

CAAC Meeting Minutes
January 22, 2018

Voting Representatives Present: Jim Baygents, Elliott Cheu, Barbara Citera, Melissa Fitch, Kim Jones, Amy Kimme Hea, Mary Koithan, John Koshel, Francesca López, Maria Manriquez, Pam Perry, Lucinda Rankin, Martina Shenal, Mike Staten, Janet Sturman, Keith Swisher

Additional Representatives Present: Pam Coonan, Martin Marquez

Absent (without proxy): Barbara Bryson, Chrissy Lieberman, Douglas Taren, Ted Tong

Chair Kim Jones called the meeting to order at 11:06 AM.

I. Approval of December 12, 2018 Meeting Minutes with correction to the list of “Voting Representatives Present”. Barbara Bryson was incorrectly listed as present and absent. Minutes were corrected and approved indicating that Barbara Bryson was present.

II. Agenda Items

a) BS in Agricultural Systems Management- Baleshka Renee Brenes Mayorga, Robert Torres, Tanya Hodges

Tanya and Baleshka provided information on UA Yuma, history of the proposed program including origin, current setup as a sub-plan, and program mission and vision. The proposed interdisciplinary agricultural management degree is partly due to ABOR compliance and ADVIP clean-up. Current sub-plan curriculum and content will not change.

CAAC member asked about student enrollment and expectation for growth. There are currently 26 students and expecting to grow to an average of 40-50. CAAC member asked about the program pipeline and confidence in estimate of students coming into the program. Steady pipeline from Arizona Western College and room to grow with new articulation/partnership with Imperial Valley College. CAAC member asked about students moving between campuses. Students will be permitted to start on main campus move to Yuma, and vice versa. Discussion on ABOR productivity minimum- 24 graduates in a rolling 3 year period.

Barbara Citera motioned to approve the proposal. The motion was seconded by Melissa Fitch and approved.

b) BS in Biosystems Analytics and Technology- Kitt Farrell-Poe

Proposed major is a combination of analytics, science, and technology. Includes 3 years of science, about 3-5 courses in analytics, and 3 courses in technology. The major aims to prepare students for understanding and working with large data, data language, data pitfalls, and biological data. The proposed major is also a response to the department’s 2016 APR recommendation to offer a non-engineering degree program and integration of analytics faculty.

CAAC member asked if the department is considering a minor. Will submit curriculum for the minor as part of the proposal. The department plans to propose a MS and PhD, forthcoming. CAAC member suggested proposers consider additional ethics and relevant writing courses for the major. Currently the curriculum weaves ethical principles and foundation in ethics in CALS coursework. CAAC member suggested graduate certificate in science communication for complimenting the future MS and PhD proposal.

John Koshel motioned to approve the proposal. The motion was seconded by Cindy Rankin and approved.

c) Syllabus Project- Lisa Elfring

Lisa provided a summary of the drivers of the project: preparation for Higher Learning Commission (HLC) visit and federal guidelines requiring that students have access to course information before enrolling. HLC team visiting in April 2021 needs access to any requested course syllabi. Currently, there is no centralized method for accessing syllabi. Faculty members can upload syllabus using a link on course D2L pages. CAAC member asked about faculty members without a D2L page. Greater than 95% of courses taught in the catalog do have D2L pages. House-numbered courses including independent studies, are excluded from calculations. The submitted syllabi are held centrally with access by OIA. The process began Fall 2018 and have had variable compliance across campus. Lisa went over feedback from faculty including intellectual property concern. Addressed concern by creating course outline template. The course outline contains information needed by HLC, not specific information that instructors may consider proprietary. Instructors can upload full syllabus or course outline. CAAC member concerned about course outline serving as the foundation for transfer evaluation. The course outline is an alternative to full syllabus submission but is not a replacement for having a full syllabus. Working with UITS to have link on the course catalog for syllabus access/view. There will be a disclaimer displayed indicating that the syllabus viewed is the most recent version linked to the instructor. CAAC member requested having a searchable course catalog. CAAC member expressed concern regarding slight variabilities in the way instructors run the same course. Discussion regarding variability of readings, content changes, and using a proviso to address variability. CAAC member asked about the specificity regarding the required texts and materials. Majority of instructors have chosen to upload their course syllabi vs course outline. Working with departments offering foundational courses to upload common syllabus. Discussion of a communication plan to include messaging from central, college leadership, and reporting on compliance. Lisa volunteered to send email messaging for CAAC review. Discussion regarding the newly created webpage listing university policy statements.

d) Graduate Continuous Enrollment Policy- Janet Sturman

Discussed current continuous enrollment policy and impact on online and students nearing graduation. The proposed policy changes the minimum from 3 units to 1 unit, with exclusions/conditions for GA and international students. The proposed change would make a uniform policy that honors the financial burden of having to register for 3 credits when students do not need to. CAAC members expressed support for the policy change. CAAC member suggested displaying this information in a table for clarification.

John Koshel motioned to approve the proposal. The motion was seconded by Mary Koithan and approved.

III. Additional Discussion

Discussion regarding President Robbins' quarterly leadership meetings and scheduled CAAC visit in April. Suggestion to have regularly scheduled associate dean's social gathering in order to create a professional community, share information, and foster relationships. Discussion regarding the possibility of a 1 unit course required of all incoming undergraduate students. CAAC members requested inviting Cynthia Demetriou to present and discuss. Discussion of general education revamp efforts including pilot courses.

IV. Meeting Adjournment