

CAAC Meeting Minutes
April 24, 2018

Voting Representatives Present: Sara Knepper (for Renée Clift), Pam Perry, Martina Shenal, Janet Sturman, Kim Jones, Elliott Cheu, Amy Kimme-Hea, Barbara Citera, Mary Koithan, Lucinda Rankin, John Koshel, Barbara Bryson, Jim Baygents, Jim Hunt, Ted Tong , Keith Swisher, Michael Staten

Additional Representatives Present: Pam Coonan, Martin Marquez, Chrissy Lieberman

Absent (without proxy): Laura Berry, Maria Manriquez, Douglas Taren

Chair Kim Jones called the meeting to order at 11:00 AM.

I. Approval of Minutes from the March 27, 2018 Meeting

II. Consent Agenda Items

No objections, items move forward.

III. Items for Discussion and Vote

a) Course definitions- Rich Thompson

Lecture, lab, discussion, and studio components have been used by departments without formal definitions. ABOR has requirements for contact and work hours based on course components. Several courses, programming courses, for example, has been labeled a specific course component type without meeting the required ABOR contact/work hours. Course definition working group came together and developed the proposed definitions. The proposed definitions are flexible to permit departments to meet pedagogical and student needs.

Discussion around considering ABOR's definitions and peer institutions' use of components. Pam Coonan explained the UA course components used on campus and the process for getting ABOR to change definitions. Elliott Cheu asked if labs could be called something else to address contact hours.

Departments will be able to change component types to fit their needs and address ABOR contact requirements. Pam explained the issue from HLC's viewpoint. Amy Kimme-Hea requested the ABOR policy statements be moved next to the course components on the definition table to clarify for all audiences. Kim Jones requested the edits be made and sent out for e-vote.

E-vote results: proposal approved with 13 votes.

b) Proposal to revise undergraduate cooperative education program policy-Beth Acree

Recommending minor change to financial aid portion of the policy. Investigated other institutions and did a deep dive of federal regulations to propose allowing co-op experience to count as full-time status for an enrollment verification and deferment of loans.

Jim Baygents discussed the genesis of the proposal and the impact of the current policy.

Jim Baygents motioned to approve the proposal. The motion was seconded by Barbara Citera and approved.

c) Certificate and minor definitions

Kim Jones went over the history of the proposed definitions. Sara Knepper relayed concern from UAAC members on the last sentence of the certificate definition and overlap with policy. Jim Hunt and Barbara

Citera described issues with last sentence. Pam Perry stated that the red text on the proposal is potentially limiting and the definition should be flexible and market-driven. Difficult to distinguish the difference between minor and certificate. CAAC members discussed requesting proposed definitions and related policy proposals be presented jointly. Janet Sturman suggested using Grad College's certificate definition. Additional topics discussed include setting minimum units, federally funded certificates, financial aid eligibility, rubric for evaluation of certificate proposals, and the purpose of certificates. CAAC members decided to adjust the definition for certificate combining the current and proposed definitions. Kim Jones requested edits and potentially holding an e-vote.

E-vote: at time of minutes submitted, the e-vote was ongoing.

IV. Discussion/Additional Items

a) Course scheduling – Beth Acree, Suhina Deol, Rebecca Drake

CAAC members compiled a list of questions and concerns and were sent to Beth and team. Encourage departments to reach out to Beth and Suhina to discuss issues and concerns. Would like to work with departments and create plans of action to address concerns. A huge area of concern is courses without rooms. We do not have enough rooms during peak periods. Often left with bottlenecks. Office is trying to incorporate new processes that are more automated and provide a robust/technical platform. Courses without rooms would historically require significant time working with departments to work out issues. We did not do that this year. Registering process previously was TBA for those courses, no longer this year. Discussion of previous practice and comparison of this year. Last resort is to make those courses TBA.

Pam Perry asked if the timeline was too tight. Beth explained the reasoning for the tight timeline and impact on processing section forms. Several changes happen in the 3 months before registration. Lots of value to permit departments to make those changes. Barbara Bryson discussed the negative impact of having TBA on Architecture students' schedules and enrolling in required courses. Jim Hunt expressed concern from CALS faculty regarding classroom preference. Pam Perry discussed the need for an optimization formula that considers additional college/curriculum factors. Have processes that take place for priority and before optimization. RCS is finding ways of prioritizing courses and having Ad Astra work around those courses. Discussed process for requesting priority including information on the web and completing a form. Elliott asked about significant structural concerns regarding course scheduling. Team has list of issues and is working through them. Beth discussed the historical process and the benefits of moving to the new process. Elliott asked for a change of process to allow departments to look at the data and possibly re-run optimization before going live. Barbara Bryson requested developing a communication process to ensure forms are completed correctly and issues are communicated. Working with Meredith Aronson and Jane Hunter on developing a communication plan to share and collaborate with departments to improve. Discussion regarding standard meeting patterns. Jim Hunt expressed concern that a software program is forcing departments to adjust. Amy Kimme-Hea suggested allowing departments to switch classrooms if the times are the same and requested that feedback/input from faculty and colleges be considered. RCS is constantly learning new functions of Ad Astra to make improvements. Time to look at this process more strategically. Discussion of 35-35-30 policy and pushing reporting information to departments and colleges. Additional discussion of impact of online courses, a "bulletin board" system for sharing classroom space for hybrid courses, and peak times. Kim Jones requested RCS provide reporting to departments on class size requests and 3-year class averages.

b) Course approval process-Beth Acree and Pam Coonan

Discussion on the delays for course approvals due to syllabus check at beginning of process. RCS took over the process from Curricular Affairs years ago due to staffing issues. Curricular Affairs is now fully staffed and is doing the syllabus check, helps streamline the process. Improvements on the form are forthcoming. Additional discussion on developing a UA page on learning outcomes and course objectives

and developing a policy handbook and implementing a process for student “user agreement” regarding policies.

c) Updates on SAS courses

Kim Jones and Janet Sturman are working on a formal response to Vin’s request for an update on the SAS courses.

d) Letter to leadership

Letter is ready to be sent to leadership. Kim Jones will send out on behalf of CAAC. Recommendation to invite leadership, possibly President Robbins or Acting Provost Jeff Goldberg to future CAAC meeting.

V. Meeting Adjourned

Respectfully Submitted by Martin Marquez, 5/14/18