

**ACADEMIC AFFAIRS COUNCIL  
MINUTES  
TUESDAY, OCTOBER 8, 2013**

I. Meeting was called to order at 2:14pm.

Present: Dale Chimenti, Jan Thompson, Rob Wallace, Jana Byars, Joanne Olson, Robert Martin, Teresa Paschke (scribe)

II. Approval of Minutes of 24 September 2013; there was a correction to the spelling of Jana's name. Jana moved to approve the minutes. Robert seconded the motion.

III. Committee members introduced themselves and there were no further announcements.

**IV. Committee Reports:**

FS Curriculum Committee + Academic Standards and Admissions Committee – Thompson Thompson reiterated that Faculty Senate Curriculum Committee was re-doing their web site to include a curriculum “portal.” The Early Credit Task Force is drafting a document containing instructions for catalog editing. There is a new policy in the works for course designators—when previously used course numbers can be used for new courses. Currently, there is a four-year lapse between when a number was last used and when it can be used again. There is also a new policy that allows non-major grad credit for *all* 300 and 400 level courses. Once all students are on the new catalog (with this new policy), programs will be able to eliminate the language that designates individual undergraduate courses as available for grad credit.

Outcomes Assessment Committee – Wallace

An outcomes assessment web page has been created to relieve some of the anxiety that faculty may be having; <https://www-provost.sws.iastate.edu/help/student-outcomes/course-level-continuous-improvement-plans>

Please distribute this link to college curriculum chairs. Data will be compiled this spring for the first round (courses with enrollment over 300). Each college will be responsible for gathering data from units and forwarding to the provost.

There was initial discussion regarding establishing revised/more complete charge to Outcomes Assessment Committee but because Peters was not in attendance, the discussion was tabled.

V. Unfinished Business was put on hold to allow more time for action items (below).

**VI. New Business:**

There is a check sheet being developed that would record all votes on academic proposals (new minors, name changes, etc.) as they move through the various committees as is required in the Faculty Handbook (10.8).

There was discussion and clarification regarding this committee's responsibility for editing proposals. Is it responsible for non-substantive edits or should it focus only on conceptual

quality or content? It was determined that this committee is responsible only for content and that the “fine tuning” is the responsibility of whomever initiated the proposal.

A) Master of Engineering in Energy Systems Engineering proposal was discussed and although some members felt that the information could be better organized, most agreed that the proposal was solid. It was noted that the proposal had been revised previously.

Robert moved to approve the proposal; Jana seconded the motion. The vote was six in favor, one against.

B) Name Change Request – ‘PSA’ to ‘Agriculture and Society’  
There was little discussion. Most felt the proposal was fine as is.

Jana moved to approve the name change request; Robert seconded the motion.

Both proposals will now move forward to the Executive Board.

Meeting was adjourned at 3:07pm.

Next Meeting: 22 October 2013 – Lab. of Mechanics 107