

ACADEMIC AFFAIRS AND CURRICULUM COMMITTEE

A2C2 Agenda for Wednesday November 20, 2013 at 3:30 pm
Maxwell 158 / Rochester SH201

Attendees: Pat Paulson, Larry Bergin, Chun Lok Mah, Ed Thompson, Jana Craft, Myoung Lee, Amy Hermodson, Tim Gegg-Harrison, Mary Fawcett, Sunny Wee, Dan Kauffman, Nicholas Wysocki, Chuck Ripley, Steve Allard, Michael Bowler, Peter Sternberg, Greg Schmidt, Tammi Owens, Robert Newberry, Ron Elcombe, Tisha Hooks, Greg Neidhart, David Speetzen, Sarah Phan-Budd, Fred Lee, Chuck Schreiber, Lorene Olson, Carrie Brouse, Jay Palmer, Jeanne Danneker, Jim Williams

Guests: Aurea Osgood (CAST), Lori Beseler, Rita Rahoi-Gilchrest

- I. Call to Order- the meeting was called to order at 3:30 pm by Chair Pat Paulson
- II. Adoption of Agenda – m/s Bergin/Danneker, approved without changes.
- III. Approval of Minutes from November 6, 2013- m/s Bergin/Danneker. Approved without changes.
- IV. Chair's Report
 - A. Still need one more COLA representative for CPPS.
 - B. Please send A2C2 agenda items to me for the 1/15/2014 meeting by 1/8/2014.
 - C. Curriculog implementation underway. Currently reviewing forms and approval processes.
 1. Possibility for documents to be submitted electronically Fall 2014.
 2. What training is necessary for all departments to submit documents electronically?
 3. Scanning 2000-spring 2014 documents underway January 2014 in to Curriculog.
- 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 November 13, 2013.
 - 1. Revised course: POLS 325: History of Political Thought (3)-approved by CPPS.
 - 2. New course: POLS 355: Political Ideologies & Debate (3)- approved by CPPS pending receipt by A2C2 chair of new copy containing minor revisions.
 - 3. Recommendations adopted by A2C2.
- E. The next CPPS meeting will be held on Wednesday, December 4, 2013 at 3:30pm in Maxwell 158 / Rochester GL 135. Agenda items for this meeting must be submitted to A2C2 chair by Wednesday, November 27 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 November 13, 2013.
 - 1. Shanai Guider: GEP course substitution for Writing Intensive-denied by GEPS. But department could submit the course as a Writing Intensive course to GEPS and ask for retroactive approval.
 - 2. Allison Glisch: US Fine and Performing Arts: approved by GEPS.
 - 3. GEPS recommendations for (1) and (2) adopted by A2C2.
 - 4. PHYS 141: Physics for Future Presidents-Goals 3 and 10 (3). Approved by GEPS.
 - 5. BIOL 111: Human Biological Diversity-Goal 3 (3). Approved by GEPS.
 - 6. BIOL 111: Human Biological Diversity-Goal 7 (3) Approved by GEPS.
 - 7. Recommendations (4-6) adopted by A2C2.
 - 8. Paperwork for course renewals (USP to GEN ED rollover courses) will be requested by September 2014. A reminder will be sent by GEP prior to the deadline. One third of all current GEP courses will be reviewed each year for three years. Next year most likely courses in Goal Areas 1, 3, 4 and 5 will be reviewed. GEP will notify departments prior to consideration. Recommendation: look at student competencies for each of your GEP courses and gather assessment data prior to September 2014. Departments missing the renewal process deadline will have to resubmit the course to the regular GEP approval process.
- D. The next GEPS meeting will be held on Wednesday, December 4, 2013. The committee meets at 3:00 pm; proposal review begins at 3:30pm in Maxwell 257, Rochester ST118. Agenda items for this meeting must be submitted to GEPS' chair by Wednesday, November 27 at 4pm.

VII. Notifications, copies available on A2C2 website.

- A. CMST 381: Title change
- B. STAT 301: Prereq change

VIII. One-Time Course Offerings, copies available on A2C2 website.

- A. HERS 349: Health Coaching Practicum (1-4)
- B. PESS 133: Adventure Activities in PESS (3)

IX. Old Business:

A. Regulation 3-4 and non- or multi-department programs.

1. Are there any new issues or further comments as a result of the discussion at the 11/6 A2C2 meeting related to the signing of Regulation 3-4 paperwork?
2. What is the consensus in A2C2 with respect to the recommendations from PP&G made at the 11/4/2013 Faculty Senate Meeting? PP&G respectfully recommends to the WSUFA the following:
 - a) Changes in courses or proposed new courses housed in departments require the signature of that department's chair,
 - b) Changes in existing courses or proposed new courses specifically housed solely in a program require the signature of that program's director, and
 - c) Changes in the curriculum of a program that affect other departments or programs require evidence from those areas that they can accommodate the proposed changes.
3. What evidence is needed for (c)? Currently, an informal process exists. As more interdisciplinary programs are created, a defined process may need to be determined.
4. Regulation 3-4 may need to be changed to reflect department chair/program director. Operating rules may need to be submitted to WSUFA for adoption. Do we need a subcommittee to prepare a draft revision?
 - a. Departments have A2C2 reps, but programs do not. Revision of regulation 3-4 may not be as simple as performing a find and replace of *department chair* to *department chair/program director*.
 - b. Multidisciplinary task force may want to make a suggestion next year regarding this issue. Request for a systematic procedure for multidisciplinary program approvals should be communicated as needed from the task force. A2C2 is involved with curriculum aspects of multidisciplinary programs only. Larger aspects of these programs should be addressed to the task force, administration and faculty senate. A written structure is requested from multidisciplinary task force, including program director and responsibilities thereof. After these aspects are worked out, revision of Regulation 3-4 can be considered.
 - c. Email will be sent to A2C2 committee members asking for feedback on the questions to be submitted to WSUFA to be passed to multidisciplinary task force.

X. New Business:

1. Faculty need to be aware that there have been recent cases of students being 'dropped' instead of 'withdrawn' from a course due to clerical errors. This results in the transcript not showing a "W", and not reflecting an accurate course completion rate. Faculty may want to check their class lists for accuracy. If any discrepancies are noted, please contact Student Record Services/Registrar's Office.
 1. Students accidentally dropped have been notified and the matter has been fixed by the registrar's office.

XI. Adjournment- the meeting was adjourned at 4:35 pm by Chair Pat Paulson.

Minutes respectfully submitted by:

Jana Craft

A2C2 Secretary

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

Regulation 3-4 Form Sign-off

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 and represents department. Chair has a 9 year term limit.
- Example programs-
 - WAGS-Women and Gender Studies, a minor with courses from COLA, COE, CONHS and several departments. There are 14 courses with a 'WAGS' prefix. WAGS has a 12 member faculty advisory committee, and a subcommittee to review 'WAGS' curricular proposals.
 - HLA-Healthcare Leadership and Administration, a major with courses from all 5 colleges, and Bemidji State University. There are no courses with an 'HLA' prefix. Not known if there is a WSUFA faculty advisory committee.
 - CAST-Child Advocacy STUDIES, a minor, with courses from CAST, in CONHS, but not in a department. There are 9 courses with a 'CAST' prefix. CAST has a 7 member faculty advisory committee.
 - Sustainability, a minor with courses from COSE, COLA, CONHS. There is no Sustainability course prefix. Not known if there is a WSUFA faculty advisory committee.
 - PSM-Professional Science Master's, a graduate program involving COSE, COB. There are 3 courses with a PSM prefix. PSM has a 12 member implementation task force.
 - INDS-Individualized Studies, a major with 48 semester hours of upper-division courses. There are no courses with an INDS prefix. INDS has a 7 member faculty OCED faculty oversight committee. OCED has recently (see Senate meeting 10/21/13) been working to get a faculty liaison position.

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 when their department is affected (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.

COB admission requirements during the AACSB accreditation process prompted a change to the A2C2 charge that was made for college-wide curricular matters. Once the college-wide subcommittee consisting of A2C2 representatives approved the curricular matter, the paperwork was submitted by the individual departments. This could serve as a model for multi-disciplinary programs such as HLA that span universities, colleges and departments. Or Faculty Senate could create an HLA Faculty Advisory Committee made up of departments that provide courses for the HLA program. See 10/6/2008 Faculty Senate minutes for more details.

Possible motions:

1. Revise Regulation 3-4 “Notification Forms” and “New and Revised Course and Program Proposal Signature Sheet” approval lines replacing words “Department” with “Department/Program” and “Department Chair” with “Department Chair(s)/Program Director”.
2. Any curricular proposal developed by an entity other than a department will be accepted for consideration by A2C2 provided said entity has had the curricular proposal reviewed and approved either by a faculty advisory or faculty oversight committee recognized and approved by the WSU Faculty Association, or by the chairs of all the affected departments.

Pat Paulson
A2C2 Chair
11/14/2013