Approved: 5-1-12 CAAC #23

INDIANA STATE UNIVERSITY

FACULTY SENATE

CURRICULUM AND ACADEMIC AFFAIRS COMMITTEE

CAAC 2011-2012

SAMy Anderson, Chair

April 24, 2012

MINUTES #23

Members Present: SAMy Anderson, L. Eberman, S. Kiger, S. Latta, D. Malooley, L. Rosenhein, M. Schafer, E. Strigas

Student members:

Ex-officio: D. Collins, K. Harris, H. Hudson, B. McLaren, M. Miller, C. Otts

Executive Committee Liaison: T. Sawyer

Absent: P. Cochrane: Class

Guests:

SAMy Anderson called the meeting to order at 12:33 PM.

1. A motion to approve the Minutes of Meeting #22 (4-10-12), was made and passed, 8-0-0, (Schafer/Kiger).

2. A motion to approve the Proposal from Political Science for revision of the Political Science Major adding PSCI 315 to the list of electives was made and passed, 8-0-0, (Kiger/Rosenhein). *Publish as Approved in Academic Notes.*

3. Following the final discussion on the University College to clarify language, the following motion was made and passed, 8-0-0, (Kiger/Eberman).

CAAC recognizes the creation of a University College, as a new academic unit, following the general guidelines set forth in the TAFFY Report. This unit should provide for the consolidation of areas that focus on student success including academic services, advisement, first year and Foundational Studies curriculum. The goal should be to create a center where students are provided fully integrated services in a proactive environment.

The University College should not prevent eligible students from enrolling in introductory courses in their intended majors.

CAAC strongly opposes the placement of responsibility for pedagogy outside of the academic department.

The structure will be created by a Senate appointed Task Force on the University College with membership from each College and primary unit on campus. This Task Force shall provide monthly reports to CAAC on its direction and progress. A final recommendation to CAAC will be completed no later than February 15, 2013, and CAAC will then forward its recommendations to the Senate. The implementation is to be for the Fall 2013 incoming class.

Once the College is established, a UC Advisory Council will be created to provide continuous guidance and evaluation. The position of the Dean of the University College is to be one of collaboration with all Academic Deans of the Colleges. When impediments to student success are discovered, whether due to curriculum, personnel, or other cause, the Dean may interact directly with the Academic Dean of the college involved. If such impediments cannot be resolved, then the problem may be brought to the attention of the Provost.

CAAC expects that those responsible for developing the infrastructure will carefully weigh the concerns of this Committee and the faculty at large including costs, logistics, Locus of Control, etc. A full review and assessment of the effectiveness of the UC must be provided to CAAC at the end of each academic year.

4. There was discussion on the language passed concerning the new approval process for certain types of curricular changes affecting only a single unit. It was determined that there needed to be a statement included that this only applies to programs of 70 or less credits. It is also noted that the new policy needs to be included in the CAPS Manual. Academic Affairs should be updating the CAPS Manual as items are approved at CAAC. They will be working on updating the manual this summer. Several new policies need to be included, such as the requirement for assessment plans, four year plans, etc that have already been passed.

5. Following discussion of the 10 step process for proposal review of certain specified curriculum revisions, a motion was made and passed to approve the following and implement it immediately, 8-0-0, (Rosenhein/Schafer).

The following types of Proposals may follow the 10 step process below.

* Elimination or suspension of a program that is taught only within the initiating Department and has no courses included from any other unit.
* Elimination or suspension of a major/minor code(s) when there is more than one program for a CIP code and degree level.
* Modification to a program changing overall credit requirements by 6 or less credits provided those course changes are wholly contained within the Department and do not affect any other Program or Unit.
* This applies only to programs of 70 credits or less.
* Editorial changes to a program not changing requirements.
* Modifications to minors to match changes already made and approved in a major.

Minor Modifications to existing programs affecting only one Department and Program

1. Program change will be initiated and approved by program Faculty.

2. Approval by Department Chair.

3. Registrar and DARS consultation.

4. Proposal completed by Department.

5. Program change approved by College.

6. Dean approval. Send to Academic Affairs for publication and action.

7. Publication as “Proposed” in *Academic Notes*, for Campus information.

8. CAAC or Grad Council will receive a report from the appropriate Associate Dean.

9. If no objections are raised, by 7 or 8 above, within 14 working days, it may be sent to Academic Affairs for signature.

10. Publish as “Approved” in *Academic Notes*.

Note: Working days are defined as days during which regularly scheduled classes meet in the Fall and Spring semesters.

6. There was continued discussion on the “CAAC Policy on Structural Change of Academic Units” document. Several modifications were suggested and the inclusion of statements that concerning criteria used to judge the modification of a department also being used to evaluate the new department. A section on department viability also must be included. The number of majors served by a department should also be included in the measures used. It was decided that there should be two documents, one for the restructuring procedure, and a separate document to judge viability and the justification for restructuring.

7. The discussion of the credit limits will be advanced to a future meeting.

8. The Committee adjourned at 1:50 PM.

Respectfully Submitted:

David J. Malooley, Secretary