Members Present:
Karen Badger (Chair)  Randa Remer (Ex-Officio)
Ruth Beattie  Tony Roccanova
Dennis Bender  Eric Skipworth
Alberto Corso  Bill Smith
Jim Fackler  Amy Spriggs
Michael Goodin  David Timoney (Ex-Officio)
Gia Mudd

Members Absent:
Chana Akins
Mary Arthur
Anne Marie Kirk

Guests Present:
Chris Thuringer

1. Approval of minutes from 1/13 meeting
   Approved.

2. Proposal reviews
   Geography Minor-change (Held, 10/15/13) – approved
   
   BME 485-new (Held, 12/9/14) – Hold: revisions have been requested but not submitted yet
   
   BME 580-new – Hold: some revisions have already been requested (add tentative course schedule, add make-up policy for missed work with an excused absence, learning objectives should be outcomes), also outcomes should be more measurable, grading scale for grad students should be completed (add “E”), last sentence should be removed from course description
   
   BME 508-new – approved (Graduate Council may require more detail in the tentative course schedule)
   
   ICT 302-new (Held, 1/13/15) – approved-pending: the last sentence in the course description should be removed (since there are no prerequisites for the course), Submission of Course Assignments should be revised to clarify that 20% penalty will only apply to students with unexcused absences, assignments should be due at 11:59 pm on the due date instead of midnight
   
   NUR 386-new – approved-pending (late addition to agenda): course was originally submitted as pass/fail, but the proposer would like to change to a graded course; eCATS form needs to be updated (item 2.g) and the revised syllabus needs to be updated
   
   CE 508DL-change – request to be withdrawn from eCATS
   
   CE 586DL-change – approved-pending: some revisions have already been requested (add make-up policy for missed work with an excused absence, add tentative course schedule, attendance is required so penalty for unexcused absences should be outlined), also outcomes should be more measurable, add all information from DL form to syllabus, clarify the statement on pg. 1 of syllabus regarding 70% performance evaluation for each outcome
   
   MAS 453-drop – approved
   
   MFS 503DL-change – approved-pending: add “E” to undergraduate grading scale, add grading scale for graduate students, add late work policy, add excused absence policy, add make-up policy for missed work with an excused absence, add office hours, clarify that work is due at 11:59 pm on the due date instead of midnight, remove “details included below” from bulletin course description
MFS 526-change – approved-pending: add make-up policy for missed work with an excused absence, add excused absence policy, correct the point totals for assignments

FOR 261DL and FOR 262DL (both held, 9/16/14) – Hold: proposer should provide more information regarding need to create two separate courses to cover this information; FOR 260 is a FTF 3 credit-hour course (why not just add DL to existing course?); proposers may be invited to attend a UGC meeting to discuss

BIO 104-drop – approved
BIO 106-drop – approved

LIN 311-new – approved-pending: revise quiz and assignment submission policies to clarify that students have one week following an excused absence to contact the instructor (they do not have to contact ahead of time)

ENG 142-change (Global Dynamics and Humanities) – approved

3. Pre-scheduling of new programs and certificates
   Discussion will take place at a later meeting. Karen Badger may contact investigators who have been assigned a new program or certificate to ask them to try a new approach to the review process.

4. Meeting adjourned at 5:05 pm.

   Prepared by Joanie Ett-Mims on February 4, 2015