

MAO Minutes
9/23/13

Present: Tiffany Hebb, Jen Adams, Olivia Flores, Katie Kondry, Mark McCoy, Kevin Kinney, Jeff Dunn, Ken Kirkpatrick, Dave Berque

1. Volunteer to take today's minutes: Jeff Dunn.
2. Reviewed the function of MAO and the bylaws.
3. Approval of April 29, 2013 minutes. Minutes approved.
4. New Course Proposals
 - a. ENG 396. Approved.
 - b. REL 354. Approved.
 - c. REL 352. Approved.
 - d. CSC 240. Approved.
 - e. REL 285. Approved.
 - f. REL 297. Approved.
 - g. REL 360. Approved.
 - h. REL 245. Approved. (This proposal was submitted as a course change, but was treated as a new course since the proposal explicitly stated that it was going to change REL 290, which is a topics course.)
 - i. GEOS 190. Approved.
 - j. HONR 422. Approved.

Note: There was a brief discussion about seeing enrollment data on new course proposal as a way of measuring interest in new courses, especially when they are converted from a Topics course.

5. Course Change Proposals
 - a. ML 171, 172, 271. (Title changes). Approved.
 - b. ML 371. (The course will be changed to allow more flexibility in topics.) Approved.
 - c. ML 375. (Can be repeated with different topics.) Approved.
 - d. ML 470. (Description change for continuity with other descriptions.) Approved.
 - e. REL 359. (Course number continuity.) Approved.
 - f. CSC 498. (Prerequisites for consistency with proposed changes to the major.) Approved.
6. New Major Requirements
 - a. Computer Science proposed change. Add ½ credit course CSC 240; reduced by 1 the required CSC classes at 300-400 level; new requirement for one allied courses

7. Update from Dean McCoy on upcoming changes in the School of Music.
 - a. Two atypical features of SoM grading/credit system:
 - i. No credits for recitals.
 - ii. No credits for ensembles.
 - b. Changing music business requires changes to course offerings.
 - c. Proposal will be to increase the number of courses required for graduating, but in tandem with increased credit for recitals/lessons/ensembles.
 - d. Add some 21CM courses that are related to music entrepreneurship and music business.
 - e. Potential impacts on CLA will be primarily related only to Music BA students.
 - f. Since there overlapping CAPP/MAO issues, we'll need some joint meetings with both committees.
8. Discussed a change to Biology AP credit. MAO does not need to approve this. Further changes to the Biology major may be forthcoming.
9. Coordinated Committees and Subcommittees.
 - a. Academic Technology Advisory is working on an electronic distraction policy.
10. Possible change to SPAC/waitlist policy. Once there is a waitlist, students need SPAC to enroll. If student doesn't enroll, then the class will be unfilled, even if further interest. If professors don't send out SPACs, then the same issue arises.
 - a. One proposal is to eliminate waitlists on the first day of classes.
 - b. Another proposal is to have SPACs that expire after a time limit. This would require IT changes.
 - c. MAO needs to write a proposal for how this issue is handled.
 - d. MAO will talk with Carol Smith (CIO) at October meeting about plans for updating registration system so that MAO proposals fit with this.
11. Old Business:
 - a. Update from Ken Kirkpatrick about direct registration system. Switch from current system will take longer than imagined last year.
 - b. Update from Tiffany Hebb about MAO's discussion concerning conflicts between courses and co-curricular/extracurricular events.
 - i. Co-curricular activities on advising transcript are roughly those things done under the supervision of a faculty/staff member at DePauw. Advising transcripts, however, are for advising purposes, not for defining the category.
 - ii. Not clear which committee would broach the larger issue of defining 'co-curricular'. This issue will be taken to FGSC.

12. Next meeting: October 28, 4:00 pm.

13. Adjournment: 5:23

MAO Meeting

Oct. 28, 2013

Present: Hebb, Dunne, Berque, Kinney, McCoy, Adams, Kondry, Kirkpatrick

1. Registration System (Adam Hughes, Carol Smith)

Adam and Carol discussed an enhancement to the course registration system. Faculty will be able to issue SPACs with a "use by" date. This will help to address the problem of students holding onto SPACs during the course request period and not using them.

Ken mentioned the possibility of moving to a summer orientation for new students that features live, direct course registration.

2. Courses

A. New Courses: GEOS 300, Writing in the Geosciences (.5 credit)

B. Course Changes

SOC 315, Sociology of Madness. Renumbered from SOC 219.

BIO 156, Advanced Placement in Biology. AP credit for this course rather than BIO 135.

Does not count toward major.

3. Committee updates

ATAC has met twice and is discussion an electronic disruption policy

4. Fall break aligning with Greencastle schools. Tiffany reported on faculty complaints that DePauw's fall break did not align with the Putnam County school's break. DePauw's calendar is set four years in advance and the Putnam County schools have only recently moved to a week-long fall break. So far as we know, there is no formula yet for setting that break. Tiffany will check with a contact in the schools to see what their scheduling process is.

5. Timebank and course scheduling. Ken reported on problems with course scheduling for Spring 2014 and distributed a chart showing the percentage of classes meeting at various times. The main problem was the number of courses scheduled in the 2:20-3:50 MW timebank, which conflicts with the 1:40-2:40 MWF and 2:50-3:50 timebanks. The chart also shows a bunching up of classes around the middle of the day. VPAA Larry Stimpert has asked MAO and the Registrar to consider ways of more evenly distributing classes. Ken has suggested three possibilities for discussion:

1. Eliminate the 8:20-9:50 MW and 2:20-3:50 MW timebanks.
2. Provide departments with a template schedule that distributes courses through the timebanks, taking into account department constraints (e.g., the need to offer lab courses). Departments would enter courses and instructors into this template schedule.

3. Institute a requirement that each faculty member offer a specified number of courses in the 8 o'clock timebanks.

6. Merging MAO and CAPP. Tiffany mentioned the discussions in the Faculty Governance Steering Committee about merging MAO and CAPP into one curriculum committee.

**Committee on Management of Academic Operations
Minutes
November 11, 2013**

Present: Tiffany Hebb, Jeff Dunne, Dave Berque, Kevin Kinney, Jennifer Adams, Mark McCoy, Ken Kirkpatrick, Cheira Belguellaoui, Katie Kondry, Olivia Flores

1. Minutes from Oct 28, 2013 Approved
2. Old Business
 - a. Conflicts with Extracurricular Activities: issues are emerging about conflicts between athlete participation and course requirements and these discussions are ongoing. Furthermore, there are ongoing conflicts between “required” exams or assignments outside of class times.
 - i. (Extra Curricular Policy and the Exams Policy are both implicated).
 - ii. MAO will review the Exam Policy next meeting
 - b. Scheduling concerns / time banks
 - i. Ongoing discussion about time bank changes
 1. Eliminate MW 8:20-9:50 & 2:20-3:50 timebanks
 2. Provide departments with a template schedule that distributes courses through timebanks
 3. Personnel change requiring 8AM teaching occasionally
 - ii. Topics of discussion:
 1. Question: Who would create the model for proposal #2
 2. Is it a perennial conversation? Will our changes make a difference?
 3. Proposal 1 is a minor change/2 & 3 are cultural changes so we need to really consider what the goal is! What is the real problem? (Is it lack of rooms? Student options due to overlaps?) We need to really understand the problems prior to a change since this will be a touchy topic for faculty.
 4. What about opening up more evening classes? (Right now, we have a culture where most don't teach in PM)
 5. Issues of authority? Can we impose option 2 in terms of University Governance?
 - iii. Proposed Action(s):
 1. Ask Katie and Olivia to speak with students regarding conflicts
 2. Clarify what we CAN do (in terms of MAO power versus admin power)
 3. Continue the conversation; decisions need to be made in January so there is a little time to discuss.
 - c. Potential MAO/CAPP merger
 - i. Ongoing discussions regarding the potential of merging CAPP and MAO
 - ii. Changes would happen for next year (if proposed)
 - iii. What about doing co-chairs?
3. Adjournment
Next meeting: Monday 11/25/13 at 4:00 in Julian 203

**Committee on Management of Academic Operations
Minutes
November 25, 2013**

Present: Tiffany Hebb, Jeff Dunn, Dave Berque, Kevin Kinney, Ken Kirkpatrick, Olivia Flores.

Approval of minutes: Minutes from the November 11th, 2013 MAO meeting where approved.

Course approvals

MAO considered a proposal for a new course, Econ 405, Applied Regression for Economics and Management. The committee tentatively approved this course pending formal endorsement by the chair of Economics and Managements.

Exams and other out of class course events

Tiffany reported that the FGSC decided that an administrative decision needs to be made with regard to what is extra-curricular versus co-curricular activity. The FGSC has asked Dave Berque to work on this.

We decided to move forward with developing a policy related to exam (and similar) conflicts with other courses, rather than waiting for a decision on the definition of extra-curricular and co-curricular activities.

There was general agreement that we need strike a middle ground. On one hand, we don't want to codify too much. On the other hand, we don't want to leave things completely open to the discretion of individual faculty members as that might occasionally result in problematic positions.

After considerable discussion we arrived at the following principles:

If an event is listed in the SOC it can be required unconditionally.

If an event is not in the SOC it can be required but there has to be an alternative for those who have a conflict with other courses or other course related activities. If conflict between two courses or course related activities the faculty members should work together to resolve the conflict. If they are unable to do so, either faculty member or the student can ask the Dean of Academic Life to resolve the matter.

Audit of current SOC

MAO asked the Registrar to audit the current SOC to identify problematic footnotes such as "Course fee required" without details, or field trips that are required without being specific.

Potential CAPP/MAO merger

Tiffany reported that the FGSC has continued to discuss the possibility of a CAPP/MAO merger. Possible approaches include asking CAPP and MAO to meet together for a year while formally remaining as two committees, or merging formally and making a plan for transitioning membership. The two committees will meet jointly on January 27th to decide how to proceed.

Real-time registration

Ken and Dave described how a real-time registration system might work using the add/drop program

instead of the batch registration program. Committee members were interested in this idea, but also had questions about how it would work. Dave and Ken will put together a one page proposal explaining how this might work and will present the overview to MAO.

Announcements and adjournment

The final meeting of the fall semester will take place on Monday the 9th of December.

Meetings for the spring semester are scheduled as follows:

1/27/14

2/24/14

3/10/14

4/14/14

4/28/14

The meeting was adjourned.

Committee on Management of Academic Operations

Minutes: December 9, 2013

1. Present: Cheira Belguellaoui, Jeff Dunn, Dave Berque, Kevin Kinney, Katie Condry, Olivia Flores, Mark McCoy, Jen Adams, Tiffany Hebb
2. Tiffany volunteered to take today's minutes
3. November 25, 2013 minutes were approved
4. There were no new course/course change/major change proposals
5. Coordinated committees and subcommittees:
Advising – Jeff Dunn reported on the Advising Committee's discussions about "advising as teaching" – thinking about it as more related to teaching, and maybe having it count as teaching for personnel purposes. Questions they're discussing:
 - How to evaluate advisors
 - Could advising be part of the "teaching" part of promotion/tenure files?One issue brought up in our meeting – for untenured faculty, there are few "service" activities, but advising is one that counts and is eligible for early faculty.

Bring any questions or thoughts to Jeff Dunn – next meeting will be after the holidays.

6. Old Business
 - a. Exams outside of class

We discussed the draft document and made a few revisions. It's mostly ready to go before the faculty, but Mark McCoy wants to discuss it with School of Music faculty to make certain that it will work with their ensembles, which create their schedule after the semester begins.
 - b. Scheduling concerns / time

Olivia and Katie gave us feedback from students about concerns with scheduling

 - most students don't seem overly concerned about the couple of MW 90-minute time banks that are left
 - students were receptive to more 8:00 classes – they'd rather take the class they want, even if it is at 8:00 – content matters more
 - students were receptive to evening classes – would like two alternatives (one in day & one in evening)
 - students recognized that they might need to shift student-led activities back a bit if more evening classes were offered
 - students have trouble identifying the problems they hit with their scheduled time banks – not always happy with their schedules, but hard to clarify why
 - students not as big fans of 3-hour time banks

Since course requests seemed to work reasonably well for this fall, we decided to wait and see what the spring schedules look like to determine if the problems have largely been corrected, or if further action is needed.
 - c. Potential MAO/CAPP merger

We will be meeting on January 27 with CAPP to discuss the merger
Tiffany agreed to look at other Oberlin schools to see their structure

d. Real-time course registration for first year students

Dave updated us on this situation. Background:

- We eventually will probably bring in a 3rd party vendor and have a bigger solution
- In the meantime, we don't want to do a huge Info Services project that won't be permanent
- So maybe we use our Add/Drop system that already exists to do real-time registration for first-year students in the summer, but this system could be used for all students with a little more functionality

Dave shared a document with us, highlighting the way the system could work at its most basic level and with additional features.

Mark McCoy suggested that we do it seniors, juniors, sophomores, then first years – if we did Dave's system with 4 groups (instead of the arbitrary 8 used as an example in the document). We could do exclusions (like no seniors in half the sections of ECON100) or could allot certain numbers of spots for each grade level (so ECON100 might be 4 seniors, 8 juniors, 12 sophomores and 16 first years)

Olivia brought up issues related to pre-med & other health sciences students needing priority for classes

Kevin would like to be able to share the next round's document with the Bio department

7. Adjournment

8. Next meeting: Monday 1/27/2014 at 4:00 – location TBA

9. Spring meetings (all on Mondays at 4:00 p.m. in Julian 203, unless otherwise noted):

- a. 1/27/14 (joint meeting with CAPP)
- b. 2/10/14
- c. 2/24/14
- d. 3/10/14
- e. 4/14/14
- f. 4/28/14

Committee on Management of Academic Operations

Minutes: February 10, 2014

1. Present: Jeff Dunn, Dave Berque, Kevin Kinney, Katie Condry, Jen Adams, Tiffany Hebb
2. Jen A. volunteered to take today's minutes
3. December 9, 2013 minutes were approved
4. New course/course change/major change proposals
 - a. Film 420 (1 credit Independent Study in Film): Approved
 - b. Econ 385: Not approved
 - i. Concern about prerequisites (Is MATH 240 a prereq or is it crosslisted? Currently listed as both; additionally, some concerns about other prereq courses in Econ including MA240, which seemingly doesn't currently exist)
 - ii. Concern about Chair comments regarding an overlap with Econ 450.
 - c. BIO 101 (1 credit Molecules, Genes and Cells): Approved
 - d. BIO 102 (1 credit Evolution, Organisms, and Ecology): Approved
5. Coordinated committees and subcommittees:
 - a. Petitions Committee – Concern has been raised regarding consistency in decisions made by the Petitions Committee based on two anecdotal cases that appeared on the surface to be similar but received different decisions from the Committee. Tiffany Hebb will inquire about more details.
 - b. Advising –
 - i. Jeff Dunn reported on the Advising Committee's discussions about "advising as teaching" – thinking about it as more related to teaching
 1. Committee has researched other liberal arts colleges regarding their placement of advising (in teaching or in service) and found a blend.
 2. No real proposals emerging, but the committee feels that advising is more important than it is currently considered.
 3. J.D. also reported on conversations regarding capping #s of advisors. MAO raised several concerns about flexibility.
 4. Finally, a new conversation is beginning about restricting jr. faculty advising.
6. Old Business
 - a. Fall Break timing and Greencastle schools
 - i. Went to cabinet, but there is no way to rectify this situation and next year there will be a conflict between fall breaks again.
 - b. Time banks
 - i. Currently this conversation is ongoing, but MAO has no plans currently to discuss this issue ... it is ongoing
 - c. Real-time course registration for first year students - Update from Dave
 - i. The possibility of expiring SPACS is being addressed
 - ii. Still in a holding pattern, rethinking many elements
 - d. CAPP/MAO merger – what can we streamline?

7. New Business

- a. Notes from the Chairs meeting
- b. Tiffany Hebb went to the Chairs meeting to discuss concerns about
- c. Winter Term changes – impact on MAO
- d. New winter terms changes – there will be the option to create .5 credit courses, and the question was raised about getting approval for departments for such course for next WT2015 (which should technically be approved by our next meeting, but is impossible)
 1. Possible solutions:
 - a. Experimental offerings
 - b. Departments that have .5 topics classes can use this option
 2. What do we tell the faculty at this point?
 - a. Concerns
 - b. Experimental offerings for this year exclusively?
 - c. Should .5 topics courses be used for ES offerings? (concern raised because there is no oversight)
 - d. “MAO requests that faculty who wish to offer credit-based courses for WT 2015 to use the ‘experimental course’ designation.”
 - e. In order to propose an experimental course - just need course description, who is teaching it, and the impact on their workload

8. Adjournment

9. Next meeting: Monday 2/24/2014 at 4:00 – location TBA

MAO Meeting Minutes: 2/24/14

Present: Jen Adams, Tiffany Hebb, Jamie Stockton, Kevin Kinney, Mark McCoy, Cheira Belguellaoui, Jeff Dunn, Ken Kirkpatrick, Olivia Flores, Dave Berque

1. Jeff Dunn agreed to take minutes.
2. Minutes 2/10/14 approved.
3. New Courses/Course Changes/Major Change Proposals
 - a. New Course. PSY 281 (Cognitive Psych. w/ Lab): approved.
 - b. Major Change Proposal. PSY 281 added as a course that can fulfill the PSY major lab requirement.
 - c. New Course. ARTH 135 (East Asian Art Survey II): approved.
 - d. Course Change. ARTH 133 (East Asian Art Survey I; proposal is to distinguish it from recently approved ARTH 135): approved.
 - e. New Course. ECON 385 (Regression and Simulation for Economics and Management): approved.
 - f. New Course. ENG 397 (Irish Literature: Advanced Topics): approved.
 - g. Course Change. ENG 393 (Literature, Culture, and History; proposal is to merge existing ENG 394 and ENG 393 into one course): approved.
 - h. Course Change. HONR 192 (SRF Experience II; proposal is to allow variable credit so that if students complete their research project in a different semester than when they do the reading for HONR 192, the credit can be allocated in the semester when it was completed): approved.
 - i. Course Change. BIO 415 (Molecular Genetics and Genomics; change of title, prerequisites, and description): not voted on since prerequisites were not included in proposal.
4. Mark McCoy update on changes to 21st Century Musician Initiative (21CM). Some course changes and new course proposals forthcoming in light of this. We don't currently give credit for ensemble participation and no credit for Junior and Senior recitals. Proposal will be brought to give such things credit. Some classes will meet more often and receive more credit accordingly. Some 21CM courses will be added. Some courses will be eliminated (Piano Proficiency, Free electives). A further proposal will be brought to raise credits for graduation to 40. This sounds like a big increase, but is counterbalanced by the course changes.
 - a. Will need to change what full-time status is for a student.
 - b. Accreditation will not be needed from School of Music accrediting body since the change does not count as a substantive change. Will need to file with HLC.
5. Extended Studies

- a. Committee has been meeting for two weeks to discuss details of new Extended Studies program.
- b. Extended Studies credit will be applied to Fall term for courses taken in January and applied to the Spring term for courses taken in May.
- c. Courses will be submitted for the upcoming January term courses as experimental.
- d. Proposal to use consistent course-numbering for Extended Studies courses (similar to what we do with FYS).
- e. Questions raised about how to approve courses where the person who is doing the instruction is not a DePauw faculty member (like Ghost Ranch).
- f. Tiffany Hebb and Dave Berque asked members of MAO to provide feedback on proposals by Wednesday 2/26/14, but feedback at any time prior to the list of courses being published online is helpful.

6. Adjournment: 5:39 PM

7. Next Meeting: 3/10/14

MAO Minutes
March 10th, 2014

Attendees: Tiffany Hebb (chair), Dave Berque (recorder), Ken Kirkpatrick, Jamie Stockton, Jeff Dunn, Kevin Kinney, Cheira Belguellaoui, Mark McCoy, Olivia Flores, Katie Kondry.

1. The minutes from February 24th, 2014 were approved.

2. The new courses HONR 193 and HONR 194 (both for SRF) were approved. The proposed changes to HONR 291 and HONR 292 and MUS 320 were also approved.

3. Extended Studies Updates

Tiffany reported that she had asked faculty members to revise or clarify their proposed Extended Studies offerings whenever two or more members of MAO (including the chair) raised concerns about issues such as how students would be evaluated or how the faculty member's background aligned with course content.

Tiffany reported that one faculty member originally wanted to offer an Extended Studies course entirely pass/fail (students would be required to take the course pass/fail). However, the faculty member also wanted the course to count for major credit, which implies it must be taken for a grade. Therefore, the faculty member decided to offer for a grade. However, MAO may need to discuss the pass/fail issue more in the future.

Tiffany reported that 25 Extended Studies proposals came to MAO. Of these, 17 have been fully approved. An additional 2 have administrative staffing issues pending. Finally, there are approximately 6 more proposals in the approval pipeline (some of these are for May term 2015).

Dave reported that the Extended Studies implementation team is discussing whether students should apply for off campus courses or whether students should simply be able to enroll in the courses. [Note: Subsequent to the MAO meeting, the Extended Studies Implementation Team decided that students would indeed apply for ES courses.

Tiffany reported that the call for proposals for on-campus courses has gone out. Proposals are due on April 7th and MAO will review them on April 14th.

We confirmed that the Registrar will assign a number between 183 and 189 for Extended Studies courses (for example all trips will have same number, etc.) If a faculty member or department wants a specific number they may request one.

4. Exams outside of class time.

Mark provided background about how music ensembles and opera course work. This background helped MAO to understand why it is often impossible to know how many music ensemble performances will be needed until the instructor knows how many students sign up for the course and how the class progresses. Similarly, it is possible that the opera class might need extra rehearsals depending on how the group is doing.

Based on this, MAO discussed refinements to the class conflict policy that we plan to bring to the faculty. After considerable discussion, we agreed on the following:

Whenever possible out of class requirements should be specified in the syllabus and/or the schedule of classes and the faculty member should provide options, or an alternative time, for students who have another class obligation scheduled at the same time. If there is conflict between two course-related activities, the faculty members should resolve it. The Dean of Academic Life will be responsible for the resolution, if an agreement is not reached.

We will put this language on the April faculty meeting agenda.

5. Ken shared a proposal to replace the current “Academic Standing” system with a “Satisfactory Academic Progress” system. The primary purpose of the proposed change is to bring the Academic Standing system and Financial Aid system into alignment so students do not have to engage in two processes.

The new system would focus more on the pace at which a student is acquiring credits, and the cumulative GPA, as opposed to focusing on the most recent semester GPA. Ken walked through the proposed process to show how it works.

Ken estimates that we would probably have 15 or 20 students on probation with the new system as compared to perhaps 75 in the current system. We will discuss this revised policy at the next MAO meeting. If approved, we would update the Student Handbook and the Academic Handbook with the new policy. We would probably also want to add a member of the Financial Aid Office to the Academic Standing Committee.

6. Our next meeting is scheduled for April 14th.

MAO Minutes
April 14, 2014

Attendees: Tiffany Hebb (chair), Olivia Flores (recorder), Dave Berque, Jamie Stockton, Katie Kondry (student), Jeff Dunn, Kevin Kinney, Cheira Belguellaoui. Mark McCoy

1. The minutes from March 10, 2014 were approved.
2. The new courses MUS 288, MATH340, HIST 190, GEOS 290, and GEOS 390 were approved.
3. Changes to current courses
 - a. Class identification were passed for PHY* 310, 320, 330, 360 moving from topics to regular course credit class in preparation for astronomy minor

*Discussion followed concerning whether there was implied teacher compensation for independent studies, concerning PHY 190 and PHY 290. Tiffany agreed to follow up on this.

b. Changes to Film 430 were approved: gives students one credit for the final two semester project but wish to move to $\frac{1}{4}$ credit for the fall semester and a full 1 credit in the spring. The committee recommended that they focus on advising so as not to cause students to accidentally overload.

c. Women's Studies program name change to "Women's, Gender, and Sexuality Studies" was passed on to CAPP due to Nov. 2010 precedent concerning another name change. Yet, the committee voted to endorse the change.

d. Biology prerequisites changes approved to align pre-requisites with course numbers:

- Any course that requires Bio 215 - the prereq should be Bio 215 or Bio 101
- Any course that requires Bio 145 - the prereq should be Bio 145 or Bio 102
- Any course that requires Bio 135, 145 and 215 - the prereqs should be Bio 135, 145 and 215 or Bio 101 and 102.

e. Physics major changes to decreasing the amount of 300 or 400 level required courses to three and half so that students can complete the requirements for the major were approved.

3. Extended Studies credit-based course proposals

a. Committee used new google form method so members could provide feedback prior to today's MAO meeting about the extended study proposals

b. On-campus course proposals passed:

- i. **Energy and Infrared Light (Caraher)**
(no concerns)
- ii. **Nonprofits and Global Health (Crary)**
(no concerns)
- iii. **Developing Ceramic Surfaces (Brickell)**
(no concerns; awaiting dept chair approval)
- iv. **Statics (Brooks)**
(too brief of a description – students might appreciate more info)
- v. **Literary Macroanalysis (Brown)**
(how will this be assessed?)
- vi. **Zero Waste and the Ethics of Stuff (Everett/Pope)**
(hiring min. of enrollment expected; mention need to consider assessment)
- vii. **Renaissance Culture and Combat: Fights for Living Dead in Denmark (Hayes)**
(will need to make the connection to the play explicit)
- viii. **Archaeology Field School (Marshall – MAY TERM)**
(administratively approved)
- ix. **Radio Management and Programming (McCall)**
(no concerns)
- x. **Existentialism, Film & Literature (Shannon)**
(counting toward major? Prerequisite clarification needed)
- xi. **DePauw Opera (Smith)**
(no concerns)
- xii. **Inhabiting Dramatic Literature (White)**
(no concerns)

(Note: no proposal received for off campus musical touring)

5. Dean McCoy would love to bring guests in order to explain SOM changes. Changes will need to go to CAPP as well because it involves courses and programs. He is asking for endorsement from MAO. Summary will be sent to Hebb and presentation will be on agenda for the next meeting

6. Old Business

- A. Real-Time Registration Summer 2014 (Berque)
 - a. Will not be real-time this time summer
 - b. This system:
 - i. Give them information about RA, mentor, faculty member, and seminar
 - ii. Will register for their seminar early (no other classes) because advising has been unequal due to who is able to come to on campus sessions possibly as early as mid-May
 - iii. August-simple registration process will begin after they have had a chance to receive advising
 - iv. Pre-med and Pre-law advising will be available as well

7. Adjustment Period (1 week) too long? Requesting more research from brother/sister schools. The committee decided that no action is needed.

8. New Business for next meeting

- a. Nothing in the handbook about teachers assigning work after exams were given
- b. Include provision that allows extensions for medical/emergency situations

Last meeting: April 28th, 2014
Invite new members and leaders

9. Adjournment