

University of Wisconsin – Eau Claire  
**University Senate Academic Policies Committee**  
**Vol. 55, Meeting No. 6**  
Tuesday, October 30, 2018  
Council Oak Room, 260 Davies

**Present:** *Members:* Carey Applegate, Janice Bogstad, Selika Ducksworth-Lawton, Joel Friederich, Robert Hooper, Marquell Johnson, Hans Kishel, Bill Miller, David A. Miller, Darrell Newton, Vicki Samelson

*Guests:* Jeff Bria, Margaret Cassidy, Mary Hoffman, Deb Jansen, Jean Pratt

**Presiding:** Chair Marquell Johnson called the meeting to order at 2:00 p.m.

### Meeting Minutes

#### 1. Approval of minutes from October 23, 2018

- Motion to approve the minutes of October 23, 2018, as distributed. Motion was seconded and approved unanimously (8-0-0).

#### 2. Academic Planning and Assessment Proposed Changes to FASRP

- Mary Hoffman was in attendance to provide information and answer questions regarding the three proposed changes: IA. Policy language in FASRP (Article 6, Section B, p. 130) regarding the overview of course requirements. Propose adding that instructors provide students with a written list of student learning outcomes for the course along with any LE Core learning outcomes met by the course to align policy with practice in preparation for HLC reaffirmation. IIA. Change the reference to AVC in the “Process and Procedures for Academic Department/Program Review” document to *Academic Affairs representative* to allow flexibility and align with the current process which falls under the purview of assessment director. IIB. Include an abbreviated review process for programs that undergo external accreditation, we may have internal questions (rationale for small class sizes) and it would be beneficial for APC and Academic Affairs to be involved, hope is to require an approximate 2-page document that would tie into what they’re already being asked to provide.
  - Discussion: Ramifications for internal issues that arise would be the same as options for current process (on Review Form). Currently, only Chancellor and Provost receive accreditation documents. APC would now receive the external report, the self-study, assessment plans (if interested), and new internal document. APC would then have same conversation as current program review. APC did participate in the past, but it was a lot of extra work. Another option would be to provide the information to APC as an FYI only. All information collected would stay internal.
- Motion to approve Item I, an Overview of Course requirements, FASRP (Article 6, Section B). Motion was seconded and approved unanimously (9-0-0).
- Motion to approve Item IIA replacing of AVC to *Academic Affairs representative*. Motion was seconded and approved unanimously (9-0-0).
- Discussion of Item IIB will be continued at a future meeting. Mary will provide the list of programs involved, the dates of their next accreditation, and cycle length.

#### 3. Academic Affairs Proposed Changes to FASRP

In preparation of HLC reaccreditation, Jean Pratt is updating the Official Policy Directory in Knowledge Base. Currently reviewing two items found under Academic Affairs’ Policies that may be eliminated but need to determine where the data can be retained. No polices are being changed.:

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- a) Policies: Credit-Bearing Certificate: The information in Knowledge Base was compared to Catalog verbiage and differences were noted. Need to determine whether the Knowledge Base information can be moved to FASRP and/or Catalog.
- b) Policies: Classroom Instruction Policies and Procedures: Information within is found in and provided by FASRP, Catalog, Blugold Central, Dean of Students, Registrar. Document is used as a quick reference guide for individuals teaching a class and/or new to the university. Needs to align with current policies. Can redo the document stating where to find the information instead of copying and pasting revised information each year—insure we are providing the most updated information, e.g., reference “Curriculum Development within FASRP” and not specific page numbers

This Item will be revisited at a future meeting.

Chair Marquell Johnson adjourned the meeting at 2:45 p.m.

Respectfully submitted,

Sarah Forcier  
Secretary for the Meeting