Minutes:

1. Approval of the agenda
   Motion: Alexander, 2nd Halim
   Approved

2. Approval of 1/8/18 draft minutes
   Motion to approve with edits: Alexander, 2nd Halim
   4a & 4b (page 2) add for clarity 'Senate Chair' Mark Karplus
   Approved

3. Reports
   a. Report of the Chair
      Writing Skills Committee convened this morning, Chair elected. Request made to former Chair, Barrett, to review Curriculog to double-check if there is any courses that need to be reviewed.

   b. Report of the Presidential Appointee
      There are a few Certificates pending in Curriculog, otherwise, degrees and minors have been vetted and approved for semester conversion.

   c. Report of Semester Conversion
      Glen Perry reported that there is a SC countdown clock on University homepage (counting down to Day 1 of Fall 18’ semester)

4. Approval of Eileen Barrett on GE Subcommittee
   Motion to replace Luz Calvo while on sabbatical: Alexander, 2nd Halim
   Approved

5. Information items:
   Motion to approve as a bundle of a(i),(ii),(iii): Alexander, 2nd Halim
   Approved
   a. Discontinuance requests for Fall 2018 (to be reviewed by CAPR on 1/18/18):
i. **BS Environmental Science** (Environmental Systems and Resource Management Option, Life Science Option, Physical Science option)

ii. **BS Mathematics** (Applied Mathematics Option, Mathematics Teaching Option, Pure Mathematics Option)

iii. **MS Mathematics** (Applied Mathematics Option, Mathematics Teaching Option, Pure Mathematics Option)

6. Business items:
   a. **Letter** regarding the Grade Forgiveness Policy
   Pres. Appointee Watnick reviewed the letter in detail. There are concerns on how to administer this policy in the best interest of the students. Request to modify the proposal as follows:
   Students, repeating a course, would only be able to register during or after Open Registration. Question: is there unforeseen impacts to be concerned with?

   Barrett stated that exceptions will remain the Dept. Chairs purview.

   Fleming: Example.. Chemistry dept. (for Freshman level) manages enrollment with class-size as necessary..

   Repeatability is an issue with certain courses (especially, Sciences and Math)

   Explicit language to provide clarity on the policy (e.g. specifics to eligibility to register for a course).

   Perry: Highlighted a current concern; the current policy is not programmable [yet], thus regardless if a change is approved or not, Semester Conversion team, as of today, does not have a solution[yet].

   **Motion to accept the language w/ revisions as discussed:** Alexander, 2nd Halim
   Approved

   b. **Letter** regarding the Curricular Procedures Manual and curricular timelines

   Review of the background on Manual as it pertains to CIC. Most of the issues that are brought forward in the attached Letter are timely as it pertains to Semester Conversion. Timelines need to be reviewed for 2019 Catalog. Due dates set, etc.
   - **Curricular Timeline SC Memo** reviewed
     - Internal deadlines proposed to allow APS sufficient to move along for CO approvals as well as internal review.
     - For clarity, the proposed deadlines should be effectively known as deadlines for Colleges to submit all requirements to APS. [not a CO deadlines, but rather an internal deadline]
○ If a deadline is missed, it will be too late for Catalog copy, but could still be offered as an approved exception.

Recommendations include:

- Add language that notates ‘College-specific deadlines may apply’.
- Edit language to include ‘revised’ GE
- Watnick: Recommends that a ‘blanket’ number be applied to ‘Selected Topics in X’. (to be reviewed later)

**Motion to approve** Timeline document w/ revisions: Alexander, 2nd Halim

Approved

**Revised Curricular Timeline** provided by APS [via email from Sarah Aubert]

**Course Classification System** *(referenced)*
**Course Number Descriptions** *(referenced)*

Watnick explains the complexities of classification system not necessarily matching the course due to class size restrictions and/or intent. Perhaps a resolution could be recognizing that the system and descriptions as listed are to be used as a ‘Guideline’ not law.

The immediacy is focused on the C3 debate as ‘caps’ are currently set by the documents.

Arnab, Mitch and Marlin, Gwyan have graciously volunteered to sit on a working group to review the Curricular Procedures Manual with specific eye on C3 issue.

**Motion to set up a working group to review and recommend to CIC:** Alexander, 2nd Halim

Approved

7. Adjournment 3:47pm