Members Present: Duff Wrobbel (Chair), Zenia Agustin, Lenora Anop, Denise Cobb, Riza Demirer, Anne Flaherty, Kay Gaehle, Yvonne Mitkos, Bryan Jack, Stacie Kirk, Hoo Sang Ko, Gerald O’Brien, Jeffrey Sabby, Tyler Shearrow, Laura Strom, Cheryle Tucker, Carl Springer, Mike Cashen for Greg Littman

Minutes Approved: Minutes of the January 16, 2013 meeting were approved with editorial changes.

Reports:
1. Standing Committees and Operations
   a. Undergraduate Programs Committee (UPC): Committee is up to date with reviews. See attached/posted on Sharepoint.
   b. Undergraduate Courses Committee (UCC): Committee is up to date with reviews.
   c. General Education: New Health program is in under review.
   d. Academic Standards and Policies Committee: Still reviewing the plagiarism procedure and will have a recommendation soon.
   e. Assessment: Evaluating interim program reports.
   f. Graduation Appeals Committee: 3 appeals approved.

2. Additional Reports
   a. Enrollment Management: No report.
   b. Registrar: The Registrar’s Office has sent the ‘14’15 catalog to Marketing.
   c. Educational Outreach: No report.
   d. Academic Advising: Advising now for Summer and Fall.
   e. Instructional Services: Discussed new Summer Success Program (replacement for Summer Bridge).

Unfinished Business:

1. Discussed 3 specific ideas for process streamlining that could be accomplished now with existing infrastructure – 1. smart forms, 2. fast-tracking, and 3. use of collaboration software. It was reported that one of the REALITY teams was also preparing to provide recommendations, and that the Provost’s Office was reviewing new Curriculum software that would accomplish items 1 and 3 above. It was decided, therefore, to wait on those items until the software was in place and the REALITY report was made available, but to explore options for fast-trackable items.
2. Laura Strom reported her determination that teaching 2 courses in the same place at the same time was not an acceptable practice under current policy, and this issue had been resolved to everyone’s satisfaction.

New Business:

1. A question was received from a faculty member regarding the feasibility/necessity for establishing a classroom electronics policy (i.e. use of cell-phones, lap-tops, tablets, and other wifi devices etc.). After a robust discussion, it was concluded that there seemed to already be sufficient policies in place covering these issues. It was decided that Duff Wrobbel would verify this with Tom Jordan and report back to the Council. If it is determined that this conclusion is in error, the Council will pursue.

2. A question was raised by a department Chair concerning the Course Repeat Policy. After some discussion, it was concluded that there was, indeed, a “loophole” in the existing policy such that a student who had tested out of a lower-level prerequisite course and then taken and completed the following higher-level course could, under existing policy, still take that lower-level course for a grade. This is inconsistent with the spirit and intent of the Course Repeat Policy 1J2, section 5, which states: “A student may not repeat for credit a course which is a prerequisite for a course the student has successfully completed.” It was moved that the policy be amended in 2 ways. First, the title should be changed from “Course Repeat Policy” to Course Repeat & Prerequisite Policy.” Second, that under item 5, the word “repeat” should be replaced with the word “take” as follows: “A student may not take for credit a course which is a prerequisite for a course the student has successfully completed.” The Council will discuss and vote at the next meeting.

Zenia Agustın made a motion to adjourn the meeting, seconded by Jerry O’Brien.

Meeting adjourned at 3:55 pm.

Respectfully submitted,

E. Duff Wrobbel