Call to Order
The meeting was called to order at 3:05 p.m.

Approval of the agenda/Approval of the November 24, 2014 minutes
The agenda was approved unanimously as presented.
The November 24, 2014 minutes were approved unanimously as presented.

Chair Report/Announcements: No report.

Reports from Councils
Graduate Council (Wiegand)
The Council is reviewing language for the current graduate endorsement documentation procedures. The Council also discussed an interdisciplinary doctoral degree proposal.
Liberal Arts Council (Fitzpatrick): No report.
Professional Education Council: No report.
Undergraduate Council: No report.

Special Reports

Unfinished Business
Part 4 Teaching Responsibilities (2-3-402), Part 5 Curriculum (2-3-501)
Landeira asked for Committee input on how to proceed with Part 4 and 5 (revise one or both parts, leave as is, combine the two parts into one).

DISCUSSION: The Committee discussed Berg’s amendment proposals for Section 2-3-402, previous APC amendments to Section 2-3-501, past and current syllabi requirements, clarification of “in writing”, terms that should be included in Part 4, Part 5, or both (curriculum, course, assessment, learning outcomes), and transfer credit syllabi requirements. The Committee agreed to work on Part 5 Curriculum first and present those amendments to the Faculty Senate, and proceed from there regarding Part 4 (2-3-402). The Committee agreed on the following amendments to Part 5 Curriculum:

Part 5 Curriculum.

2-3-501 Course Outline and Goals
For the mutual benefit and protection of students and faculty, every faculty member is obligated to share in writing with students early in the term before the drop/add period:
(1) the course objectives/outcomes,
(2) the general strategy, topics, subject matter, materials and tasks to be employed to meet those objectives/outcomes,
(3) a list of tentative deadlines for accomplishment of assignments/tasks. Lead time commensurate with the task should be provided,
(4) the method, Evaluation criteria and weight to be applied to each criterion assignment/activity in determining the final grade.

Riley will update the document and forward to the Committee for review and placement on the January 21, 2014 Faculty Senate agenda.

Major/Minor Credits-Topic not covered due to time constraints.
Student Code of Conduct-Topic not covered due to time constraints.

New Business
Return of Senate Action 1085: Grade Submission and Corrections-Topic not covered due to time constraints.

Comments to the Good of the Order

Adjournment The meeting adjourned at 4:00 p.m.

Joy Landeira
Chair

Lori Riley
Recording Secretary