

MAO 9/1/14

Approval of minutes from last meeting.

Introduction of members present:

Jen Adams, Dave Berque, Kevin Kinney, Jamie Stockton, Courtney Cosby (student), Alex Puga, Lori Miles, Ken Kirkpatrick, Jeff Gropp

One additional student rep will be appointed.

1. Course proposals and changes: list of previously approved Extended Studies courses, this stage assigns course numbers to the various ES opportunities. Variable credit for curricular on-campus and off-campus courses, short-term internships, independent projects (student proposed), faculty-led project (summer research projects).

*Discussion:* the difference between internship and 'project' during extended term versus semester term. Some short-term internships have been more "shadowing" experiences; observational, where the product is not the main focus. Independent projects are more product-focused. Faculty-led projects do not prescribe length or duration or timing. SRF would have a means for them to get ES studies credit. This will not affect students' ability to be paid since many internships for credit are already also paid. Primary benefit would be to make sure students are being properly credit for their work on their transcript. It makes little sense to offer credit for extended term internships but not for primary term internships or summer internships.

These courses may have a "UNIV" designation, available to all departments. General courses can be listed as UNIV, but departments can elect to offer them with their departmentally-specific designation. These department-specific offerings are being added as needed by the registrar to keep the catalog from getting cluttered. All ES offerings may be accompanied by specific course descriptions provided by the instructor.

UNIV 297 is for longer internships and is already in the catalog.

WT term is available on SOC. About 2/3 of the ES courses listed at this point are curricular, with more expected in the next two weeks, particularly following the 9/10 deadline for new ES course proposals.

Need to clarify standard formatting for (.5) versus (0.5). Format chosen= (0.5).

2. UNIV (5) courses approved.

3. New course from ML, practicum for language development assistants (LDAs). EXP courses only need Chair of MAO and Ken's approval, though this will be presented at the next faculty meeting.
4. ML LDA course approved.
5. Changes to BIO major. In the past, a sequence of four intro courses, then three, now two. Proposed number of electives would move from 6.5 to 7.5, allowing the department to preserve 3-300/400 level courses. Changing the intro sequence, teaching intro courses with labs, and constraining the path a student would take in their upper level course work were all cited as reasons for this change. All students must take one course from each area for breadth, but will be allowed to focus with increased 'electives' at the upper levels. Allied courses will stay the same. These curricular revisions are similar to Computer Science studies. This comes before MAO because these are changes to an existing major, not a new major.
6. Announcement: When major changes are submitted for faculty approval, MAO should submit "old" and "new" as opposed to strike-through editions.
7. BIO changes approved.
8. MAO will review the curricular course submissions for winter term ES. These are due 9/10, MAO will meet to approve/deny on 9/15. Suggestion for getting access to these proposals as soon as possible through google docs is approved. Reminder that CEL reviews "co-curricular" courses.
9. Internal proposal for considering attendance expectations; often moved from SLAAC, MAO, then to Dean. Suggestion to assemble committee representatives to resolve this issue for both extra-curricular activities and co-curricular activities. Suggestion to request Chair of each committee or Chair-appointed member to serve on this new committee. For example, there are policies about athletes missing class, but none for other extra-curricular activities.
10. Advising Committee; some question about MAO not monitoring AC and about the AC maintaining activity without a direct charge from MAO. Some concerns listed; that the handbook states that they be assembled as needed by MAO, that they have not been monitored by MAO, that they may not have been working by our charge but independently. Reports must be issued to MAO from each coordinating committee; MAO may more generally need to monitor these. Suggestion to check with Kelley Hall to see if there are issues this year, present them with a charge or disband them for the year, or ask them for a report. Agreed that there might be much to consider with changes to First Year Experience, but that in general MAO needs to instate a consistent reporting mechanism for coordinating committees. Suggestions: have a coordinating committee member present to MAO at the end of each semester with a summary, implement a mechanism for populating Advisory Committee, continue having Kelley Hall appoint members. Some MAO members concerned about asking an administrator to populate a committee designed to give that administrator advice. Most members agreed that MAO should populate the AC with four faculty members, KH to serve as Director of Advising, one MAO member, two student members.

11. Old business; we have not completed changes to handbook policy to clarify that work can not be assigned after the end of a primary term. DB or KK will draft language.
12. Old business: Satisfactory Academic Progress for Financial Aid and Academic Standing proposal before faculty on Monday. Language clarification for changes to term/semester for financial aid. Whole semester GPA matters for financial aid, but for advising, we may want to wait to see ES grade before officially suspending. The addition of extended terms, particularly in Semester I, may leave students with too little time for appeals and advising. Status terms will be provisional until Extended Studies is completed. Primary term will determine “provisional status” of suspension, allowing students time to appeal. All cases will be evaluated at the end of each ES term. Academic standing and financial aid should be aligned so the processes will be united for students
13. Old business: CAPP/MAO merger on hold until FGSC meets. No new information at this point.
14. New business: Handbook language issues; P/F “up to 8<sup>th</sup> week of semester”, cleaning up for “semester” and “term” language, any substantive changes when language was cleaned up referred to DB.
15. Chair of CAPP is interested in reviewing distribution requirements; MAO brought forth the proposal because at that time, President Casey gave many assignments and they were simply divided among the main committees. CAPP would now like to be the committee to complete that review. Impact for MAO might be that when the distributions were passed, implication was that distributions requirements would be met only by courses without a pre-requisite, something that hasn't borne out in practice. Reasons include not wanting to discourage students who are prepared to study at a more advanced level by forcing them into 100-level courses they may have tested out of, etc.
16. Question about making sure students understand the new semester credit system. KK is sending warnings to students currently registered above 4.0 courses to alert them of the new system of credit and that they can take co-curricular offerings during winter term to stay beneath the 4.5 semester enrollment limit.
17. Adjournment of meeting at 5:06.