

## **Academic Affairs Committee—October 31, 2017**

Present: Sandy Maisel, David Freidenreich, Steve Saunders, Dale Kocevski, Jacob Adner, Adrienne Carmack, Sam Scott, Marques Houston, Beth Schiller, Barbara Moore, Russ Johnson, Jim Sloat, Loren McClenahan

I. Minutes from the October 24, 2017 meeting were approved.

II. Discussion on course proposals

The Course Proposal Subcommittee wished to discuss the committee's expectations for how much information should be provided in the "Methods used to assess the learning goals" section of course proposals. Some course proposals include extensive information about the number (and length) of papers, exams, projects and other assignments – while other proposals include only very limited information. Discussion ensued on the question of what purposes are served by the course proposals. These might include assuring that there is clear information (which would also go into the syllabus) for students about what to expect in a course. In addition, the AAC may wish to review the number and size of the assignments proposed for a course to assure that they are in line with number of credits (usually 4) being awarded for the course.

It was generally agreed that the number (and length) of papers, exams, and other assignments should be included in the course proposal. The current course proposal form is a little vague in this area, in that it does not specifically ask for the length of papers or exams. The committee agreed that the form should be revised to more clearly and specifically request the numerical information that is desired. It will then be easier to hold proposers accountable for including such information.

Four course proposals (and one modification) were approved

Cinema Studies: 1930s US Media

Cinema Studies: Film Authors

Cinema Studies: US Cinema: The Studio System, 1930-1960

Geology: Earth's Climate: Past, Present, and Future

Modifications to ED398 (including I designation)

III. Progress report on final exam schedule and grading

Russ reported that he is preparing a poll of faculty members to find out how many of them need 4.5 hour (vs. 3 hour or less) final exam time blocks.

Information about whether (and how much) grading practices may vary between departments and programs has been requested by the committee. This information is not quite ready yet, but was promised for the next meeting.