Meeting of the College Academic Council
College of Liberal Arts & Sciences
210 Strong Hall
September 9, 2008 - 4:00 p.m.

AGENDA

I. Approval of the May 2008 CAC Minutes

II. Overview of goals for the College

III. Budgetary update

IV. By-Law change procedures

V. Changes to University withdrawal policy and decisions regarding College procedures

Next CAC meeting: Tuesday, October 14, 2008, 4:00 PM, 210 Strong Hall

I. APPROVAL OF THE MAY 2008 CAC MINUTES

College of Liberal Arts & Sciences
College Academic Council
May 13, 2008
Minutes

Committee Members in attendance include: Terry Slocum, John Staniunas, Jim Mielke, Rick Ingram, Chris Haufler, Holly Storkel, Stuart Day, Ray Hummert

Others in attendance include: Joseph Steinmetz, Rob Weaver, Paul D’Anieri, Danny Anderson, Bob Carlson, Juliet Kaarbo, Kim McNeley, Becca Peterson, Peter Ukpokodu, Bill Staples, Dorthy Pennington, Beverly Mack, Shawn Alexander, Jessica Beeson, Noel Rasor, and Abby Lee

- The meeting was called to order by Dean Joseph Steinmetz.

- A motion was made to edit the April 2008 minutes to clarify a section dealing with the proposed general education changes. CAC unanimously approved the attached edited April 2008 CAC minutes.
CAC unanimously approved a recommendation from CUSA for curricular changes to the following courses: ABSC 679, BIOL 631, CHEM 631, COMS 130, COMS 131, COMS 150, COMS 230, EALC 302, HIST 302, JWSH 327, JWSH 572, KOR 562, POLS 685, REL 326, REL 527, REL 528.

CAC unanimously approved a recommendation from CUSA for new Non-Western Culture Designations – EALC 302, HIST 510, REL 510.

CAC discussed a proposal from CUSA regarding selective admissions to majors.

CAC unanimously approved a recommendation from CGS for a curricular change to the following course: HIST 975.

CAC unanimously approved a recommendation from CGS for a Master’s program in African and African-American Studies.

CAC voted unanimously to recommend several changes to the College Bylaws. These changes will be taken to the College Assembly next fall for discussion and vote via electronic mail ballot.

Dean Steinmetz thanked the following CAC members for their service: Frank Gong, James Hartman, Chris Haufler, Ray Hummert, Christie Jones, and Terry Slocum.

The meeting was adjourned at 4:42 p.m.

V. Changes to University Withdrawal policy and decisions regarding College procedures

**Recommendation:** No instructor or department signature on the University of Kansas Lawrence & Edwards Campus Schedule Change Form is required when a student withdraws from a course.

**UNIVERSITY SENATE RULES AND REGULATIONS**

**ARTICLE II. ACADEMIC WORK AND ITS EVALUATION**

**Section 2. The Grading System**

2.2.5 The University fall and spring semesters each consist of seventy-five instructional days. The withdrawal period is divided into three instructional-day time segments:

**Period 1:** the first fifteen (15) instructional days of the semester or the first seven (7) instructional days of summer session (See 2.2.5.1 and 2.2.5.2);

**Period 2:** beginning with the sixteenth (16th) instructional day through the sixtieth (60th) instructional day of the semester or the eighth (8th) instructional day through the thirtieth (30th) instructional day of summer session (See 2.2.5.1 and 2.2.5.3);

**Period 3:** beginning with the sixty-first (61st) instructional day through the last day of classes for the semester or the thirty-first (31st) instructional day through the last day of classes for the summer session (See 2.2.5.4).
NOTE: The three time periods of instructional days for any course that has fewer instructional days than a normal semester shall be calculated on the basis of a percentage that the instructional days of the course in question represent relative to a normal semester of 75 instructional days. For example, a course of five weeks duration with a total of 25 instructional days represents one-third the length of a normal semester. Thus, Period 1 would include the first five (5) instructional days of the course, Period 2 would begin with the 6th and continue through the 20th instructional day and Period 3 would begin with the 21st instructional day and continue through the last day of the class.

2.2.5.1 Course withdrawal policy and procedure are determined by the individual time period (see 2.2.5, 2.2.5.2, 2.2.5.3, 2.2.5.4 and 2.2.5.5). These rules apply to both undergraduate and post-baccalaureate courses, other than Law School courses, unless specifically excluded in accordance with 2.2.5.2.

2.2.5.2 Each academic dean shall submit to the Provost a list of courses such as internships and practica that are to be excepted from 2.2.5. Upon approving the list of proposed exceptions, the Provost shall provide it to the University Registrar.

2.2.5.3 During Period 1, a student may withdraw from a course by canceling his/her enrollment in that course. The course will not appear on the student's official record.

2.2.5.4 During Period 2, a student seeking to withdraw from a course must **follow the withdrawal procedures of the College or School in which the student is enrolled.** A student who withdraws during Period 2 shall receive a grade of W, which will appear on the student's academic record but will not be included in computing the grade point average. Neither the instructor nor the College or School is entitled to withhold approval of the withdrawal. The University Registrar shall maintain and make available information regarding withdrawal procedures of each school and the College. It is the responsibility of the student to take the necessary steps to effect the withdrawal before the deadline established under USRR 2.2.5, above.

2.2.5.5 During Period 3, a student cannot withdraw from a course. The course grade will be determined by the student's overall academic performance.

2.2.5.6 After a student completes a course and a letter grade has been assigned, including an "Incomplete" where appropriate, retroactive withdrawal from the class is not allowed, except in accordance with USRR 2.3.3.

**[This section was last updated on 6/17/08: most recent changes are shown in bold font]**

2.2.6 The withdrawal of a student from the University shall be reported by the dean of the College or the school to the University Registrar for posting to the permanent record after consultation with the appropriate personnel dean. The rules in USRR 2.2.5 shall apply except in accordance with USRR 2.3.3.