

**Curricular Affairs Committee**  
**Meeting Minutes for November 11, 2015, 1-2:30 pm**

Present: Ken Abramowicz, Casey Byrne, Jennie Carroll, Mike Earnest, Alex Fitts, Catherine Hanks, Cindy Hardy, Eileen Harney, Jayne Harvie, Ginny Kinne (Zoom), Jenny Liu, Rainer Newberry, Patrick Plattet

Absent: Doug Goering, Joan Hornig, Lisa Lunn, Holly Sherouse

1. Approval/Amendment of Agenda

The agenda was adopted as submitted.

2. Approval of minutes from October 28

The minutes were approved as submitted.

3. Old Business

a. Capstone Requirement [Background documents posted online on CAC page.]

The Faculty Senate motion requiring that baccalaureate degrees include a capstone experience was passed in fall of 2014. It goes into effect in fall of 2016. Alex requested that the committee find out which programs already have a capstone experience, and which do not. Per the motion language, copies are supposed to be on file at the deans' offices. Discussion addressed how to verify that capstones are actually in place and by what means copies might be obtained.

The committee then discussed who's responsible for providing guidelines for programs that still need to develop capstone experiences. The motion specifies that it is the responsibility of each department, program, or college / school to create, deliver, evaluate and assess their capstone experience. The motion also contains general suggestions for what might comprise a capstone experience and provides examples. Generally, the committee was not interested in creating more extensive guidelines than those already

ate had the authority to "micro-manage" by attempting to go into further detail, agreeing that d more effectively be done at the department level.

e E. noted that for capstones comprised of courses, a designator could be applied in Banner. would be useful for pulling reports on those courses, and for coding in DegreeWorks. This ld not be applicable for non-course capstones (e.g., portfolios, exhibitions).

ly H., recapping how Communication plans will be tied to SLOAs and program review, rested the same could be similarly applied to the capstones. Alex noted that Communication s, however, will be reviewed by college / school curriculum councils, and then asked to m departments will show that they have a capstone experience. Mike suggested a degree t form could be used; and, Ken suggested a statement to that effect on the SLOAs. Jennie d that capstones are already integrated into some programs.

Discussion followed on who is responsible to see that capstones are in place for degree programs. Is it the dean's office, or are they simply keeping records on file? There was general agreement that the department level would be most effective in terms of reviewing a capstone experience and confirming its adequacy for the program. Should oversight happen at the college / school curriculum councils?

Alex will distribute



- d. CAC Goals AY 15/16 update [This document is posted online at CAC page.]

For the next meeting, it was decided to discuss the TechPrep issue; the grades appeal policy (which SADAC is done discussing); and the GERs alignment (math and science).

#### 4. New Business

- a. CAC GER Subcommittee Report from November 4 (attached)

The committee continues to work on guidelines for the humanities and social science courses. The report outlines the progress on the guidelines the committee has made so far.

#### 5. Information items

- a. O/W Motion passed by FS 11/9 [copies were provided]
- b. GER Motion passed by FS 11/9 [copies were provided]

Regarding the GER motion, it was noted that the wish at the Faculty Senate was to keep the Ethics requirement at UAF. The motion was amended on the Senate floor to make that clear, though the Ethics requirement is over and above the basic GERs.

After the information items were mentioned, there was brief discussion about the TechPrep program, how he ab2(a8(r)1.