

MINUTES
COLLEGE OF ARTS AND SCIENCES
CAS Undergraduate Curriculum Council

MEETING: April 20, 2017 - 2:30 p.m., Scates 212

PRESENT: P. Bridson, T. Britt, K. Brondo, D. Burnette, R. Debes, M. Duke, S. Elswick, G. Enck, A. Johnson, P. Krech, D. Laumann, W. Madlock, R. Marczynski, L. Menson-Furr, A. Olney, V. Phan, H. Sable, K. Schultz, B. Taller, A. Windsor, L. Zhang

ABSENT: F. Sabri, C. Walsh

PRESIDING: D. Tollefsen; V. Tardugno, recording secretary

- I. Welcome & Approval of March's minutes—please see attached. *All in favor.*
- II. Curriculum proposals from WLL and International Studies.
 - a. *WLL would like to offer a popular course that was taught before as a Special Topics course more permanently. The number of the course will change out of the Special Topics number. Students are able to get Microsoft Office through the University for free. All in favor.*
 - b. *International Studies is doing basic cleanups and updates from last time with doing the cross listing. All in favor.*
- III. Update on Curriculog & Catalog: *Acculog is the new online catalog and Curriculog is where we will submit new courses and everything else that we do on paper. Only the UG catalog has been transferred. Karen is trying to get the catalog updated within the next week or so. Continue to check on the catalog page and make sure that everything is correct. Dr. Tollefsen will keep everyone updated. There will be an archive for the older catalogs. Acculog has not gone live yet and the links that are currently being used will be replaced with links to Acculog. We do not know when the Graduate Programs will be rolled out. Dr. Tollefsen and Tori have been going through training and will go through a few more sessions. The last consulting meeting is in June. We hope that this will fully setup to use at the end of June. Karen and Dr. Tollefsen believes that we are the Guinea Pig College. Keep filling out the paper forms until we know that everything is working properly. The rolling process will continue. Things for consideration in September need to be submitted by August 31st. Ideally, we will have training around the first academic week in August so that we can walk through it together. This is not set in stone. Major program changes need to happen in the fall like normal, sooner rather than later. The system seems to be great. We need the name and position title who will be initializing the proposals, whomever they will be. Dr. Tollefsen explains a little bit about the proposal system. There are going to be some slight changes, like high impact courses. They have a cross listing feature and Dr. Tollefsen explains that a little bit and lets the initiator know when a change they are making is going to impact another course. Recommending to not filter the system out to the department initially and tweak it as we go along. Hopefully we can start training and submitting test proposals in the fall. You will not need all of the training that we will be going through. As far as committee work goes, it is probably best to have one voting member and let the members post their opinion. There are not two separate catalog systems for UG and GR.*

- IV. Registration push: *Patsy informed us that if students are registered before the end of the semester they are more than likely to come back in the fall. We are 64.5% that are registered for our college. We were informed about multi-term registration which is supposed to improve retention. Larry Abel, who did completion academies, came on campus and showed the benefits of doing a few different things to help retention. A batch of students that have not been cleared by the end of the semester will be cleared by the Provost Office. The students met a certain criteria. Patsy will send you a list of the students. Research will be conducted on this.*
- V. New business?
- a. *Rolling Course approval for 4/6 courses. Make sure that you coordinate your 4/6 courses with the GR Council meeting. The GR Council is talking about changing the submission process for courses.*
 - b. *HIP Courses – The University wants to know if anyone has high impact courses. We are waiting on more information from the Registrar's Office before we move forward. Dr. Tollefsen give some information on why this is being pushed. They want to track all of this and the outliers. Suggested to do this at a syllabus level. This is coming from THEC. This is something that could impact courses.*
- VI. Adjournment: *Done. Next meeting is in August.*