**University Curriculum and Academic Affairs Committee**

**UCAAC**

**Meeting # 15**

**March 31, 2020**

**Skype for Business Conference Meeting**

**CAAC Members Present**: Dan Clark, Farman Moayed, Rolland McGiverin, , Margaret Hill, Winnie Ko, Renee Bauer, Jeff Kinne, Blake Rayfield  
**Absent:** Brian Schaefer  
**Guests**: Dr. Xiaolong Li  
**Executive Committee** **Liaison**: Shawn Phillips (absent)  
**Ex Officio**: present – Whitney Nesser, Kelly Wilkinson, Susan Powers, Bassam Yousif,.

Absent but kept on the weekly invitation –Linda Maule, Judy Sheese, Jim Smallwood, Angie Smith,

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| **Agenda Item** | **Discussion** | **Recommendation/Action** |
| 1. **Call to Order** | Winnie Ko called meeting to order at 12:31 |  |
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| 1. **Approval of Minutes** |  | Motion by J. Kinne to approve minutes, second by B Yousif. (8-0-1) |
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| 1. **Review of Automation & Controls Engineering Technology Major** | X. Li explained that the program revision arose based on HLC and accreditation requirements. They added ECT 303. They also specified CHEM 105/105L along with PHYS 105/105L, so that all the engineering programs will have the same core science requirements to ease transition of students between majors. They added ECT 168 but allowed CS 256 to substitute. They have omitted MFG 371 and MET 203 and 303, adding in MET 303. They removed six credits of technology management courses and created a senior capstone course (ECT 437 and 438) to accommodate a senior project.  S. Powers clarified that the HLC reference involves their quality initiative project.  J. Kinne asked whether the department envisions that most students will take the CS 256 course?  X. Li was not sure. |  |
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| 1. **Career Readiness Discussion** | S. Powers asked what was the purpose of this item on the agenda? Originally there was some reporting done on career readiness and there was speculation that documents submitted by departments on Career Readiness may aid CAAC in the execution of its charge from the Senate to oversee Career Readiness.  J. Kinne noted that the charge from the Senate was to review department Career Readiness. He asked if there was anything new?  S. Powers observed that Kelly Woods Johnson could supply which departments have and have not submitted. She advises that CAAC exec meet with Woods Johnson and Tradera Mclaurine.  J. Kinne sought clarification that there was nothing new with regard (for example) that majors must do resume writing, etc.?  S. Powers offered that she did not think that departments providing resume writing was ever the goal. It was more that departments should have the ability through an identified class or function to offer insight as to what type of format a resume might be in before that student went to the Career Center. For instance a capstone course could be such a place that would have an exercise requiring a student go to the career center. Experts from a major’s field needed to provide some insight that would be particular to that discipline.  F. Moayed offered that he had mixed feelings about the Career Readiness metric. When looking at the headings of some of the columns [referring to the documents on Career Readiness that departments had to fill out], the first six we must cover for accreditation, but the rest of them look like extracurricular activities. He did not see the utility of inserting them directly into the curriculum and that they then should be outside of CAAC’s jurisdiction.  S. Powers wasn’t sure whether the example document from the Dept. of Chemistry had the same columns as others, as such columns could be tailored to that major. She again recommends that CAAC executive officers meet with Kelly and Tradera.  R. McGiverin supports that idea.  J. Kinne asked Basam if he could offer any background.  B. Yousif noted that this was the first time CAAC had this charge, so not much background to offer.  S. Powers clarified again that this is a new charge to CAAC from the Faculty Senate, who wished that CAAC (a faculty body) oversee how departments meet the requirements on this set by the Board of Trustees.  R. McGiverin again voiced his support of CAAC exec meeting with Kelly and Tradera.  F. Moayed agreed to the need for more discussion. |  |
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| 1. **Old Business** | NA |  |
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| 1. **New Business** | NA |  |
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| 1. **Senate Executive Report** | NA |  |
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| 1. **Chair’s Report** | W. Ko noted that there would be a meeting next Tuesday via Zoom, since some of our members had difficulty. |  |
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| **Adjournment** | Meeting adjourned 1:04 PM | Motion by R. McGiverin, second by S. Powers. |
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