

**DePauw University Management of Academic Operations (MAO) Meeting Minutes
May 14, 2012**

1. Call to Order – 4:10 pm Julian 203

Attendance: Jamie Stockton; Kelley Hall; Brian Howard; Cheira Belguellaoui; Nic Flores; Tiffany Hebb; Kellin Stanfield; Ken Kirkpatrick

2. Approval of April 23 minutes – thanks to Kellin for taking these

Approved

3. Volunteer to take today's minutes

Brian Howard

4. New Course/Course Change/Major Change Proposals

(a) Education Studies – a preview (?) of major change proposal

Initial discussion today; in Fall, have Marcelle come and review proposal with us

changes

- ED270 History of American Education – was ED325
- ED310 The American High School: Anatomy of an American Institution – was ED305
- ED325 Comparative Education – was ED330
- ED381 Political Economy of Schools – was ED360

and title change

- ED380 Education Law – was ED415 American Public School Law

title and description change

- ED170 Philosophical Foundations of Education – was “foundations of ed” & description change
- ED223 Deconstructing Differences – was “deconstructing differences: education and society” and description change

description change

- ED240 Issues and Trends in Education – description change
- ED320 Education and Social Change – description change

new courses

- ED171 Theoretical Foundations of Education
- ED172 The Teaching Imagination
- ED250 Education Policy Analysis
- ED260 Critical Theory: Critical Pedagogy
- **ED275 Culture and Education Philosophy**
- ED280 A-D Progressive Theorists/Progressive Ed -- **was ED405**
- ED300 Service and Learning
- ED305 Field Experience
- ED311 The Politics of De-Schooling -- **was ED399**
- ED340 Alternative Learning Spaces
- ED355 Education Process

Ken is collecting issues to look at further, including number of new courses (staffing?), potential overlap among descriptions, organization into areas, requirement at 100 level (is it OK to allow any of them? What about FYS?), timeline of implementation, “conceptual framework”.

Should try to get done August 27, to get in to September faculty meeting (to make it in SOC by end of September).

Additional Business

8. Old Business -

reminder: Art History (changes to the major) proposal was relegated back to the dept. at the May 7 faculty meeting. After continued discussions between ARTH and CLST, the proposal may come back to MAO in the fall.

9. New Business –

(a) results of preliminary faculty elections regarding MAO

- No candidate ran for the 3 yr. term for Div. 4 representative to replace Kellin
- The “at-large” nominations (for 3 yr term to replace Jamie) for MAO are due “by the end of May 14”

(b) Election of MAO chair for 2012-2013 AY

Brian Howard

Ken: possible topics for next year -- review course request system, look at direct enrollment system (requested by students); look at enforcing prerequisites at registration time (requested by chairs)

10. Announcements –

(a) MAO minutes for the 2011-2012 AY will be submitted to Terry Bruner by the end of May

(b) Next meeting: **Monday, August 27**

11. Adjournment: 5:00 pm

Committee on Management of Academic Operations

Minutes: August 27, 2012

1. Call to order; introduction of new members
Present: Brian Howard, Jeff Dunn, Chiera Belguellaoui, Tom Ball, Mark McCoy, Pedar Foss, Tiffany Hebb, Jennifer Adams, Ken Kirkpatrick, Mark Fadel
2. Approval of May 14, 2012 Minutes – **minutes approved**
3. Volunteer to take today's minutes – **Tom Ball**
4. Review of by-laws: Appendix A (<http://www.depauw.edu/handbooks/academic/by-laws/coordinating/mao/>)
Brian reviewed by-laws of MAO, including voting members and various subcommittees
5. New course/course change/major change proposals
 - a. https://my.depauw.edu/e/reg/course_proposal/mao_login.asp
 - b. Education Studies: review of current status
 - i. **Ken talked through the new course proposals for Ed Studies that had been submitted in the spring of 2012. Brian has proposed that Marcelle McVorrnan come to the next MAO meeting to talk through the proposal for further clarification.**
 - ii. **Question we have to discuss is what are the staffing implications of these changes. The concern was expressed that for a small department, i.e., one with few faculty that the new proposal is not focused enough and may be too broad.**
 - iii. **Decision on the proposal has been deferred to the next meeting after we have a chance to talk to Marcelle.**
6. Coordinated committees and subcommittee: We need to get a report from each of the subcommittees once each semester, and appoint a MAO member to serve on each.
 - a. Academic Standing - **Ken**
 - b. Petitions - **Ken**
 - c. Teacher Education – **Ken, need to look at this committee as it is mandated by state, but is supposed to be oversight of licensure programs. Brian will ask Diana Van Middlesworth about validity of this committee.**
 - d. Library Advisory - **Brian**
 - e. Academic Technology Advisory – **Ken**
 - f. Advising – **More involved than other committees as we are responsible for finding members for this committee; Kelly Hall as director of advising, 2 student spots. Task related to the charge of this committee - how do we make information RE experiential**

**learning a student has done, known to the student's advisor?
How do we integrate advising more broadly across campus?
We discussed the procedure for filling committee vacancies for
this committee and whether we wanted to develop more formal
procedures. Brian is going to check with CAPP about a possible
blending of the First Year Seminar and Advising subcommittees.**

- 7. Course Registration System – Ken. We are advisory to Ken and will discuss further some of the issues raised.**
- 8. Old business - none**
- 9. New business - none**
- 10. Announcements – next meeting Sept. 17th**
- 11. Adjournment – 5:30**

Committee on Management of Academic Operations

Minutes: September 17, 2012

1. Call to order; introduction of new members –

Present: Brian Howard, Jeff Dunn, Tom Ball, Mark McCoy, Pedar Foss, Tiffany Hebb, Jennifer Adams, Ken Kirkpatrick, Mark Fadel.

New student member: Nick Hebebrand

2. Approval of August 27, 2012 Minutes – minutes approved

3. Volunteer to take today's minutes – Jennifer Adams

4. New course/course change/major change proposal

- a. EXP course – Beth Benedix for SP13
 - i. The course will be a “think tank” course that develops the mechanisms for a new organization in Putnam County, The Putnam County Coalition for Education and the Creative Arts.
 - ii. No objections, no need for committee vote.
- b. SOC 217: Queer Theory/Queer Lives (cross-listing from WS 250)
 - i. Taking an existing course and giving it a SOC #.
 - ii. Approved
- c. KINS 269: Conc. and Perspect. Bridging Allied Medicine (change of title, course number, prerequisites, and description from KINS 369)
 - i. Concern about 3 prerequisites when it is pitched at the 200 level; few students will be able to have that by sophomore year.
 - ii. This seems like a change to the major, since 369 will be a required course, which may have implications for the major in KINS
 - iii. On hold awaiting additional changes
- d. COMM 233: Media, Culture, and Society (remove from Arts and Humanities distribution area)
 - i. No changes to the course, merely the distribution credit
 - ii. Approved
- e. COMM 402: Special Topics in Theatre (delete; use COMM 401: Special Topics in Communication instead)
 - i. Doesn't need our approval, this seems fine

- f. COMM 491: Projects in Communication (change of description)
 - i. Update options for projects to reflect updated, primarily a change in the descriptions
 - ii. Approved
- g. COMM 492: Projects in Communication (delete; merged with COMM 491)
 - i. No vote needed, but approved.
- h. WS 250 & WS 290
 - i. Add a social science designation, allowing WS to contribute to General Education Choices.
 - ii. Approved (WS 290 is a topics course, so approval is only for Spring 2013 offering)

5. Education Studies: review of current status

- a. Marcelle McVoran, Chair of Ed Studies attended our meeting in order to address concerns regarding changes to Ed Studies
- b. EDUC 170, 172, 173
 - i. MAO members were concerned that these seems to be overlapping and differences between these courses, but students must take one of the three.
 - ii. Discussions ensued regarding the difference between a Philosophy of Education and a Theory of Education.
- c. EDUC 200 Levels:
 - i. These are more depth, developing frameworks from 100 levels.
 - ii. Developmental Theories in Ed and Deconstructing Difference (these are required for students in the major) while other 200 levels are optional.
- d. EDUC 300 Level:
 - i. This level is even more advanced, building on the 200 levels.
 - ii. EDUC 300 – Offered previously as a topics course,
 - iii. EDUC 305 – field experience outside of the classroom
- f. Overall, the changes proposed were made to account for the elimination of “teacher training” and the MAT, and to stabilize course offerings when personnel may change in the future.

- g. Issues of Personnel and Staffing – 5 faculty will be needed to sustain the curriculum long term. Currently, there are 3 faculty members plus a term, and the courses can be sustained on a 3 semester rotation (but not forever).
 - h. Brian requested that ED STUDIES share the RAS report to offer clarification for the changes and new courses.
6. Coordinated Committees
- i. TEC Committee – Is this still needed? Yes, although it is now only Music Ed, it is still required and its input is valued.
 - ii. Advising Committee:
 - a. Membership Issues: Divisions 1&2 represented by past membership (Andrew Hayes and Maria Forcadell); Division 4: Rebecca Upton volunteered; Division 3: Dana Dudle volunteered and membership was approved. Pedar Foss will be MAO representative.
 - b. Should we formalize the membership? To be discussed in future.
7. Time Banks (to be discussed in future)
- i. Proposal to move 8:10 classes to 8 AM
 - ii. Proposal to add MW evening classes
 - iii. A lot of time was spent last year discussing this, and there is no real pressure for changes.
8. Old Business – none
9. New business – none
12. Announcements: Next meeting October 8
12. Adjournment – 5:20PM

MAO Minutes – October 8, 2012

Present: Brian Howard, Jeff Dunn, Jen Adams, Mark Fadel, Nick Hebebrand, Pedar Foss, Tom Ball, Tiffany Hebb, Ken Kirkpatrick, Cheira Belguellaoui

Advising Committee

Pedar reported on the Advising Committee. They've talked about the co-curricular inventory of student learning experiences that's in the planning stage. It would be a way to record, track & understand out-of-classroom academic experiences as an advising tool. It would help students see how they can look at all these things as a picture of their interests, and help the advisor better guide them. The committee brought up privacy issues, permission issues from students – but see the value of it as an advising tool.

There have been questions about how to permanently structure the make-up of the Advising Committee.

Proposed options:

1. Revise the handbook as follows (addition in **bold**):

The Advising Committee is a subcommittee of MAO. It is composed of four full-time faculty members (**appointed for three-year staggered terms by MAO in consultation with the Advising Committee and the Vice President for Academic Affairs with consideration given for representation of the academic divisions of the University and diverse faculty rank**), a representative from MAO, the Director of Advising (or associate dean of Academic Affairs responsible for academic advising), the Registrar (or a representative from his or her office), a representative from Student Academic Support Services, and two students (appointed yearly by Student Congress). The purpose of the Advising Committee is to promote effective academic advising that assists students in the development of meaningful educational plans that are compatible with their academic, career, and personal goals. To accomplish this, the Advising Committee provides development opportunities and information to faculty advisors, enhances student and faculty awareness of advising processes and resources, and assesses the academic advising program.

2. Instead of the above, codify the recent policy:

(selected by previous and continuing members of the Advising Committee as replacements are needed, with approval by MAO)

3. Turn the Advising Committee into a form of *ad hoc* committee, to be assembled and charged by MAO to perform specific tasks.
4. Make no changes at all.

We'll talk about this in more detail during the October 29 meeting. Pedar will also provide suggestions to fix other wording that's outdated.

We had further discussion about whether we should lock in a requirement for a certain number of members or representation from all divisions. For the most part, we decided not to, in that it can be too restrictive, and it wouldn't be appropriate in ad hoc situations, if we go that route.

Course changes:

Clarification of MAO's role

Things that require vote of entire faculty

- New courses
- Changes to credit
- Changes to major/minor requirement

If the change just involves change of title, number, description, prerequisites, or distribution area, we just vote/approve and announce to the faculty (same is true of changes to calendar/timebanks).

Experimental courses – don't have to come to MAO –settled between MAO chair & registrar.

KINS 269: Concepts and Perspectives Bridging Allied Medicine

- change of title, course number, prerequisites, and description from KINS 369
- Clarified a question regarding the number of prerequisites (only one) from the previous meeting
- Approved

KINS 350: Motor Control

- change of title, course number, prerequisites, and group from KINS 250
- No staffing concerns
- Approved

HIST 264: Nineteenth-Century United States

- add to Social Science area
- Approved

ANTH 450: Ethnographic Methods

- change of course number from ANTH 380
- Would need to change the course number in the major requirement as well, and ask the department to better describe the sequence of ethno methods/senior seminar 2-semester capstone requirement
- Approved

SPAN 338: Latin American Civilization

- change of prerequisites from "SPAN 330 or SPAN 332 or permission of instructor" to "SPAN 332 or permission of instructor"
- Issue here is SPAN 330 is oral and they decided that wasn't an appropriate prerequisite for SPAN 338 – need the Reading & Grammar course before the more demanding reading/writing class (338)
- Approved

Education Studies:

Changes to the major – some were just minor language revisions. Only one that requires MAO approval is: Instead of EDUC170, any 100-level course will substitute (there will be three options).

Proposing 6 new courses:

- EDUC 171: Theoretical Foundations of Education, 1 credit (new course)
- EDUC 172: The Teaching Imagination, 1 credit (new course)
- EDUC 250: Educational Policy Analysis, 1 credit (new course)
- EDUC 260: Critical Theory, Critical Pedagogy, 1 credit (new course)
- EDUC 300: Service and Learning, 1 credit (new course)
- EDUC 305: Field Experience, 1 credit (new course)

We're concerned about staffing load. They'll be deleting the following courses:

- Contexts of Schooling
- Multicultural something
- American Curricular Reform
- Spring semester directed readings course number

None of these deleted courses are currently taught, so they won't open staff time. We know that Professor McVorrnan mentioned a rotation of courses, but we still don't understand how they'll cover all the new classes that are being proposed.

In email, David Harvey said that we shouldn't approve courses for which we didn't have staffing.

We expressed confusion over the distinctions between the theory/philosophy terminology and two of the introductory classes. Concern that if we're confused, students will be too.

Brian will send them a request that asks for the following:

- A detailed explanation of how they'll cover the staffing of the proposed courses
- Further explanation of the distinctions between theory/philosophy courses
- Response to our suggestion that this wait until after their self-study, to see what direction the department is taking.

New Course:

COMM EXP: New Greek play development with Hypocrites Theater of Chicago

¼ credit – working with a playwright to develop a new play. Didn't need approval, but was positively received

Timebanks:

8:00 start on MWF – Primary issue is student dissatisfaction with this timing. Some faculty expressed interest in it, to allow time for lunch meetings.

M/W evening timebank – Ken keeps getting requests. Wednesdays were originally left open for campus-wide events, but these events are happening all evenings.

Mondays are chapter meetings, so that will be a problem for many students, but there are some who would like it (both non-Greek, and Greek who are happy to miss the meetings).

Mark is going to get student feedback about this timebank from students.

Spring distribution of courses – better than usual (down 12 classes in MWF 10:30 and up several in the 8:00 times)

David Harvey wants us to have a plan to better distribute courses across the timebanks in a more organized way.

Next meeting on October 29

MAO minutes: 10/29/12

Present: Brian Howard, Jeff Dunn, Jen Adams, Mark Fadel, Nick Hebebrand, Tom Ball, Mark McCoy, Tiffany Hebb, Ken Kirkpatrick, Cheira Belguellaoui

1. Approval of October 8, 2012 Minutes: approved
2. Volunteer to take today's minutes: Cheira Belguellaoui
3. New course/course change/major change proposals
 - a. KINS 230: Scientific Principles of Conditioning (new course)
 - Request a regular course number; not a required course
 - Approved
 - b. UNIV 191: Campus Topics (new course)
 - Campus event course; Ken is suggesting a one-course limit and will provide the language for it at a later date
 - Approved
 - c. ENG 110/115: Writing Seminar for Non-Native Speakers of English I/II (clarification)
 - Michael Sinowitz proposed the following rewording to clarify the courses requirements: "Students placed in ENG110 in the Fall Semester will be expected to take ENG 115 in the Spring"; CAP confirmed that this is a clarification which does not need to be voted on at the faculty meeting.
 - Approved
 - d. Status of Ed Studies proposals
 - Per MAO Chair, Ed Studies will discuss the questions sent forward by MAO and will respond at a later date.
4. Advising Committee Membership
 - Handbook language: MAO Chair received positive feedback from current advising committee on the proposed language revision made for the handbook;
 - MAO will announce this change to the handbook language at the November faculty meeting in order for faculty to vote on it in December.
5. Registration System update (Ken)
 - Ken provided information on new proposed registration procedures (see handout). Some changes include "Advising Confirmation Code" and the "Course Detail" button ("Course Watch Cycle");
 - Potential issues with the "Enrollment Cycle" (ex: conflicts with requests). Matter will be addressed by the IT/development team;
 - Ken discussed the matter of "wait lists" with department chairs (automated system needs to be adjusted to reflect accurate wait list);
 - Ken will present these updates to students on 10/30 (Olin auditorium);
 - Mark Fadel asked about options such as "Pass/Fail" or "Audit" - Ken will give it further consideration.

6. Timebanks

a. Monday/Wednesday evenings? Feedback from students: while a good number of students would not take evening classes, others are not opposed to the idea.

- MAO approved

b. 8:00 am? Discussion postponed to next meeting (11/12)

7. Old business: none

8. New business: none

9. Announcements: Next meeting November 12

10. Adjournment – 5:10pm

MAO minutes: 11/12/12

Present: Brian Howard, Jen Adams, Mark Fadel, Nick Hebebrand, Tom Ball, Mark McCoy, Tiffany Hebb, Ken Kirkpatrick, Cheira Belguellaoui, Pedar Foss

1. Approval of October 29, 2012 Minutes: approved
2. Volunteer to take today's minutes: Jen Adams
3. New course/course change/major change proposals
 - a. KINS 409: Biomechanics
 - i. Change from 400 to 300 level course (to 309)
 - ii. Rationale: don't need to have human anatomy prior to this course
 - iii. Approved by vote
 - b. KINS 366: Musculoskeletal Pathomechanics.
 - i. Change in title and course description
 - ii. Approved
 - c. KINS 420: Environmental Physiology (1 credit)
 - i. Has been offered as topics and FYS classes
 - ii. Will require prereq
 - iii. Changes in major/minor have been sent to CAPP, but this can be considered b/c it will be proposed either way.
 - iv. Approved
 - d. KINS 410:
 - i. Has been offered 2x as topics course
 - ii. Will require prereq – but two are listed on application, 354 (which itself has 254 as prereq). Prereqs will be offered every semester.
 - iii. Approved
4. Course Registration – Ken Kirkpatrick reports
 - a. Presentation to students was successful and they reacted positively in general
 - b. Timeline? What feedback must be gathered to start forward?
 - i. Must get with IT to design (timing will depend on them)
 - ii. Doesn't need passing, MAO will be advisory group
 - iii. Chairs have been consulted
 - iv. Question: window-opening times (successive days for different classes, then staggered alphabetically) – will the “open time” close”? According to Ken, they will likely stay open once their open time passes.
 - v. Many small details can be worked out with IT (including notifications of openings, wait-list details, spacs versus eligibility codes, etc)
 - vi. Advisory approval granted from MAO

5. Time Bank Question
 - a. Two emails from J Benedix and J Pope again requesting MWF 8:00 AM courses instead of 8:10
 - b. Students have mixed opinions.
 - c. Perceived benefit is a full lunch hour to have meetings – will allow for 50 minute rather than 40 minute meetings. It may be a noticeable effect.
 - d. Approved for FALL 2013

6. Old business: none
7. New business: none
8. Announcements: Next meeting November 26
9. Adjournment – 4:55pm

MAO Minutes: 11/26/12

Present: Mark McCoy, Mark Fadel, Jen Adams, Brian Howard, Nick Hebebrand, Tom Ball, Ken Kirkpatrick, Cheira Belguellaoui, Jeff Dunn

Volunteer

1. Approval of Nov. 12, 2012 Minutes: Approved.
2. Volunteer to take today's minutes: Jeff Dunn.
3. Revisions to Art History Major.
 - a. Some cognate classes have been changed from proposal in Spring 2012. In particular, CLST courses which had been removed are included again.
 - b. Slight change of wording to 300/400 requirement to make it more explicit what is required of students.
 - c. Instead of requiring one pre-Renaissance course, a new requirement to take one course from each of Group A (European Art before 1500), B (European and American Art after 1500), and C (Asian Art). The minor is changed in a similar way.
 - d. Discussed how leaves will be handled when a course in Group A, B, and C is not available. (in rationale, the department notes that students will be advised ahead of time about leaves).
 - e. Change to major approved.
4. New course proposals.
 - a. Art History ARTH 260: Time/Space/Memory
 - i. Doesn't seem the new course can work for minor given new minor requirements.
 - ii. New course approved.
5. SoM has voted to change their participation in FYS program. Instead of ENG 130, SoM students will take a FYS from the CLA. SoM students will still be required to take MUS 130 (which used to be in place of a CLA FYS). SoM will be offering three FYS (open to SoM or CLA students) and SoM students will be able to take any FYS.
 - a. What changes must be made to the catalog?
 - i. MUS 130 is already included as degree requirement, so no change needed there.
 - ii. MUS 130 course description needs to be slightly changed to make it clear that it does not satisfy the FYS requirement.

- iii. The current ENG 130 requirement should be changed to FYS requirement.
 - iv. Something must be added to address transfer students with respect to the updated FYS requirement.
 - b. Does the faculty as a whole need to vote on this?
 - i. Probably not. ENG 130 is being switched to FYS. MUS 130 is still a requirement (but not as a FYS).
 - c. Will present to faculty as an announcement at next faculty meeting.
- 6. Tentative MAO meeting dates for Spring 2013.
 - a. January 28 (if needed)
 - b. February 11
 - c. February 25
 - d. March 11
 - e. April 1
 - f. April 15
 - g. April 29
- 7. Old Business: none.
- 8. New Business: none.
- 9. Announcements: next meeting is January 28 (if needed)
- 10. Adjournment: 4:35 pm.

MAO Minutes: 1/28/13

Present: Brian Howard, Ken Kirkpatrick, Nick Hebebrand, Mark Fadel, Tom Ball, Cheira Belguellaoui, Tiffany Hebb, Jeff Dunn

1. Approval of Nov. 26, 2012 Minutes.
2. Volunteer to take today's minutes: Jeff Dunn.
3. New class proposal: GEOS 117: Weather, Climate, and Climate Change. Approved.
4. Changes to prerequisites for ML 309, ML 314, ML 411, ML 412, ML 415, and ML 448. MAO was confused about some of the proposed changes; some seemed inconsistent with each other. Requesting clarification from Modern Languages.
5. Changes to prerequisites for S&A 410 and S&A 452. Changes approved.
6. Changes to the Literature major:
 - a. To convert the existing course, ENG 350: Writing in Literary Studies, to ENG 251: Writing in Literary Studies, which will serve as the WIM requirement for Literature majors.
 - b. To drop the current requirement to take two of three survey courses (ENG 281, ENG 282, ENG 283).
 - c. To drop the current requirement to take three courses in literature before 1830, and to require one course in literature before 1660, one course in literature between 1660 and 1900, and one course in literature from 1900 to the present.
 - d. To convert the existing course, ENG 155: Topics in Literary Study to ENG 255: Topics in Literary Study, which we will offer primarily, though not exclusively, as a W course.
 - e. To change the number of ENG 461: Seminar in Literature to ENG 451.

MAO discussed the changes, particularly the possibility of providing greater clarity about which courses satisfy which time period requirement. This can be difficult, however, because the same course number may focus on different periods, depending on how it is taught. Changes approved.

7. Next meeting on February 11.
8. Meeting Adjourned: 4:32 PM.

MAO Minutes: 2/11/13

Present: Brian Howard, Ken Kirkpatrick, Nick Hebebrand, Mark Fadel, Tom Ball, Jeff Dunn

1. Approval of Jan 28, 2013 Minutes.
2. Volunteer to take today's minutes: Jennifer Adams.
3. Changes to prerequisites for German: GER 309; 314; 411; 412; 415; 448 (All need to include "with permission of instructor"). All changes approved.
4. New Course Proposal: SOC 240 Pro-Seminar in Anthropology and Sociology, 0.25 credit.
 - a. Also adding this as a requirement to the majors in Anth and Soc. Some confusion noted regarding the SOC designation (but will also count and b required for ANTH).
 - b. Concern: Logistically, the course description is written for MAO and needs to be rewritten for the correct audience?
 - c. Concern: Clarification, do we need explicitly limit the # of times that it can be taken (1)?
 - d. Sent back for new course description.
5. Examinations in Courses (Ken): Addition to examination policy about conflicts between evening exams and courses for the University Handbook
 - a. Addition deals directly with Examinations Held Outside the Scheduled Class Period (we didn't have a policy for this)
 - b. Proposed language: *"Examinations Held Outside the Scheduled Class Period. Instructors may hold examinations outside the course's regularly scheduled time but should follow these guidelines:*
 - i. *"Add a course footnote to the Schedule of Classes, listing that says the course will have examinations outside the scheduled class period.*
 - ii. *"Announce the dates and times for the examinations on the course syllabus and during the first day of class.*
 - iii. *"Provide an alternative testing time and date for students who have a conflict with antoehr course and consider alternative testing times for students who have conflicts with approved extracurricular activities (see Conflict Between Class and Extracurricular Activities)."*

6. Next meeting on February 25.

7. Meeting Adjourned: 4:44 PM.

MAO Minutes: 2/25/13

Present: Brian Howard, Ken Kirkpatrick, Tiffany Hebb, Mark Fadel, Tom Ball, Pedar Foss, Mark McCoy, Jeff Dunn, Cheira Belguellaoui

1. Volunteer to take today's minutes: Tiffany Hebb.
2. Unanimous approval of Feb 11, 2013 Minutes.
3. New Course Proposal: SOC 240 Pro-Seminar in Anthropology and Sociology, 0.25 credit.
 - In order to demonstrate the ways that sociology and anthropology overlap, intersect and inform one another, faculty members in both disciplines will formally present current research projects to student majors. Students are required to complete reflective writing assignments that synthesize and connect presentations. Mandatory attendance at every talk is required. No prerequisites needed. Course can only be taken once, preferably before senior seminar.
 - Limited to taking the course a single time.
 - Adding an ANTH250 option to be cross-listed for anthropology majors – same course
 - Will be a prerequisite for the senior seminars in each major (SOC410 and ANTH452) – approved the change to the major.
 - We approved it with the amendment of removing the statement about “Mandatory attendance at every talk is required” – this doesn't belong in the course description.
4. New Course Proposal: SOC 242: Medical Sociology, 1 credit
 - Approved
5. Course change – HIST 281: History of the Black Atlantic
 - Title change from “Africa and the Black Diaspora”
 - Change from Arts & Humanities credit to a Social Sciences credit
 - Question – this is cross-listed in Black Studies – do these changes also apply to that version?
 - We approved it.
6. Change to requirements for Management Fellows
 - Comes from the Management Fellows Steering Committee
 - Not sure that this requires our approval
 - Requesting from them:
 - A rationale for the changes
 - An explanation of how they selected the group C options
 - An explanation of the inclusion of UNIV390 as a substitute for PHIL233/PHIL230 – very different courses

7. Examination policy – Adding something to the academic handbook policy for scheduling exams outside class time – wording below:

Examinations Held Outside the Scheduled Class Period. Instructors may hold examinations outside the course's regularly scheduled time but should follow these guidelines:

- Add a course footnote to the Schedule of Classes listing that says the course will have examinations outside the scheduled class period. (and note weekday and time of exam).
- Announce the dates and times for the examinations on the course syllabus and during the first day of class.
- Provide an alternative testing time and date for students who have a conflict with another course.
- Consider an alternative testing time for students who have conflicts with approved extracurricular activities (see Conflict Between Class and Extracurricular Activities).

- Also, add a note to section on out-of-class activities to note this as distinct from that policy.

- Also, edited section in introduction to Examinations in Courses for both faculty and student handbooks to ask that prompts for papers and projects due in the last five days of class be provided well in advance (and two weeks prior to the due date). Ken is working on the exact wording, but we approved the general changes.

8. Next meeting on April 1.

9. Meeting Adjourned: 5:10 PM.

Committee on Management of Academic Operations

Agenda: March 11, 2013

1. Call to order
Brian Howard, Ken Kirkpatrick, Tiffany Hebb, Nick Hebebrand, Mark Fadel, Tom Ball, Cheira Belguellaoui, Jeff Dunn,
2. Volunteer to take today's minutes
3. Approval of February 25, 2013 Minutes
Minutes approved unanimously
4. New course/course change/major change proposals
 - a. https://my.depauw.edu/e/reg/course_proposal/mao_login.asp
 - b. New course:
PHIL 001 Ethics Debate Teams, 0-0.5 credit
Have been giving credit in roundabout way as independent study. Other "co-curricular" activities doing similar things and get 0 credit for them, e.g. WGRE, Midwest Review, recital attendance, editors of DePauw, etc.
Currently there is no limit on the number of semesters for which student can get credit.
Questions for Marcia:
How many times can it be taken for credit? Should it get credit multiple times or does it make sense to get credit only once?
This raises larger question of what experiential things should get credit – perhaps for Pedar.
 - c. Change of Distribution area:
HIST 256 African Cultures, from AH to SS
Change approved unanimously.
 - d. Communications and Theatre capstone language (see attachment)
Brian sent questions to Andrew, but has not had a response to those questions yet. Tabled until we get more information.
5. Change to course requirements for Management Fellows (see attachment)
UNIV 390 taken out of proposal.
Grp C: Was amended to address our concerns. Added statement that any other course that has a major intercultural/global understanding will be considered on a case by case basis.

Gary also responded to Brian RE some of the rationale for the proposed changes.

Vote to give “stamp of approval” was unanimous.

6. Examination scheduling policy – Ken

Feedback from Andrew Hayes:

1. Allowing faculty to schedule exams outside of class, if it wasn't already a written policy should we be voting on that?
2. He's not sure that “consider” is the right phrasing for this, but that the statement should be stronger that the faculty must provide an alternative exam time when conflicts occur.
3. The policy should be more comprehensive and the discussion should include activities other than exams scheduled outside of class.

Do we want to amend our proposal ahead of time to address some of these issues or leave it to be discussed at the faculty meeting?

Look over the language in the examination policy to see if there are amendments we can make to the proposal at the next meeting on April 1 before this goes before the faculty on the April 8th.

7. Announcements: Next meeting April 1; remaining meetings are tentatively April 15 and April 29.
8. Adjournment

Committee on Management of Academic Operations

Agenda: April 1, 2013

1. Call to order
Jeff Dunn, Tom Ball, Nick Hebebrand, Ken Kirkpatrick, Brian Howard, Kelly Hall (for Pedar Foss), Mark McCoy, Mark Fadel
2. Volunteer to take today's minutes
Mark Fadel
3. Approval of March 11, 2013 Minutes
Minutes approved unanimously
4. New course/course change/major change proposals
 - a. https://my.depauw.edu/e/reg/course_proposal/mao_login.asp
 - b. New courses:
 - ECON 415 Labor Economics**, 1 credit
Passed unanimously

 - ECON 465 Health Economics**, 1 credit
Passed unanimously

 - PHIL 001 Ethics Debate Teams**, 0 credit
 - PHIL ???**, 0.5 credit

Brian: Either they can go on with current process of signing up for independent study or submit this as a new course

Which experiential courses like this should receive credit?

Like the Compton Cneter: ½ credit tutor training first then continue working as tutor, repeat credit semester after semester

Vote for 0 credit: approved unanimously

Brian will tell Marcia they can continue offering variable credit independent study
 - c. Change of Title and Description:
 - ARTH 310 Painting & Presence: Image Theory in Medieval Art**

Was offered but changing topics of study in the course

Has not been taught recently – concern for staffing of the course

Ken believes staffing will not be an issue for the Art History department

Will be offered as a Writing in Major (WIM) requirement

Change approved unanimously

COMM 491 Projects in Communication (add section M. Senior Capstone Thesis or Project)

Adding this course as another section of Senior Capstone Thesis or Project

Approved in junction with capstone language changes

d. Communications and Theatre capstone language (see attachment)

Changes:

1. Change from “encouraged” to “required” in terms of taking the listed 300 level courses before the senior seminar
2. Students must receive a minimum grade of C- on the thesis or artistic project
3. COMM 491: independent thesis or project course requested; instead of taking senior seminar, you can satisfy that same requirement with a capstone thesis or project

Used to encourage students to take one of the 300 level courses that prepare them for the senior seminar – they are now requesting to require students to take one of the 300 level courses

Course requirements are same

Might change the order the student would take courses in by requiring students to take one of the list 300 level courses

Vote as a package of changes passed unanimously

5. Examination scheduling policy – Ken

These are to bring light to something that already exists – providing exams outside of class

Ken made a list of rationale for adding this policy to the handbook

- @ symbol has been used to identify courses that provide exams at night
- Assumption that common sense prevailed in resolving conflicts with exams outside of class
- Policy would only pertain to exams
- Instructor has authority to schedule exams outside of class

- Terminology conflict between extracurricular and co-curricular and the list of academically approved extracurricular activities

We will be withdrawing this motion at the faculty meeting

Should we allow evening exams? Where do we begin this discussion?

Necessity to define co-curricular activities versus extracurricular activities first then discussing the specifics of the proposal

We decided to keep the changes regarding providing prompts and assignments two weeks prior to the due date around final exam time BUT we will be withdrawing the policy addition

6. Announcements: Next meeting April 15; remaining meeting is tentatively April 29.
7. Adjournment