourned at 4:04 pm by chair Pat Paulson.

Jana Craft
Secretary, A2C2

A2C2 website: <http://www.winona.edu/wsufa/a2c2/>

Regulation 3-4 Form Sign-off

A2C2 document sign-off: should Regulation 3-4 be modified to account for the fact that some programs are represented by program directors and are not part of a department, so there is no department chair available to sign?

Should Regulation 3-4 be modified for multi-disciplinary programs that affect multiple departments?

Considerations:

- Both program directors and department chairs are from the faculty ranks
- Program director is appointed by a dean, represents the program?, no term limit
- Department chair is elected by and represents department members, has a 9 year term limit
- Examples-
 - WAGS, a minor with courses from COLA, COE, CONHS and several departments
 - HLA, a major with courses from all 5 colleges, and Bemidji
 - CAST, a minor, with courses from CAST, in CONHS, but not in a department
 - Sustainability, a minor with courses from COSE, COLA, CONHS,
 - PSM, a graduate program involving COSE, COB

The Regulation 3-4 paperwork that is affected:

Notifications, new/revised courses, new/revised programs

Past/Current practices:

CAST-some new course paperwork has been signed by faculty who were not Department Chairs

At least one CAST notification was signed by Sociology Department Chair.

WAGS-faculty sign-off on Department Chair line.

Sustainability -affected department chairs sign notifications affecting their department (MKT, GS)

PSM-Courses with prefixes that belong to a department are signed by that department chair.

Courses with PSM designation, or paperwork affecting program structure are signed by all department chairs involved. This requires PSM participants to work hard to develop courses and a program that the participating departments agree with.

Proposed course of action:

Ask for A2C2 representative and department input-

- Are there other curriculum approval issues that affect faculty and departments?
- For wide-ranging interdisciplinary programs (multiple departments, colleges, and or universities) should multiple department chairs (and possibly program directors) be required to sign Regulation 3-4 paperwork?

Ask CPPS to develop a recommendation on how to change Regulation 3-4 and associated forms.

Have A2C2 review CPPS recommendations and then have A2C2 make a recommendation to Senate.

Pat Paulson

A2C2 Chair

10/16/2013

XII. New Business:

Change in Subcommittee Language: Dan Kauffman-m/s Kaufmann/Schumacher to change language “One member and one or more alternates as needed nominated by and from each department.” **SEE ATTACHMENT**

Motion carries.

Under Section A.2. make changes to language to replace “General Education” with “University Studies”, add clarifying language.

Under Section 3.A.3. delete “a) 1) and b)2)”.

Under Section 3.A.4. update committee name to “Faculty Association Budget Committee”

Under CPPS committee charge change to “members will be drawn from among the members or alternate members”

Add a new “College-Wide Subcommittee of A2C2” with charge specified by Faculty Senate to IFO and perhaps A2C2 web sites.

Discussion was held as to term limits.

m/s to endorse language changes made by Dan Kauffman, m/s Elcombe/Otto motion passes unanimously.

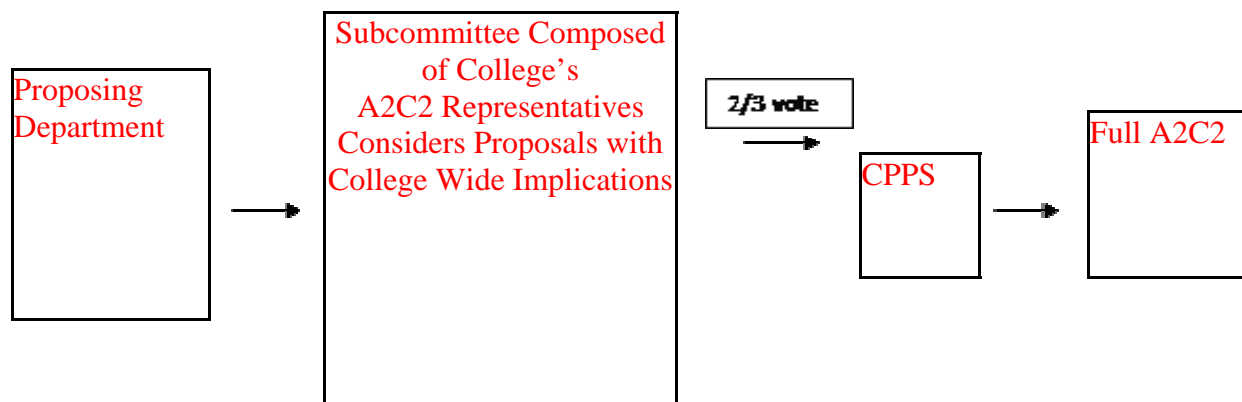
Senate consideration of Item V (A2C2 New Business): changes to language of Committee Assignments and Charges, including adoption of Senate language on “College-Wide Subcommittee of A2C2”.

Senate discussion/comment:

1. Senate agrees with proposed cosmetic changes denoted (in red) in A2C2 2008-2009 Committee Assignments and Charges document, including the new language of College-Wide Subcommittee and revised language the A2C2 Academic Calendar Subcommittee ((though this language was never in this document before). See below:
2. A few more cosmetic amendments were added to the document.
3. 2/3 vote for College-Wide Subcommittee was to ensure that there are ample support for a good idea coming forward.

COLLEGE-WIDE SUBCOMMITTEE OF A2C2

Any department from a college may bring forth curricular/program proposals of a college wide nature. When such a proposal is brought forward, a short-lived subcommittee populated by all the A2C2 representatives from that college would be formed – each department has one representative filled either by the regularly elected A2C2 member or alternate. That subcommittee would consider the proposal. It would take a 2/3 vote of the entire membership of that committee to send the proposal on to CPPS and then to the full A2C2 via the normal channels and procedures.



A2C2 ACADEMIC CALENDAR SUBCOMMITTEE

Committee Charge

The Academic Calendar Subcommittee (ACS) is a standing subcommittee reporting to the Academic Affairs and Curriculum Committee (A2C2). The ACS will consist of at least three representatives. The members will be drawn from among the members and alternate members of A2C2. A2C2 will elect the members. Subcommittee members will serve a two-year term.

The academic calendar is typically a two-year calendar starting in even-numbered years. Each spring the ACS will report on observations related to the current two-year calendar and propose future calendars. Some of the items the ACS should consider in making a report and constructing future calendars are:

- 168 contractually mandated duty days for faculty.
- Mandated holidays.
- Beginning and ending dates of each semester.
- Number and placement of non-class duty days, grading days, and final exam days in a semester.
- Placement of commencement days.
- Placement of faculty development days.
- Balance of class time between M, W, F and T, H classes within a semester.
- Balance of class time among fall semester, spring semester, and summer session.

Senate approved document as revised/suggested.