Approved: 2-21-12 CAAC #15

INDIANA STATE UNIVERSITY

FACULTY SENATE

CURRICULUM AND ACADEMIC AFFAIRS COMMITTEE

CAAC 2011-2012

SAMy Anderson, Chair

February 14, 2012

MINUTES #15

Members Present: SAMy Anderson, L. Eberman, S. Latta, D. Malooley, M. Schafer

Student members:

Ex-officio: D. Collins, H. Hudson, L. Maule, B. McLaren, M. Miller, C. Otts, S. Powers

Executive Committee Liaison: T. Sawyer

Absent: P. Cochrane: Class, S. Kiger: Search, L. Rosenhein: Search, E. Strigas: Excused

Guests: Tom Nesser, John Pommier, Dennis Ballard

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

1. A motion to approve the Minutes of Meeting #14 (2-7-12) was made and passed, 5-0-0, (Schafer/Latta).

2. A motion to approve the Proposal from Marketing and Operations for revision and new title of the B.S. of Operations Management and Analysis degree program was made and passed, 5-0-0 (Eberman/Schafer). *Publish as Approved in Academic Notes.*

3. D. Ballard presented and discussed the Proposal from Music for a revision of the Music Minor. This is essentially a change of philosophy to assure study for all students enrolled in the minor to study at least one instrument.

4. The Proposal from Kinesiology, Recreation and Sport for revision of the PE- Exercise Science Major. (Removing a one credit course). Recommended approval by CAAC Exec. A motion to approve the proposal was made and passed, 5-0-0, (Schafer/Eberman). *Publish as Approved in Academic Notes.*

5. The Proposal from Kinesiology, Recreation and Sport for revision of the Strength and Conditioning Minor. (Removing a three credit course, replacing a 2 credit course). Recommended approval by CAAC Exec. A motion to approve the proposal was made and passed, 5-0-0, (Schafer/Eberman). *Publish as Approved in Academic Notes.*

6. A motion to suspend the rules to allow an immediate vote on a proposal was made and passed, 5-0-0, (Schafer/Latta).

7. A motion to approve the Proposal from Music for a revision of the Music Minor was made and passed, 5-0-0, (Schafer/Eberman). *Publish as Approved in Academic Notes.*

8. M. Schafer distributed a draft proposal of language addressing the creation of non-department-specific courses and programs. Discussion on descriptive titles, tenure-Tenure Track Faculty requirements, handling of the generated SCH, non-academic and non-departmental origins, and load calculations. Following discussion, a motion to approve, as amended, the following Policy was made and passed, 5-0-0, (Schafer/Latta).

**CAAC policy on proposals for non-department-specific courses and programs**

Courses or programs proposed by units or individuals at an organizational level other than that of an academic department or equivalent faculty unit within a college must be approved by CAAC. In order to insure that faculty maintain their primary authority over the university’s curriculum, such proposals must originate with an advisory group composed of no less than 75% tenured/tenure-track faculty, established in the proposing unit. (Participating faculty in these cases may come from any college or discipline on campus.) The vote and approval by the group’s leader (not the unit head) are recorded to indicate faculty support of the proposed course. The unit head approves as department chair, or dean if appropriate.

CAAC will inform itself of the composition of the relevant advisory group when such a proposal comes forward.

Proposals for such courses or programs must include, as part of their rationale, an explanation of the circumstances that require their creation at a level other than academic department or equivalent unit. The rationale must also indicate how the course and/or program will be staffed (who will teach it or supervise students enrolled in its activities) and how the SCH and FTE it generates will be accounted. Below is a recommendation for this accounting:

To help better track the activities and effort expended on the non-department-specific courses and programs, faculty effort would be divided for those that are receiving load credit for this work.  Example: A faculty member is carrying 12 credits, and only 9 are in the home department. That load would be a 0.75 for the home department, and 0.25 in the unit that is "hosting" the courses.  Both units can then track SCH and FTE on the work done and be held to the same accountability measures.

9. Discussion on the Core Transfer Library courses was held. There was some discussion if guidelines will be needed, will CAAC need to require inclusions in course syllabi, and, how will these be implemented in courses not part of the FS Program? FS Courses currently include outcomes, but most other courses do not at the present time. Courses to be part of the Core Transfer Library all need the outcomes. CAAC desires that all departments be informed that all such courses must include the outcomes in the syllabus. This will need to be included in the CAPS Manual. There will also be the need for the four-year plans and program outcomes and assessments to be included in all programs and also published on the department websites.

10. Chair report. SAMy Anderson again reminded the committee of the invitation to the Foundational Studies Council and the nine members of CAAC to attend a special session with Dr. Stephen Chew from 9:00-10:15 AM on Tuesday, March 13, 2012. The presentation will be held in the Events Area of Cunningham Memorial Library. Let SAMy know if you plan to attend! The chair will also contact N. Rogers on the origin of the three UNIV proposals.

11. The Committee adjourned at 1:35 PM.

Respectfully Submitted

David J. Malooley, Secretary