Member(s) Present: Berg, de la Torre, Landeira, Smith, Wiegand, Wilson.
Member(s) Absent: Barnhart, Burgett, Clark/Zimmerman, Couch, Creasy, Eastin, Fitzpatrick, Hapcic, Schaffer, Straw.

Call to Order
The meeting was called to order at 3:00 p.m.

Approval of the agenda/December 8, 2014 minutes
The agenda was approved unanimously as presented.
The December 8, 2014 minutes were approved unanimously as presented.

Chair Report/Announcements: No report.

Reports from Councils
Graduate Council (Wiegand)
The Council continues discussion on DRE application requirements, graduate faculty status guidelines, and the graduate interdisciplinary doctoral program requirements.

Landeira would like additional discussion on the rationale for the rule (>9 credits in one prefix cannot be used in the Liberal Arts Core). The Committee will continue discussion when Fitzpatrick is present.

Professional Education Council: No report.

Undergraduate Council (Smith)
The Council has requested that University College set guidelines for syllabus requirements within the College. The Committee agreed that it would be beneficial to have the Liberal Arts Council guide the discussion of implementation of university wide standards for syllabi.

Special Reports

Unfinished Business

Part 5 Curriculum (Motion to Faculty Senate)
The Committee reviewed the rationale for the proposed amendments to Part 5 Curriculum, for presentation to the Faculty Senate (HLC language alignment, protection of the student and the faculty). The Committee agreed to continue discussion on Teaching Responsibilities (2-3-401) at a later date (if the Part 5 Curriculum amendments are not accepted by the Senate).

Major/Minor Credits
The Committee will continue discussion on major/minor credits when a representative from the Registrar’s office is in attendance.

Return of Senate Action 1085: Grade Submission and Corrections
The Committee discussed the return of Senate Action 1085 (per Provost Wacker memo) regarding the grade correction record keeping (Registrar’s Office vs. department/school).

MOTION: Revise the proposed amendment to the Grade Submission and Corrections section of the catalog to replace “department/school” with “the Registrar’s Office” (outlined in red): de la Torre.

Any grade change after the six week period must follow the Academic Appeal process. All grade changes after the six week period must be signed by the instructor and the department chair/school director. A brief written explanation of the reason for the lateness of the grade change will be retained in the department/school Registrar’s Office. In the event that the grade change is for a class taught by a department chair/school director, the signature of the dean of the College is required. No grade changes will be allowed after one year following the original grade submission or after a degree has been conferred, whichever comes first.

SECOND: Wilson.

VOTE: The motion passed unanimously. The Committee will present the amendment at the February 2, 2015 Senate meeting.
Student Code of Conduct
Katrina and Larry from the DOS office will attend the February 16, 2015 APC meeting. Landeira asked Committee members to prepare questions.

New Business
Berg question RE: Department of Education endorsement on transcripts. Berg asked for Committee input on placement of DOE endorsements on transcripts. The Committee discussed who is actually giving the endorsement-UNC vs. Department of Education, and the reasons why the various endorsements are not part of the student’s transcript. The Committee also discussed the differences between certificate programs and endorsements.

Comments to the Good of the Order
Adjournment
The meeting adjourned at 4:00 p.m.

Joy Landeira
Chair

Lori Riley
Recording Secretary