Graduate Curriculum Academic Policy
Nov 13, 2013 2:00pm,
ML1027 (Library 1st floor, near Reference Desk)
Approved Minutes

Present: Jackie Lewis, Kevin Filter, Kimberly Contag, Barb Bergman

1. Curriculum proposals
   a. Approved: 3931, 4508, 4509, 6020
   b. Returned for revision: 5911

2. CDS work group (Nov 5):
Kimberly reported several problems with the new CDS design (implemented Nov 1) that have been discovered. Previously submitted programs are stuck (can't be approved, changed, etc.) New proposals created after Nov 1 seem to be going through.
   1. Proposals submitted before the changeover, to the new CDS system are currently stalled where they are. We should hear more about getting the proposals moving again at the end of the week, hopefully (IT).   We should not panic on this yet. They are working on it.
   2. There should be no issues on designing new courses or programs accept one: when you are in the "Build bulletin" section on the program proposal and trying to add an emphasis, this function does not work yet. If you are working on new or redesigned programs without an emphasis, you do not need this functionality and therefore will not see this as a problem.
   3. IT is still working on the sorting function (in the older version the sorter worked to bring courses up in order and alphabetically). There are working on this functionality in the revised CDS program. This means that when selecting courses, they will not always appear alphabetically.
   4. The search function for proposals is not a priority now (until the other pressing functionalities are worked out). They are going to work on fixing the search function (including the one that Kim Krueger uses to build the bulletin) eventually once the other functionalities are in order.

3. December 11 meeting(s) -- We are doublebooked for GCAP and Grad submeet.
   Decided to add 2:00 meeting on Dec 4 (Wed) since we are likely to have several proposals to review. If we don't have large number of proposals needing discussion, Dec 4 meeting will be cancelled and we can meet briefly before or after submeet on Dec 11.

4. Discussed ways to help faculty with common questions that come up during course proposal process, i.e. what does a successful proposal look like.
   Will ask if popup help is possible within CDS (explanatory text to help guide faculty what to include in that box).
   Will talk with UCAP about possibly of offering workshop at Professional Development Day and/or through CETL.

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