

Curricular Affairs Committee –  
Meeting Minutes for Mon., January 26, 2015 4-2 p.m. Reich 300

Present: Ken Abramowicz (audio); Casey Byrne (audio); Brian Cook, Chair; Libby Eddy (audio); Alex Fitts (audio); Catherine Hanks; Linda Hapsmith (audio); Cindy Hardy; Jayne Harvie; Stacey Howdeshell (audio); Rainer Newberry; Todd Radenbaugh (remote); Holly Sherouse (audio)

- I. Approve minutes from January 12 meeting  
Minutes for January 12 were approved as submitted.
  
- II. Dates/times/locations of future meetings Jayne has secured us the following locations
  - January 26 at Runcorn Room (here)
  - February 9 at Kayak Room (408 RASM)
  - February 23 at Runcorn Room
  - March 9 at Kayak Room
  - March 23 at Runcorn Room
  - Note: April 6 is Faculty Senate Meeting
  - April 13 at Kayak Room
  - April 27 at Runcorn Room
  - If needed, May 11 at Kayak Room (last Senate meeting on May 4)
  
- III. Old business  
Brian recapped the following items of old business with the Committee:
  - A. GERC and “C” – GERC has not met yet this semester, but Leah tells me this is the first task they have before them.  

Brian has met with Leah Berman (GERC Chair). The C-O-W group will get together again soon and pick up the discussion.
  
  - B. Email from GERC Chair to Dean CLA – GERC has not yet met; they plan to discuss possible ways of creating buckets at a future meeting  

Dean Sherman has not responded to the bucket list communication, yet. Brian and Leah will devise a process for creating bucket lists of courses and present that to the dean.
  
  - C. Statewide Gen Ed committee updates UAF reps are Rainer Newberry, Leah Berman and Mary Ehrlander. Rainer can fill us in on any other information he has about the committee or its process.  

The three reps have been endorsed by the Administrative Committee

E. AP, CLEP, IP testing motion – approved by Administrative Committee

quoted from the original proposal from Linguistics; they will be included with the motion to Faculty Senate]

- G. Aerospace engineering minor update- Michael Hatfield is supposed to be sending me information in advance of our meeting on Monday, so I hope to have a handout which answers the specific questions we have about the proposal. I will send this around as soon as I get it and have copies for the meeting. He has agreed to come to a future meeting if we have additional questions or require more clarification.

Support for the new minor was expressed by the Registrar's Office as they get enquiries from students. In spite of the large number of required credits to obtain this minor, it was agreed it still had merit. It was felt that language in the proposal alluding to future degree programs in the field should be removed because of the budget situation. Brian will contact Michael Hatfield about removing the statement from the Format 3B form. The proposal (as requested to be revised) was approved to move forward to the Administrative Committee (for the March Faculty Senate meeting).

#### IV. New business

##### A. Revisions to current bylaws

Who on the committee is allowed to vote, and what constitutes a quorum were discussed at length. The topic of what actions the committee can take with and without a quorum was discussed. The recent online discussions of the TESOL and AE minors were good examples of how online communication can function effectively. The TESOL minor was a simple proposal to approve without controversy. The AE minor, on the other hand, involved some controversy in the online discussion and was recommended for further discussion at the scheduled meeting.

- Considerations for All Senate Committees
  - o A standard format for all committee bylaws with two sections: (1) a description of the committee's charge and (2) rules related to membership, voting, etc.
  - o Can committee chairs vote? According to Roberts' Rule committee chairs generally do not vote, but considering the size and nature of our committees that may be necessary nor desirable.
  - o What constitutes a quorum? Again, we need to consider the size of our committees.
  - o Do we allow electronic voting? If so, under what circumstances and how should it be done? How do we want to manage absences by members? While most people come fairly regularly or all the time, some do not. This not only disrupts the work of the committee they are a member of but also makes activities reporting and workload assignments unfair.
  - o Similarly, some Fairbanks based members only attend by phone, especially if they would have to go to the other side of campus. This makes committee work more difficult and sometimes less thorough, especially since members who attend by phone often multitask and do not pay focused attention.
- Considerations for Standing Committees
  - o Voting members must be Senators or Alternates; can have voting ex-officio members.

- o Rules for