Committee on Academic Policy  
Minutes for October 1, 2015

Attending: Karen Brewer (Chair), John Eldevik, Tara McKee, Steve Wu, Penny Yee

The meeting convened at 4:10pm

1) The minutes of the 9/24 meeting were approved.

2) The committee reviewed and discussed proposed changes to the Music concentration.

3) The committee discussed the enrollment limits for the Computer Science courses that are required for the concentration, specifically the 24-person limit for courses above 210. We decided that the 24-person limit for courses above 210 was fine.

4) Karen updated the committee on her discussion with Chairs regarding a change to the timeline for allocation requests. There was no resistance to the Nov. 1 date for intent. She reported that Jan 15 for the proposal deadline met with some resistance. The committee discussed how a Feb. 1 date could hurt or help the process and decided that Feb. 1 was OK. Karen also informed the Chairs that we were working on fleshing out the guidelines for proposals.

5) The committee discussed including some kind of IRB question for courses on the current course approval form. We didn’t see the need to include a question on the form, which is already quite lengthy. We agreed that there should be broad education for the faculty on what is considered research and which kinds of projects need to get approval.

6) The committee then discussed additional changes to the “Department/Program Periodic Review Process” document. Karen will work on a parallel timing process and planning process for the mid-cycle review.

The meeting adjourned at 5:45 pm

Respectfully submitted,

Tara E. McKee