Members Present:
Chana Akins
Karen Badger (Chair)
Ruth Beattie
Dennis Bender
Jim Fackler
Rebecca Freeman
Michael Goodin

Guests Present:
Chris Thuringer

Members Absent:
Mary Arthur
Gia Mudd
Randa Remer (Ex-Officio)
Tony Roccanova
Eric Skipworth
Bill Smith
Amy Spriggs

1. **Approval of minutes from 11/11 meeting**
   Approved.

2. **Proposal reviews**
   ANA 410G-new – approved-pending: clarify Final Grade and Course Grading sections on syllabus
   B&E 105DL-change – approved-pending: this is only a six-week course so students will not receive an official midterm grade, but proposer should add a statement informing students that grades will be updated on Blackboard throughout the course
   HMT 486—new – approved-pending: the disclaimer about the instructor’s right to change the syllabus should be reworded, clarify how many contact hours will be fulfilled while on the nine day trip to Greece (only six scheduled meetings outside of trip, 50 minutes each)
   Public Health Minor-new – Hold: add program-level and learning outcomes assessments, list the Faculty of Record (including one faculty member outside of the college)
   Public Health UG Certificate-new – Hold: add program-level and learning outcomes assessments, list the Faculty of Record (including one faculty member outside of the college), revise wording of the completion requirement (students do not have to have already completed a degree to be awarded the certificate)
   Theatre course drops (TA 115, 190, 191, 215, 315, 316, 396) – approved
   NUR 386-new – Hold: clarify the meeting pattern (if the proposer intends for the course to be a lab, there isn’t enough seat time), remove language in Teacher Course Evaluation section stating that students will receive an incomplete (I) grade if they don’t visit the TCE website
   BASW program-change – approved
   GEN 109DL-change – approved-pending: course form in eCATS is incomplete, course title on form and syllabus should match
   HHS 402G-new – approved: BIO 150 is no longer taught and should be removed from prerequisites
   MUS 507-new – approved-pending: proposer has been contacted regarding requested revisions, prerequisites should be changed on the eCATS form (prerequisites for a special topics course should be determined by the instructor)
VS 597-new – approved-pending: under Absence Policy, Please Note: “valid reason” should be changed to “excused absence” to be clear

CHE 472-new (Held, 5/6/14) – Hold: list of course activities should be renumbered (currently omits #3), add a grading scale, add make-up policy for excused absences, clarify what constitutes a “non-trivial” question under Participation, clarify the expectations for students also enrolled in CHE 395

A-S 387-new (Held, 9/16/14 and 11/11/14) – approved-pending: clarify the end-of-semester clean up (is this a specific date or independent work?), recommend that she define tardiness and unpreparedness under Attendance Policy and provide a cost estimate of the extra supplies students are expected to purchase

A-S 587-new (Held, 9/16/14 and 11/11/14) – approved-pending: clarify the end-of-semester clean up (is this a specific date or independent work?), participation is listed as being included in the final grade but it isn’t listed as part of the grading weights, recommend that she define tardiness and unpreparedness under Attendance Policy and provide a cost estimate of the extra supplies students are expected to purchase

AEC 306-new – approved

AIS 320-new (Humanities) – approved
AIS 345-new (Humanities) – approved
WRD 320-change (Humanities) – approved

HP 101-new (Social Science) – approved-pending: revise Electronic Devices policy to allow students to use devices for note-taking purposes

3. Meeting adjourned at 5:15 pm.

Prepared by Joanie Ett-Mims on December 3, 2014