FACULTY COUNCIL ON ACADEMIC AFFAIRS

November 20, 2008

Room SU 216
1:40 P.M.-2:50 P.M.

MINUTES

Present: Vice-Chair Lesa Davis, Kim Ambriz, Jon Hageman, Mostafa Maksy, Janice Meehan, Dan Milsky, Cyndi Moran, Emmanuel Nyadroh, Tim Scherman

Absent: Chair Effie Kritikos

Ex-Officio: Provost Larry Frank

1. Old Business

- The Chair of FCAA sent 6 letters to select members of the Global Studies Task Force. She received 3 replies.
- WIFAC proposals approved are PSY 202, SPED 371, PSCI 251, NDP310 (new). Only Mgt 370 required revision.
- BOG title change (to Inter-Disciplinary …) has been challenged.

2. Approval of Minutes

- Scherman (Milsky) motion to approve minutes. Passed

3. Report from Chair

- Vice-Chair Lesa Davis presided. No report.

4. Report from Provost

- No report.

5. Report from Curriculum Committee

- TS moved to approve 7 political science courses as enumerated in email (PSCI420, 439, 460, 469, 479, 481 and PSCI491). Passed.

- TS moved to approve gerontology courses including 1 program change (to remove thesis requirement) and 1 certificate proposal as enumerated in email. (M.A. Gerontology and Certificate in Gerontology). Passed.
- ROTC and WIFAC may be reviewed in next meeting.
- FCAA members are invited to present questions to ROTC (Major McMillan).
- ROTC texts are available for review in the Provost's office.
- There are 4 ROTC courses in total (2 per year).

6. Report from Lesa Davis, Tim Scherman and Jon Hageman, Title Varies Courses

A 2-page memorandum is recommended to streamline the title varies process. The memo requests that departments submit a list of courses requiring deletion. FCAA will delete listed courses. A fill-out form (see handout) will accompany the memo, asking departments to fill-out information for courses to be elevated to full status. All titles varies items will be sent as a single batch to FCAA (for efficiency). The deadline is October 15, 2009. After this deadline, courses will require full governance.

7. **Discussion: Proposal for Curricular Process Changes**

See handout. Suggestions are meaningful, streamlined, and provide easier access. Department Chair's signature may attest that course is aligned with departmental objectives, without further governance. FCAA may bypass syllabi review (although Ana Villate will likely review syllabi). Coordinators and Department Chairs will sign. Ms. Villate suggests that curricular transmittal forms remain. Banner requests additional info that is not listed on curricular proposal transmittal form. The President prefers to add items. A key issue to efficiency is to determine which items need full governance (FCAA) versus department chair or coordinator approval. Lesa Davis will distribute info prior to next meeting.

CAS committee may change how curricular proposal review protocol as may institute FCAA model (e.g.: initiator in hall available to answer questions) to minimize review time during meetings.

Re-define role of each committee. See bylaws

FCAA Discussion. Be rid of syllabi review due to fixation on tiny details of syllabi (grammar, typos, etc.). Reduce the number of committees that each proposal must pass through (as 1 proposal may go through as many as 4 committees). Address additional improvements in future once roles of committees are defined. Be certain not to remove data required by institutional studies for analysis.

8. **Discussion: Strategic Plan**

9. New Business

10. Adjournment

Emannuel Nyadroh (Tim Scherman) moved to adjourn at 3:02 p.m.

Respectfully submitted,

Mostafa Maksy
Secretary