

## Memo

To: Darrell Downs, President WSUFA  
Jerilyn Inness  
Dan Lintin

From: Pat Paulson, A2C2 Chair 2013-2014

Date: October 14, 2013

RE: October 9, 2013 A2C2 Meeting

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- I. A2C2 Chair's Report:
  - A. Curriculog implementation is underway. Training sessions have covered system hierarchy, accounts, approval process, system settings and agendas.
  - B. Jana Craft of Business Administration has volunteered to serve as A2C2 secretary.
  - C. Notifications G. and CC. from CAST were not signed by a Department Chair per regulation 3-4. To prevent a delay in processing the paperwork, A2C2 passed a motion to accept these two items. The attached document "A2C2DocumentSignOff\_Issues\_2013\_10\_09" was handed out. Representatives were encouraged to discuss this at department meetings, and come to the next A2C2 meeting prepared to discuss possible changes to Regulation 3-4. The issues pertain to whether a program director should be allowed to sign in place of a department chair, and whether multi-disciplinary programs should require multiple department chair signatures.
  - D. Next A2C2 meeting is October 23, 2013.
- II. Course & Program Proposal Subcommittee Report from October 2, 2013 meeting:
  - A. Ed Thompson has agreed to continue serving as CPPS chair.
  - B. A2C2 has approved HERS 348 Health Coaching.
  - C. Still need one representative from COLA. Current Member List is available at: <http://www.winona.edu/wsufa/a2c2/Members.htm#cpps>
- III. General Education Program Subcommittee Report from October 2, 2013 meeting:
  - A. Tahira Darling's writing intensive course substitution request was approved by A2C2.
  - B. Alyssa Steven's course substitution request was denied by A2C2.
  - C. Current Member List is available at: <http://www.winona.edu/wsufa/a2c2/Members.htm#geps>
  - D. Travel study courses can be included in the GEP.
- IV. Notifications
  - A. MCOM300: GEP retroactive, Critical Analysis
  - B. FREN303: Bank
  - C. GERM301:Bank
  - D. GERM302:Bank
  - E. GERM403:Bank
  - F. CMST266:Prereq
  - G. CAST301:Title-not signed by a 'department chair'
  - H. HERS191:Description
  - I. HERS288:Prereq
  - J. HERS291:Prereq
  - K. HERS292:Prereq
  - L. HERS317:Prereq
  - M. HERS318:Prereq
  - N. HERS321:Frequency
  - O. HERS326:Frequency
  - P. HERS364:Prereq
  - Q. HERS365:Prereq
  - R. HERS368:PrereqDescription

S. HERS380:Prereq  
T. HERS384:Prereq  
U. HERS390:Prereq  
V. HERS392:Prereq  
W. HERS395:TitlePrereq  
X. HERS403:Prereq  
Y. HERS433:Prereq  
Z. HERS445:Prereq  
AA. HERS464:TitleDescription  
BB. HERS499:Description  
CC. CAST:ChangeInMinor-not signed by a 'department chair'  
DD. ECON:Change In Major  
EE. ECON322:Prereq  
FF. ECON340:Prereq

- V. One-Time Course Offering  
A. PSY351: Advanced Statistics and Research Method Designs in Psychology

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Pat Paulson', with a stylized, cursive script.

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

## A2C2 Department Chair Signature

A2C2 Regulation 3-4 document sign-off: is a program director equivalent to a department chair for approval purposes?

Immediate issue at A2C2-there are 2 notifications from the CAST program, on today's (10/9/2013) A2C2 agenda that were signed by a Program Director, not a department chair.

The Regulation 3-4 paperwork that requires department chair signature:

Notifications

New/revised courses

New/revised programs

Considerations:

- Both program directors and department chairs are from the faculty ranks
- Program director is appointed by a dean, represents the program or ?, no term limit
- Department chair is elected by and represents department members, has a 9 year term limit
- Examples-
  - CLS, a major with courses from COSE, mainly two departments
  - HLA, a major with courses from all 5 colleges
  - CAST, a minor, with courses from CAST, in CONHS, but not in a department
  - Sustainability, a minor with courses from COSE, COLA, CONHS,
  - WAGS, a minor with courses from COLA, COE, CONHS and several departments
- Interdisciplinary programs cross departmental, college and university (HLA) boundaries

Past/Current practices:

CAST-some new course paperwork has been signed by faculty who were not Department Chairs (were they program directors at the time?) A CAST notification was signed by Sociology Department Chair.

WAGS-faculty sign-off in Department Chair line. (were they program directors at the time?)

When Curriculog is implemented, 'Department Chair' will be a specific role, and only current Department Chairs will be eligible to sign the documents.

Sustainability minor-affected department chairs signed notifications that affected their department (Marketing, Global Studies)

Issues:

- 1.) Should Regulation 3-4 sign-off on the forms be revised to replace 'Department Chair' with 'Department Chair/Program Director'?
- 2.) Who must sign off on a future HLA Program Change?

## A2C2 Department Chair Signature

- 3.) Who represents the faculty involved in Interdisciplinary programs (when these programs involve multiple departments, colleges and or universities should there be signatures from all department chairs involved)?-

Proposed course of action:

Until this issue is resolved, have A2C2 committee as a whole approve forms (notification, new / revised courses, new / revised programs) brought forward by programs that do not have department chairs.

Have CPPS, GEPS and departments discuss this issue and come to next A2C2 meeting on 10/23 with their feedback.

- Are there other issues that may 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?

After gathering this input, ask CPPS to develop a recommendation for whether/how to change Regulation 3-4 and associated forms.

Have A2C2 review recommendations (if any) and then have A2C2 make a recommendation to Senate.

Pat Paulson  
A2C2 Chair  
10/9/2013