FACULTY COUNCIL ON ACADEMIC AFFAIRS

December 11, 2008

1:40 P.M.-2:50 P.M.

Golden Eagles Room

MINUTES

Present: Chair E. Kritikos, K. Ambriz, L. Davis, M. Maksy, D. Milsky, C. Moran

Absent: J. Hageman, J. Meehan, E. Nyadroh, T. Scherman

Ex-Officio: Provost L. Frank

Chair Kritikos called the meeting to order at 1:42 p.m.

1. Old Business

Illinois Open Meeting Act – FCAA meetings are not 'open meetings'. An Executive Session is not required to preclude attendance of non-members.

2. Approval of Minutes

C. Moran (K. Ambriz) moved to approve minutes. Passed

3. Report from Chair

7 Faculty members challenged the ROTC program. Chair Kritikos asked for clarification whether the challenge is by separate individuals or by a program, and suggests FCAA revisit the ROTC issue at the next meeting, based on new information. Is the challenge based upon curricular and non-discriminatory bases? There must be a university unit challenge to have standing. Issues raised include qualifications of instructors, general lack of robust curricular information (rationale). What is formal procedure for a challenge?

4. Report from Provost

70 proposals for the HIS Initiative have been collected, evaluated and sent to the President's Council.

5. **Report from the Curriculum Committee**

Co-Chairs T. Scherman and J. Hageman were not in attendance.

C. Moran (K. Ambriz), members of the Curricular Committee, moved to approve the following courses. Passed. Note: commentary is by Co-Chair T. Scherman .

CS 310B
LINGUISTICS PREREQUISITES
LBSI
LING 361
LING 405
LING 422
LING 427
LING 435
LING 437
LING 438
LING 446
LING 448
LING 449
LING 453
LING 475
LING 481
MA Linguistics
NDP310 (WIFAC)
READ 402 (Pending GCAC approval)
SPED (No number)
SPED371 (WIFAC)

6. **Report from Lesa Davis, Curricular Process**

<u>Title varies issues</u>:

L. Davis developed a "Full Governance Streamline Form" for pre-2008 'temporary' courses. 600 courses are at issue. Use form to delete courses. To elevate temporary courses to active status, present a current syllabus, short rationale regarding how it fits within the department, and provide an estimate of the number of times it was offered during past five years. A form is necessary as the curricular scheduling administrator requires specific information. The Full Governance Streamline Form and syllabus are the only forms needed by course initiators. The form is found electronically on Excel. The form is easily formatted for user interaction. There is room for a 100-word course description. This encourages brevity.

C. Moran (L. Davis) – Moved to approve the process letter and forms for the titles varies conversion process including non-substantive edits. Passed.

L. Davis (M. Maksy) – Moved that transformation courses will be sent directly from departments to FCAA, posted for ten-day challenge, with an alert to college committees whenever there are new postings (with ten-day challenges) -- which are then reviewed by FCAA whether challenged or not. Note that FCAA reviews challenged courses with greater scrutiny.

- Not appropriate to refer to answer 'frequently asked questions' via portal training module.
- If no syllabus, a course is considered 'new'. May update title changes.
- If a course is not taught in 10 years it must be removed from the curriculum according to accreditation agency standards.
- L. Davis has done an excellent job!

C. Moran (M. Maksy) – Moved that L. Davis be welcomed to work with FCAA on transformation courses if she is willing to work in a consultative capacity. Passed

See 3 handouts which diagram streamlining of the curricular proposal process. Not yet complete. The forms need further coordination with each college committee, FYE, WIFAC and the graduate college. New forms are electronic and interactive. The 'big' form will provide helpful information to initiators such as process protocol, website links, syllabus requirements (by college), etc. The main form will combine the course proposal checklist, transmission form, written rationale with 5 major components and syllabus. Departmental signatures confirm accountability for initial review. Changes include a 5-part rationale section and 4-part assessment section.

7. New Business

- Chair Kritikos will attend 5 minutes of the meeting on January 15, 2009 (to elect a new Chair).

8. Adjournment

C. Moran (K. Ambriz) moved to adjourn at 3:11 p.m.

Respectfully Submitted,
Mostafa Maksy
Secretary