Meeting began with review of the minutes of the last meeting (01.21.11). No inaccuracies were identified.

Handbook Revisions

Hill described request by Faculty Senate President Sherry Tamone for input from committee on content revisions to the curriculum sections of the Faculty Handbook. Hill responded to Tamone's request by identifying two courses of action: 1) a simple fix to deal with minor errors and clarify items subject to confusion; or 2) complete review and overhaul of curriculum sections of Handbook.

Tamone indicated via email that complete review was desirable. Hill replied that such major changes would require additional workload credits, an overload, or course reduction for those working on the revisions. Tamone and Hill will discuss this issue in greater detail in future.

Deadlines for Proposal Submission

One item requiring clarification is the deadlines for proposal submission. The committee agreed that deadlines should be: October 1 for the fall semester (for curriculum changes to be included in the academic catalog for the following year) and March 1 for the spring semester (curriculum changes not guaranteed inclusion in the catalog for the following academic year). Should these dates fall on a weekend or a holiday, proposals will be due by 5:00 PM the next business day.

Hegel clarified that even when a new course proposal is submitted after the October deadline, that course can be offered the following fall using the new course number as long as the proposal has been approved by the committee.

Williams suggested setting selecting a specific Friday to meet each month of each semester in order to allow committee members to plan well in advance to attend meetings. The Faculty Senate meets the first Friday of each month. Committee members selected the
third Friday of each month as the official meeting date of the committee, with additional
meetings scheduled as needed. Meetings of the AY12 committee will therefore be Friday
afternoons October 21, November 18 and December 16.

Hill requested that each academic unit determine committee membership for AY12 by April
1 in order for new committee members to accompany the current representative of their
unit to the last spring meeting on April 15.

Hill indicated a willingness to serve as committee chair for a second year; no current
committee members indicated an interest in serving. The committee agreed that Hill chair
the committee in AY12.

**Tabled Proposals**

**11-12 / Law Enforcement Certificate**

Hill updated members on events pertaining to the certificate that occurred since the
committee’s meeting on 21 January.

Hill reported on a meeting that she requested with the provost’s office. She met with
Provost Caulfield, Carol Hedlin and Barbara Hegel on Friday, 28 February, in order to: 1)
determine whether the certificate proposal and current Memorandum of Agreement (MOA)
between UAS and the Alaska Department of Public Safety are consistent with NWCCU
accreditation guidelines; 2) determine whether a permanent program coordinator or law
enforcement faculty member was a possibility; 3) address the concerns expressed by the
Registrar during curriculum committee meetings regarding submission of grades for JUST
courses and procedures for submitting student applications for the existing Law
Enforcement OE.

Hill indicated to the provost that the committee does not have the necessary expertise to
evaluate whether the proposed curriculum and existing Law Enforcement MOA meet
NWCCU guidelines and requested input from the provost’s office on this issue. Hegel
described some of the concerns of the Registrar’s Office.

Provost Caulfield, who has experience with the Alaska Police Standards Certification
through UAF Community and Technical College, asked how the proposed certificate
articulated with the Associate of Applied Science (A.A.S.) degree offered at UAF. He also
noted that the MOA may need to be reviewed and updated. The provost indicated that his
office would look into NWCCU accreditation guidelines as they apply to the MOA and the
certificate. He also planned to discuss the certificate with Jeff Johnston, director of the
Sitka campus.

The Career Ed faculty did not vote on the certificate proposal. Dean Steven Krause
removed it from their meeting agenda, pending discussion by the provost and Johnston.
Hill received an email from Krause on 9 February indicating that if Johnston decides to
pursue the Law Enforcement certificate, he will do so Fall 2011.
Proposal 11-12 is effectively withdrawn from further consideration by the curriculum committee for AY11.

Second Reading

11-17 / GEOG S102

Hegel clarified that since GEOG S102 is to be cross-listed with ENVS S101, the ENVS course number must change to ENVS S102. The titles of both courses will be the same: “Earth and Environment.”

Hay-Jahans noted that ENVS S101 occurs in multiple places in the catalog and that it would need to be changed throughout. Hegel indicated that she would ensure the changes were made.

Motion to pass second reading by Hay-Jahans; seconded by McCarthy. Proposal was approved unanimously as revised.

11-31 / Delete ART courses

In addition to the courses listed on the proposal, Crichton noted that there are several ART courses in Banner that do not appear in the catalog. These courses have not been taught in ten years and should also be deleted. These courses are ART 304, 319, 404 and 423.

Deleted courses will also be removed from the ART minor, as appropriate.

Motion to pass second reading by Williams; seconded by McCarthy. Proposal was approved unanimously as revised.

11-32 / Remove minimum 2.75 GPA from ENGL B.A. requirements

Dalthorp informed initiating faculty member Chordas of curriculum meeting, but she did not attend. Hegel questioned whether Chordas intended to remove the GPA requirement from both the English admission and degree requirements or whether Chordas intended for it to be removed from the degree requirements only.

Dalthorp called Chordas to check. For the sake of consistency, Chordas agreed that both requirements should be removed from the catalog text. Requirements for the ENGL degree will now default to the UAS standard, which is 2.0 GPA.

Motion to pass second reading as revised by McCarthy; seconded by Williams. Proposal was approved unanimously as revised.

11-33 / Suspension of the French Minor

Motion to pass second reading as revised by Hay-Jahans; seconded by Urata. Proposal was approved unanimously.
11-37, 11-38 and 11-39 / New ECE courses

According to McCarthy, the intent of these three proposals is to make UAS course designations consistent with those of UAF’s College of Rural and Community Development. Crichton requested clarification on several non-curricular issues regarding number of course credits. McCarthy, Crichton and Hegel will meet to clarify credit numbers. If a qualitative issue emerges during these discussions, the committee will be consulted.

Gayle Hammons left the meeting at this point.

Motion to pass second reading on all three course proposals by Hay-Jahans; seconded by Ward. Proposal was approved unanimously.

11-40 / Deletion of ECE courses

Hegel and Crichton clarified that although ECE S127 and S128 will be deleted from the catalog, they will remain in the Banner system so that students who require the courses to graduate may take them.

Motion to pass second reading by Williams; seconded by Dalthorp. Proposal was approved unanimously.

11-58 / Add a lab to ENGR 151

Motion to pass second reading by Williams; seconded by McCarthy. Proposal was approved unanimously.

Hegel commended initiating faculty member Sowa for taking the time to contact the Registrar’s Office prior to submission of her proposal. She noted that taking this step streamlines the proposal process and makes everyone’s job easier.

Committee meeting dates were set for the rest of the semester: Friday, 1 April and Friday, 15 April, 2.30–4.00 PM.

Hegel reported on a recent Senate decision that a grade of D- is sufficient to pass a course prerequisite. She indicated that if any faculty wish to maintain higher standards, a Category C form should be submitted directly to her specifying what grade must be received in a prerequisite in order to register for the next course in the sequence.

Carol Hedlin advised members of an upcoming memo from Provost Caulfield regarding prerequisites. She requested that members convey the information contained in the memo to faculty at faculty meetings to ensure that everyone is aware of the changes.

Minutes recorded by Erica Hill