Academic Affairs Committee
Minutes – May 10, 2018

Present (voting): Rodney Bransdorfer, Christos Graikos, Dan Lipori, Megan Matheson, Ke Zhong
Absent (voting): Eric Bennett, Janet Finke, David Martin
Present (non-voting): Lindsey Brown, Gail Mackin, Julia Stringfellow, Walter Szeliga
Absent (non-voting): none
Guests: Cody Stoddard

Meeting was called to order at 3:35 p.m. Minutes from March 29, 2018, April 12, 2018, and April 26, 2018 were approved as a collection of three, following corrections to typos in the April 12 minutes.

Old Business
Admissions Policy Update:
Cody recently spoke with Linda Schactler regarding the admissions issues and misalignment between our CWU policies and the WAC. The next step is to create a task force with the objective of realigning policy and procedure. Two members from AAC are needed for the task force, in addition to one member from the EC (Walter). Faculty members of the task force will be given some workload allotment, and will be voting members. This task force will not be subverting any curriculum process, and ultimately, all decisions about academic policy will still come to AAC. Megan and Julia volunteered to serve on the task force.

Class Attendance Response:
Dan emailed an initial draft to everyone. Lindsey and Rodney sent some minor edits. There were concerns that the draft didn't mention the idea of working with departments, as well as concerns about composition of groups and a timeline. Dan reworked the draft for review at today's meeting. This is not a policy so it doesn't need a vote for approval, but we do need who will be receiving this statement. It should go to the departments who sent the letter, and also to the athletic department. The provost should receive a copy, and possibly the deans as well. Dan and Gail will go back to the original emails to find the other groups and/or people involved.
Regarding timeline, fall might be a target date for having something underway, but there could be multiple stakeholders. AAC's involvement is another question to address. The committee could be involved to facilitate dialog or act as a moderator. This would mean having an AAC member and maybe a provost representative, as well as representatives from departments that are having issues. That would be 6-7 people minimum, with more if representatives from each college are included. Not including a representative from each college could which could lead to scheduling issues.
Lindsey suggested the ASL onboarding team might be helpful in this situation. All the important players are there, so invite a representative from Athletics. Gail will bring it up at the ASL onboarding team meeting but would like to have an AAC member there to discuss it and determine if it's the right venue.

Foreign Language Exemption:
Lindsey and Rodney made some changes to the foreign language requirements for international students. Lindsey would like to add "graduation" into both policy and procedure so that the language reads: "….the foreign language graduation requirement." Rodney suggested adding language about a designated time-frame for how long students should be in a foreign school system. Walter indicated that was discussed last time, and while everyone agreed there should be language to that effect, no one

could decide what made the most sense. Rodney suggested including a minimum time-frame. The key would be if students are able to place out of a first-year language class (such as Spanish, French, etc.).

Dan suggested adding "for a minimum of one year" so that the new language reads: "International students who attended a non-English speaking primary or secondary school for a minimum of one year prior to enrolling at CWU are exempt from the foreign language graduation requirement." Rodney moved to approve.

Changes to the foreign language policy and procedure were approved.

New Business

2018-19 Meeting Dates and Chair Election:

Meeting dates for fall quarter will be September 27, October 11, October 25, November 8, and November 29. Winter quarter meeting dates will be January 10, January 24, February 14, February 28, and March 7. Spring quarter dates will be March 28, April 11, April 25, May 9, and May 23. The first meeting of year on September 27 will occur before the first Faculty Senate meeting, but we will have unfinished charges from this year.

Meeting dates for 2018-2019 were approved.

Megan nominated Janet for 2018-19 AAC chair; Julia agreed. Discussion will continue at the next meeting when Janet is present.

Midterm Grades:

Dan discussed the draft language for policy on mandatory midterm grades. Exploring the need for a policy and developing some language suggestions had been a committee charge for this year. In many classes, students don't know have any idea or feedback about their progress until after the sixth week, and by then it's too late for them to drop the class.

Gail started drafting some language and showed it to Provost Council for some preliminary feedback. Areas of consideration with the original draft included timing issues, and also the numbers of advisors and students. Exploratory advisors may have as many as 300 or even 600 students.

Dan addressed some initial concerns about mandatory midterm grades. The quarter is only ten weeks. Some courses, such as flight classes or certain types of music classes, only have a graded final at the end of the term. Providing an actual grade after only four weeks would be difficult in these situations. Exceptions such as these would be more common at in the upper-division courses. Walter suggested the possibility of starting this policy as something for 100- and 200-level courses since the upper-division courses are usually the ones where they only have a final, and the upper-division courses would have more exceptions. It sounds like this policy could be partly to help identify students who may need early intervention, which would be more common among first-year students. If it goes well at the lower-division levels, then consider entirely phasing it in. However, saying "grade" seems too final; "mid-term progress report" might be better phrasing. Rodney indicated that mid-term grades are beneficial for everyone; upper-division students would want to know their grades as much as everyone else.

Gail questioned the possibility of having a drop-down menu with feedback options in PeopleSoft, in order to give students some idea of how they are doing four weeks in to the course. If that isn't possible, it might be possible to input a grade with an additional note to the student. Lindsey indicated the drop-down menu wouldn't be possible, but inputting a grade with an additional note would probably be doable.

Rodney indicated this sounds good even though it adds to faculty workload, especially for people who use Canvas. However, he would vote for it only if it would eliminate the multiple mid-term reports to third parties such as CAMP, TRiO, Athletics, dorm RAs, etc. Dan questioned if there are options to make things easier for faculty who regularly export grades into Canvas; a lot of faculty use

Canvas, and students can go in and see how they are doing. We also have the Early Alert system, but it's only for students how are having trouble Lindsey has had a request about Canvas into IS for over a year. Gail suggested having a conversation with IS to map out several different possibilities, find out what would be easiest on their end, and find out what they can do.

Lindsey indicated there is a possibility the Early Alert system could be modified to include midterm grades. That approach would be easier than modifying the grade roster. Early Alert is also in PeopleSoft, so faculty could have the option of having it done as a whole group—which would take care of notifying people involved with CAMP, TRiO, etc. Early Alerts have been adjusted to be only academic so they are separate from Behaviors of Concern. Lindsey will talk with IS about modifying the Early Alert system to include midterm grades, and also talk about modifying the grade roster. A midterm grading system does exist in Canvas but when a grade is entered, it will look exactly like the final grade and there is no option for leaving additional feedback.

Course Requirement Overlap

This charge stems from cases where students have gotten majors and minors with the exact same requirements, meaning that they are essentially taking the same classes. We were asked to look at the policy and determine if changes need to be made. The policy language does need to be changed because the Gen Ed courses don't have the basic skills and breadth courses anymore, so the first sentence in part A should just say "Courses that satisfy the General Education Program requirements…." In part B, change "on-line" so it is not hyphenated, and delete "available" in the last sentence. Also add commas before "certificate requirements" in part A and part B. Megan suggested creating a new part C to state that students can't get majors and minors in the same department.

Concerns arose regarding the best choice of language. Some departments have very different, distinct programs so in those cases it would be fine for students to have a major and minor in the same department. World languages is one an example. "Program" might be a better choice of language than "department," but it still doesn't solve the issue. An argument could also be made for getting two different degrees. Policy about double baccalaureate degrees allows for BA and BS degrees with the same name, from the same department, with department approval.

Lindsey indicated the main concern is students getting a minor in their major field of study. Dan suggested adding a part C to read: "Students may not get a major and minor in the same major field of study." Changes were approved.

Meeting adjourned at 5:01 p.m.