

Academic Senate  
03/07/2023  
Cowan Hall # 310  
Meeting Minutes

**Membership:** Valerie Guyant, Gary Succaw, Joey Todd, Mark Seiffert, Trygve Magelssen, Aaron Riggins, Laura Gomez, Kasthuri Udayakumar, Curtis Smeby, Anna Bowker, Carol Reifschneider

**Members Present:** Laura Gomez, Gary Succaw (proxy), Valerie Guyant, Mark Seiffert (proxy), Joseph Todd, Kasthuri Udayakumar, Aaron Riggins, Trygve Magelssen

**Guests:**

**Recorder:** Debra Bradley

**Call to Order:**

- The meeting was called to order by Valerie Guyant at 4:02 pm

**Minutes:**

- **Minutes from 02/16/2023**
- Motion was made by Joseph Todd to approve the minutes
- The second was made by Kasthuri Udayakumar
- Question
- Approved

**Chancellor/Provost Updates:**

- 

**External Committee Reports:**

- **NWCCU**
- **SAT**
- **UAC**

**Senate Committee Reports:**

- **Admissions and Standards**
  - Meeting on Friday
- **Cultural Development**
  - No report
- **Curriculum**
  - Meeting soon with proposals

- Financial Aid
  - Scholarship Meeting
  - Fall 2023 Appeals
- General Education
  - Need more artifacts from the colleges
  - Meeting this Friday
  - Score all?
  - Working with the faculty
    - COTS contact Steven Don or Mary Brown
- Graduate Council
  - Meeting on March 27, 2023
  - MAT being dissolved starting in November 2023
- Instruction, Research & Faculty Development
  - Brown Bag Lunches
    - Well attended
    - Live Streaming
- Instructional Technology
  - No Report
- Library
  - No Report

#### **Proposals:**

- #22—39; BMIS 2XX; Into to Coding for Data Analytics
  - Outcomes
  - Should be BMIS 211 – CCN
  - Meets 80%
  - FLOC
  - The motion to approved was made by Joseph Todd after conversation with Valerie Guyant and Jay Howland
  - The second was made by Trygve Magelssen
  - Question
  - Approved
- # 22-34; BMIS 2XX; Inclusion to the Gen Ed Core
  - Tabled till April's Meeting
- # 22-35; CAPP 156: MS Excel
  - Updating the Catalog
  - Current catalog incorrect
  - Registrar's error
  - Motion to approve the proposal was made by Joseph Todd
  - The second was made by Aaron Riggin
  - Question
  - Approved

#### **Old Business:**

- Revision of Academic Senate Forms – garaged from 02/14/2023 meeting
  - Program/Degree Revision Form
    - Remove the date line from Program Area line
    - Please indicate change—course with an astrick \* by shading the appropriate cells.

- Current Program listed in ~~(05-06)~~ Catalog
- Proposed Program for ~~(06-07)~~ Catalog
- Motion to approve the changes in the Revision Form was made by Aaron Rigglin
- The second was made by Kasthuri Udayakumar
- Question
- Approved
- General Education Course Inclusion Policy
  - Guidelines for course inclusion in the General Education core are:
    - Courses should be at the 100 or 200 level (few exceptions).
    - Courses must be substantially satisfy the outcomes objectives of a particular area to be included (80%).
    - Courses may be included in more that one category, but can be used by a student to fulfill one category in that student's core.
    - General Education Courses ~~will~~ **should**-not have prerequisites (few exceptions).
    - Courses should not be limited to the students in the major.
    - Motion to approve the changes on the form was made by Joseph Todd
    - The second was made by Aaron Rigglin
    - Question
    - Approved
- Program Credit Form
  - BoR Policy
  - Flow Chart Revisions
  - Credits are wrong pre program
  - Valerie Guyant to get the correct credits
  - Valerie Guyant will meet with Casey Donovan the chair of the Curriculum Committee about this information.
  - A motion to approve with corrections once completed was made by Trygve Magelssen.
  - The second was made by Aaron Rigglin
  - Question
  - Approved
- Course Revision Form
  - Remove the following information as it is on the form twice.
    - Please provide the following information:
      - ~~College:~~
      - ~~Program Area:~~
      - ~~Date:~~
      - ~~Course Prefix & No.:~~
  - Bring to the Curriculum Committee for final approval

- Motion to approve the corrections with approval from the Curriculum Committee was made by Joseph Todd
- The second was made by Kasthuri Udayakumar
- Question
- Approved
- Academic Senate Proposal Tracking Sheet
  - Correct the names of the colleges in the first paragraph
  - The Academic Senate Secretary logs and numbers items and forwards them to the appropriate Academic Senate Subcommittee (s); General Education (if applicable), or Curriculum. ~~A transmittal email will be sent to the Recording Secretary of the receiving committee, cc Provost's Administrative Assistant by the Academic Senate Secretary.~~ A digital copy of the proposal will be linked on the Academic Senate Proposal page by the Academic Senate Secretary.
  - Build a separate form for the Abstract received by Senate Secretary – Provost. This should be used for New Programs only.
  - Remove the Full Faculty (if necessary) line.
  - Motion was made to approve of the changes by Kasthuri Udayakumar.
  - The second was made by Aaron Riggin.
  - Question
  - Approved
- Procedural Sequence Form
  - Need to bring to the Curriculum Committee for updating and approved before the Academic Senate Committee can approve.
- Flow Chart
  - Need to bring to the Curriculum Committee for updating and approved before the Academic Senate Committee can approve.
- Gen Ed Inclusion Form needs to be on the Provost Form site.

**New Business:**

- 

**Adjournment:**

- A motion to adjourn was made by Kasthuri Udayakumar at 4:59 pm
- The second was made by Aaron Riggin
- Question
- Approved

Respectfully Submitted by,  
Debra A. Bradley