

## **ADMINISTRATIVE BOARDS MEETING**

Wednesday, September 19, 2007

3:00pm-5:00pm

104 Bynum Hall

The meeting came to order at 3:02pm on Wednesday, September 19, 2007 in 104 Bynum Hall.

Members in attendance: Carolyn Cannon, Robert Daniels, Lynn Glassock, Thomas Hill, Kevin Jeffay, Alice Kuzniar, Rich McLaughlin, Bobbi Owen, Patrick O'Neill, Abigail Panter, Alice Poehls, Tom Reinert, James Rives, Jay Smith, Adam Versenyi, and Jan Yopp.

Guests: Barbara Stenross (Undergraduate Education) and Rachel Morris, Tomika Rodriguez & Kim Bussey (Undergraduate Curricula).

Rachel Morris & Kim Bussey were introduced to members as the most recent staff addition to the Office of Undergraduate Education. Kim replaces Denise Elbert. Rachel replaces Geraldine Taylor.

### **1. Curriculum Proposal**

The Boards approved the following course revision:

- AMST – Changing “Native American” to “American Indian”. Title was changed on the major website before approval was given.

### **2. Minimum GPA's for majors/minors**

The Boards approved the following:

- The Writing for Screen and Stage example – minors should not have minimum GPA requirements, so everything is uniform across the college. Proposed blanket declaration-Minimum GPA's to be eliminated.

### **3. Report on BE/PL language credit in majors**

Jay will check to see if Romance, Slavic and Germanic Languages have any objections in determining if a student who “places” out of a language course required by a major, MUST substitute another course for the required language course.

### **4. Guidelines to prevent/discourage conflicts between classes scheduled at different hours of the day/week**

#### **Jay Smith proposed adoption of the following set of guidelines:**

1. Instructors should make every effort to avoid scheduling required activities that conflict with other regularly scheduled classes.
2. In cases where outside-the-classroom activities at irregular hours of the day or week are unavoidable or considered essential to the course (for example, in First Year Seminars or Experiential Education courses), student absences from other classes are to be excused in accordance with University policy on absences for University-approved activities. Student absences will be excused, however, only on the following conditions:

- a) students must provide written notice at the beginning of the term to all instructors affected by the irregularly scheduled activity
- b) the length of absence should be no more than 1-2 class periods
- c) students must understand that instructors may devise alternative assignments or exams as part of the “make-up” work for class time missed.

The Ad Boards requested that a sentence be added stating, “Students MUST make up missed work, and they are responsible for determining the instructor’s intentions with regard to make up work.”

## **5. Majors/minors overlap**

Jay will re-examine the two principles used to determine which subjects’ students may combine for “in-depth” exploration.

- 1) as a rule, students may not pursue two majors, or a major and a minor, within the same department/academic unit
- 2) as a rule, students may pursue any two majors or minors that represent qualitatively different subjects

Jay will also check with the departments regarding: how close the majors are, redundancy in the curriculum, and if the departments should make the final decision.

## **6. Report on Approved Clusters**

Clusters that have been approved since spring 2007:

1. Exploring Modernisms (the professor of this course may be leaving the university)
2. The World Wars: Experience, Memory, and Legacy
3. Defining Difference
4. Border Crossings
5. Knowledge at the Crossroads: Religious and Scientific Cultures of the Middle Ages and the Renaissance

Also added to the two that were approved last year

6. Evolution
7. War, Revolution, and Culture

### Clusters in development

Global Environmental Change

NC Pitch

Disaster Management

## **7. Report on SPCL courses**

A committee has been created to assess course the validity of the various SPCL courses.

SPCL courses include Peer Tutoring, Leadership Development, Interdisciplinary Studies, and a course that adds one credit hour to a course for which the student is registered.

The meeting adjourned at 4:39pm