

**DRAFT Curricular Affairs Committee Meeting Minutes
December 7, 2011 3:30-4:30 pm Kayak Room**

Voting members present: Jungho Baek, Carrie Baker, Retchenda George-Bettisworth, Brian Himelbloom (phone), Diane McEachern (phone), Debra Moses, Rainer Newberry – Chair, Todd Radenbaugh (phone), Dave Valentine. Alex Fitts reported for GERC.
Absent: Anthony Arendt (travel).

Non-voting members present: Carol Gering, Doug Goering (phone), Mike Earnest (phone), Lillian Anderson-Misel, Linda Hapsmith, Libby Eddy.
Jayne Harvie – taking notes.

A. OLD Business

1. Approval of November 23 meetings minutes

November 23 minutes were approved as submitted.

2. Recent GERC issues

Alex Fitts, GERC Chair, reported on the December 2 meeting. Dave V. mentioned that the Faculty Senate motion to amend the title for the spring 2011 motion regarding learning objectives and student learning outcomes had passed unanimously at the December 5 senate meeting.

Committee members Fall 2011:

Dave Valentine, SNRAS Carrie Baker, CLA Leah Berman, CNSM
Derick Burluson, CLA Anne Armstrong, SoED Gerald McBeath, CLA
Alex Fitts, CLA – Chair Sarah Fowell, CNSM Greg Goering, SOM
Linda Hapsmith, Academic Advising Center Dana Thomas, Vice Provost
Mahla Strohmaier, CRCD Mike Koskey CRCD
Still no member from CEM

GERC met on 12/2/11 and began reviewing models for General Education/ Core requirements that committee members had prepared. We have four models to look at, all Core/Gen Ed hybrids to varying degrees. We had a productive review of one of the models, discussing the challenges of fitting the new objectives and outcomes into a fairly constricting Board of Regents policy. Our plan for the next meeting is to look at the other three models that we have, and then to start the spring with a clearer idea of the form that we would like our curriculum to take.

3. CHANGES IN 'I' POLICY.... Change form, not requirements ???

INCOMPLETES FOR SEMESTER-BASED COURSES --CDE WEBSITE

This form is for Semester-Based students only.

Semester-based students who are unable to complete their course during the scheduled course time may request an Incomplete (I). The decision of whether or not to grant an I grade is completely at the discretion of the instructor. Students must complete at least half the lessons and have a grade of “C” or better in the course to be eligible for an Incomplete grade.

If the instructor grants an I grade, s/he will include a statement of the work required of you to complete the course and the time limit you have to complete the work. The maximum time to be allowed is one year. At the end of the defined time limit, the instructor may issue a grade based on the work turned in.

The I grade is not computed in your GPA until it has been changed to a regular letter grade by the instructor or until one year has elapsed at which time it will be computed as an “F”. Seniors cannot graduate with an I grade in either a UAF or major course requirement. Please complete the form below if you wish to request an incomplete for a semester-based course in which you are currently enrolled.

Carol G. mentioned that students fill out the CDE “Incomplete” request forms and take them to the instructor. Some discussion followed about collecting signatures on the paper forms vs. how to track electronic forms. Faculty would initiate the e-form provided by the Registrar’s Office.

Carrie B. pointed out that it’s now possible to give an “I” in UAOnline – without use of any form at all. In this case, a form needs to be followed up on by the faculty. Rainer emphasized the need for faculty to negotiate the shortest time frame possible with the student and to get a signature to formalize that agreement. The situation is not addressed ideally in electronic format.

Changes to the online PDF form and a new Google form were suggested for the Registrar’s Office to follow up with. Copy of PDF form indicating changes will be provided to Mike Earnest. [Jayne did this on 12/8/2011. A copy is attached.]

NOTICE OF INCOMPLETE GRADE FORM

OFFICE OF ADMISSIONS

& THE REGISTRATION

Perkins College, Mt. Vernon, Mo. 64573-1000

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1. Name of student: _____

2. Name of instructor: _____

3. Name of course: _____

4. Name of section: _____

5. Name of professor: _____

6. Name of advisor: _____

7. Name of advisor: _____

8. Name of advisor: _____

9. Name of advisor: _____

10. Name of advisor: _____

11. Name of advisor: _____

12. Name of advisor: _____

13. Name of advisor: _____

14. Name of advisor: _____

15. Name of advisor: _____

16. Name of advisor: _____

17. Name of advisor: _____

18. Name of advisor: _____

19. Name of advisor: _____

20. Name of advisor: _____

DATE:

STUDENT SIGNATURE AND PERMISSIONS
