The Faculty Senate Executive Committee was asked to convene a task force to implement two motions passed at the 9/1 meeting.

Motion #1 called for the Academic Affairs Committee to process all requests for course alterations, creations, etc. within 60 days of receipt. The motion also called for the forms to be converted to an on-line format. Finally, the motion called for a report to be submitted to the entire Faculty Senate at its November meeting.

Motion #2 called for the creation of a task force charged with streamlining the progress of these proposals move through the approval process.

A single task force met to carry out the charge of both motions.

Members: Martha Kruse (moderator), James Rowling (chair of the Academic Affairs committee), Finnie Murray (SVCAASL), Kim Schipporeit (Registrar), and Faculty Senators Rick Miller, Bev Frickel, and Marc Albrecht

Motion #1:
1. The Academic Affairs already has a subcommittee that reviews proposals. A quorum of this subcommittee could meet over the summer to expedite late proposals. A quorum of the Faculty Senate Executive Committee could then approve these proposals. However, the Faculty Senate does not govern the proceedings and cannot dictate meeting times for the individual colleges’ academic councils / educational policy committees. If a department does not secure college-level approval or other preliminary approvals before classes dismiss for the summer, there is little or nothing that Academic Affairs and the FS Executive Committee can do before the beginning of the fall term.

   Members of the task force agreed that it would be helpful to publish a timeline with deadlines for course proposals and meeting times of the colleges’ academic policy committees, a project which can be implemented immediately.

2. Kim Schipporeit presented the group with the prototype of an electronic form that promises to expedite the process of course approvals. The form features drop-down menus and will provide links to catalog descriptions, lists of prerequisites, other supplementary material, and will provide a tracking system. The signatures of department chairs being informed of changes will NOT be required in order for the form to proceed through channels. The form can be operational by Fall 2006.

Motion #2: The task force agreed that the successful implementation of the measures called for in Motion #1 will considerably streamline the process. Senator Miller reported on a forthcoming proposal from the Council of Chairs to move to an exclusively on-line
schedule of courses. The task force also suggested that other constituencies on campus (General Studies Council, First-Year Experience program, WI/CD committee, Honors programs) be made aware of deadlines and other procedures involving the approval process.

Martha Kruse, recorder