COMMITTEE ON UNDERGRADUATE STUDIES AND ADVISING
Minutes of the Meeting for February 10, 2015

The committee met on Tuesday, February 10, 2015, at 11:15 a.m. in Room 210 Strong Hall. The following were present: Atchley, Bayer, Bradley, Garibotto, Goldstein, Holm, Kelly, Ledom, Morris, Rockey, Rufledt, Spreckelmeyer, Zogry
Guest: D. Gaston

Chair’s Welcome: Professor Atchley called the meeting to order.

Approval of CUSA Minutes: A motion was made to approve the January 27, 2015 meeting minutes of the Committee on Undergraduate Studies & Advising. The motion was seconded and passed.

Dean’s Office Update: Dr. Goldstein stated that he had discussed the 100 CLAS hour rule with the dean and confirmed that he was aware of the proposal and had discussed it with the associate deans for their information.

SAS Office Update: Dr. Rufledt reported that Student Academic Services is currently accepting petitions for late enrollment, which are allowed until February 16. As an addition to the petition form, the College has implemented another step and we are requiring that the students requesting late enrollment complete a supplemental form their instructors must sign stating that not only is there room in their class, but that the student has been attending class and keeping up with the course work. The students that have been attending and participating in classes have been approved for late enrollment.

Subcommittee Assignments:
   a. Curricular Changes/Degree Requirements/ KU Core Proposals
      1. Curricular Changes Approved
         Professor Hilding presented the Curricular Changes nominations. A motion was made to approve the Curricular Changes. The motion was seconded and passed unanimously.
         CHANGES: BCRS 204
         DELETIONS: N/A
         *HIST 581 – approved but will confirm if the word ‘or’ should be added to prerequisite statement.
      2. Degree Requirements for Approval:
         Professor Hilding presented the Degree Requirements nominations. A motion was made to approve the Degree Requirement. The motion was seconded and passed unanimously.
         a. Changes to Existing Major and Minor – Public Administration
      3. KU Core Proposals
         Professor Hilding presented the KU Core Proposal nomination. A motion was made to approve KU Core Proposal. The motion was made, seconded and passed unanimously.
         a. BCRS 204 (and 205 Honors) – GOAL 4, Learning Outcome 2

II. Academic Policies and Awards
   a. New Business
      Professor Bayer presented the Academic Standards and Awards Subcommittee recommendation for Petition for a Special Major. A motion was made to approve the subcommittee’s recommendations. The motion was made, seconded and passed unanimously.
      i. Petition for Special Major

The Academic Standards and Awards Subcommittee presented expanded guidelines and petitioning policy to petition for a special major. Requiring a student to be in good standing in CLAS and requiring at least a 2.0 average was added to the guidelines. The items required to petition for a special major; statement of purpose, explanation of goals, list of courses, list of committee members, letter of support and letter of endorsement are also new to this petition process.
Professor Atchley sent a charge back to the subcommittee to develop submission and approval guidelines for the certificate program. As discussed last year, the procedure will be the same as other curricular
approval submitted to CUSA for their approval but a specific policy will be written addressing the submission of certificates to CUSA for approval.

b. Old Business
Professor Bayer presented the Academic Standards and Awards Subcommittee recommendation addressing the request made by the Dean’s Student Advisory Council. A motion was made to approve the subcommittee’s recommendations. The motion was made, seconded and passed unanimously.

i. Syllabus Review Discussion

In response to the Dean’s second charge to CUSA:

2. Modify appropriately and develop implementation plan for the Dean’s Student Advisory Council’s proposal calling for syllabus standards across departments, and standardized grading scales in courses numbered 299 and lower. Solicit appropriate feedback from departments to build support and ensure effective implementation.

The Dean’s Student Advisory Council (DSAC) requested policy changes that require lower division courses be consistent with plus/minus grading. The DSAC also requested specific information is listed in the course syllabus.

The subcommittee felt they could not make explicit policy changes, but will communicate to the Dean the recommendations that we engage in outreach efforts via the website and add a link to that website in the course catalog. Also, communicate to faculty and to chairs that it is recommended that all sections apply the same rules with regard to plus/minus grading. CUSA recommends that this be circulated and should be followed. The subcommittee will also review a privacy statement that may be included to the syllabus policy.

Professor Atchley discussed the Questions /Concerns portion of the Double Degree Proposal and the findings and data supplied by Marcia Powers from the Dean’s Office. (Attachment A)

Adjournment 12:07 pm