I. Minutes of February 19, 2004 were approved via e-mail

II. Old Business

A. Input from Colleges concerning BS science-related course requirements – There has been no response from the College of Education or Business & Technology. FAH had a number of questions about the policy, most concerning which courses ought to be acceptable. The Educational Policy Committee of CNSS will meet on April 9 to consider the proposed policy; Wozniak will attend the meeting to answer any questions the committee may raise.

B. Discussion of Academic Affairs Decision Making from February meeting – The committee suggested some minor wording changes and additions. Motion to approve the decision-making matrix was made by Blauwkamp (Schipporeit). The vote was unanimous. The motion carried. The revised decision-making matrix is attached below.

III. New Business

A. Course and Program Requests – NO COURSES SUBMITTED

B. Review of General Studies minutes – Minutes from the 3/04/04 meeting were distributed without much discussion. Director Wozniak noted that the WI guidelines had been revised to make essay exams in WI courses recommended, but not required. The AA committee agreed that as long as the writing requirements were met through other assignments, permitting instructors greater flexibility in how they examine was a beneficial change.

C. Other new business – Powellinformally introduced a topic for discussion that he would like to propose more formally at a later time – that the management of writing intensive and culturally diverse course approval and supervision be moved from the General Studies Council and housed in the Academic Affairs Committee. He noted that the current arrangement was a convenience decision; WI and CD course requirements are only marginally linked to the GS program mission; management is time-consuming for the GS Council and distracts from progress on more central matters, such as response to the recommendations of the recent General Studies academic program review. He recommended that Academic Affairs form a special subcommittee to manage WI and CD courses.

In general, the members of the committee were supportive of the proposal, because these requirements are clearly within the mission of Academic Affairs and a university-wide
requirement, and because it seems there is sometimes a misunderstanding under the current arrangement, by which some faculty or departments believe that WI and CD courses should also be General Studies courses and therefore fail to develop sufficient offerings within their major programs. But the committee also raised a number of important issues that would need to be addressed. How would promotion of WI and CD or encouraging of departments to expand their offerings be done? Does the AA Committee have sufficient expertise to review these proposals? Do we have the willingness to make difficult decisions and even reject proposals or instructors that fail to meet established standards? Who would be responsible to handle appeals – the committee chair? It would be necessary to establish and enforce firm deadlines for proposals to make a particular meeting’s agenda in order to manage the workload alongside the other business of this committee. Existing policies on such matters could be transferred from the GS Council, no need to reinvent the wheel. The proposed change would require amending the Faculty Senate Constitution put this responsibility within the mission of the Academic Affairs Committee. It would be necessary to determine membership on the WI/CD Subcommittee to maintain representation from each college and to balance membership on the new subcommittee with the existing AA subcommittee which reviews course and program proposals and recommends action to the full committee.

Another option that was raised would have the educational policy committees in the four colleges take the responsibility, but the committee felt that consistency would be a problem. Since WI and CD courses are institutional requirements, the Academic Affairs Committee seems more suitable. A separate standing committee created purely to manage WI and CD would be another option; one virtue would be the greater opportunity to oversee existing WI and CD courses to insure that the guidelines are consistently being met, in addition to approving new courses and instructors. Except in catalog years, the Academic Affairs Committee tends not to have huge agendas, so perhaps a separate standing committee would be excessive.

**Powell next plans to take his recommendation to the General Studies Council for its input.**

**IV. Adjournment**

**Next meetings:**

- Subcommittee meeting: April 7, 2004—4 pm, 2122FH
- Full Committee meeting: April 15, 2004—3:30 pm, Ockinga

Respectfully submitted by

Joan M. Blauwkamp, Secretary