Elizabeth Bifuh, Ramanpreet Kaur, Saira Latif, Jeff Moore, Suzanne Moore, Nese Orbey (absent), Neil Shortland (absent), Noah Van Dam, Kevin Petersen* (absent), Mai Nguyen[1] (absent), Nancy Ludwig[1], Deborah White[1] Mubarak Ayinla[2] (absent), E. Shakira Fedna[2] (absent)
** Ex-officio, [1]non-voting, [2]student representative

MINUTES
https://uml.curriculog.com/agenda:148/form
November 18, 2024 at 3:30-5:00 PM in Alumni Hall 102

1. **Minutes from the October 21, 2024 Meeting** *(Noah Van Dam)*
   https://uml.curriculog.com/proposal:2181/form Approved: Yes 4, No 0, Abstain 1

2. **Program Proposals** *(Noah Van Dam)*

   1. **Graduate Certificate – Public Health Informatics and Technology** *(Leland Ackerson)* – Change Certificate https://uml.curriculog.com/proposal:2164/form
      Motion to approve by Noah Van Dam. Approved: Yes 5, No 0, Abstain 0

3. **Policy Proposals** *(Noah Van Dam)*

   1. **Physical Therapy & Kinesiology – DPT Minimum Admissions Criteria** *(Keith Hallbourg)* – Change Department-Level Policy
      https://uml.curriculog.com/proposal:2108/form Proposal to remove the requirement that pre-requisites courses must be taken on-campus or synchronously taught online; The department would like to make it equitable and catch up with the times. The courses are mostly offered online asynchronously, and the department has been going on the honor system as transcripts don't confirm delivery modality. Committee members noted that they could not find the pre-requisite language on the website. Keith shared that the changes were pre-emptively updated by web services. Motion to approve by Jeff Moore, second by Suzanne Moore. Approved: Yes 6, No 0, Abstain 0

   2. **UML – Add "In Progress" Grading for Study Abroad Courses with Post-term Travel** *(Karoline Evans, Paula Haines)* – Change University-Level Policy
      https://uml.curriculog.com/proposal:2071/form The committee expressed concern about upper-level courses coded as 5000-level elective field study courses and whether this policy would apply, as well as concern about why honors designation is a point in time process; the policy is written only for undergraduate study abroad courses with

post-term travel and as a university-level policy it comes before GPAC for review. Motion to move the proposal forward to Faculty Senate as an undergraduate policy by Jeff Moore, second by Suzanne Moore. Approved: Yes 4, No 1, Abstain 1

4. **Course Proposals** *(Noah Van Dam)*

   1. None

5. **Discussion**

   1. **GPAC New Course Proposal Guidelines** *(Noah Van Dam)* Noah shared new course proposal guidelines for discussion. There will not be a vote today, but guidelines will be added to the December agenda for a vote. The intent of the guidelines is to prompt the course proposer to think about certain aspects of the proposed new course and to ensure that the committee can make informed decisions about proposed new courses. The committee recalled the lengthy discussion about course syllabi during the first meeting and reiterated concerns about the level of detail a syllabus should include. The committee is open to specifying *guidelines* re: what the course will cover rather than a *syllabus* as the syllabus is associated with the instructor, not the course. Committee members felt that imposing very specific requirements would be overstepping and would set a precedent for needing to review course syllabi every time a course is offered. Noah made the point that we ask for the information in a syllabus because every course will need a syllabus and this can provide the foundation for that. Committee members agreed that the information should be requested, and it could be in a syllabus format but the syllabus format would not be required. Concerns raised included: empty shells of courses being approved, good courses being approved that could end up as an empty shell, courses that have not run for 2-3 years, and the hope that department chairs have oversight of courses after they are approved. For the sake of quality and standards the committee would like a template for approving new courses. Further discussion included academic freedom, that departments own the courses, and faculty teaching the same course will have different approaches to meeting the course objectives. The committee cannot monitor the courses after approval, and the committee doesn't want to put their names on a new course approval without standards. Noah will update the new course proposal guidelines and share with the committee for a vote at the December meeting.

   2. **AY24-25 GPAC Priorities** *(Noah Van Dam)* Noah would like the committee to think about some of the policies and procedures so the committee can do their best job. The deadline to get on an agenda was discussed. Questions included whether we need one week to review the agenda and whether we want to have interim email approvals. The committee would like to keep it to the week ahead deadline, unless it is an emergency. Noah also mentioned that the current by-law says that the chair only votes when there is a tie, but the chair is voting as a member of their department, perhaps there is a need

for greater representation from each college, and therefore the committee may need to re-evaluate the by-laws.

Meeting adjourned at 4:55pm.

Next GPAC Meeting: Monday December 16, 2024 at 3:30-5:00pm in Alumni Hall 102