

## Curricular Affairs Committee

### Draft Meeting Minutes for 22 October 2012

Voting members present: Rainer Newberry (Chair); Retchenda George-Bettisworth (audio); Karen Gustafson; Cindy Hardy; Sarah Hardy; David Henry; Todd Radenbaugh (audio).

Voting members absent: Ken Abramowicz; Diane McEachern.

Non-voting members present: Doug Goering (audio); Carol Gering; Libby Eddy. The minutes for October 8 were approved with a

present via audio conference.

2. Suggested change to Syllabus policy....(from Curricular Review Committee):  
"If the course includes project(s) which count for more than 20% of the grade, include general project description(s) and evaluation methods (e.g., rubric). This would be added to section #10 (see last page of agenda).

Rainer will modify the syllabus requirement list at #10 – Evaluation, with the proposed statement (above) for the next CAC meeting. There was general support for the addition.

### 3. GERC-related issues

- a. J Rosenberg call in at ~ 9:15 for brief report
- b. new GERC business as required (?)

If you are required

Sine Anahita, professor of sociology, and Kristi Giddings, associate athletic director,

Excerpt from Syllabus requirements...

**9. Course policies:**

State if you require any special accommodations for students with disabilities, including, but not limited to, physical disabilities, mental disabilities, learning disabilities, and other disabilities.

**10. Evaluation:**

Describe the evaluation methods used in the course, including, but not limited to, exams, papers, projects, and other assignments.  
 Describe the grading system used in the course, including, but not limited to, letter grades, percentages, and other grading methods.  
 Describe any other evaluation methods used in the course, including, but not limited to, self-assessments, peer assessments, and other evaluation methods.  
 Describe any other evaluation methods used in the course, including, but not limited to, self-assessments, peer assessments, and other evaluation methods.  
applicable to this course. (Not required in the syllabus, but may be a convenient way to

Everyone REALLY REALLY screaming and shouting...followed by adjournment close to 10:30 am.