

**Council on Academic Affairs**  
**Minutes**  
*December 5, 2019*

The December 5, 2019 meeting of the Council on Academic Affairs was held at 2:00 p.m. in Room 4440 of Booth Library.

**Members Present:** Mr. Aydt, Dr. Danyi, Dr. Gronnvoll, Dr. Hung, Ms. Khamisani, Dr. Padmaraju, Dr. Rosenstein, Dr. Ruholl, Dr. Throneburg, Dr. Wilkinson

**Members Absent:** None

**Staff Present:** Assistant Vice President for Academic Affairs, Mr. Jason Hood, Ms. Hutchison

**Guests Present:** Dr. Julie Dietz (HPR)

*The meeting was called to order by Chair Gronnvoll at 2:00 p.m.*

**I. Approval of the November 21, 2019 CAA Meeting Minutes.**

Ruholl moved and Danyi seconded the motion to approve the minutes as written.

**II. Communications:**

**a. College Curriculum Committee Minutes:**

1. Minutes of the ~~November 5, 2019~~ **November 19, 2019** Lumpkin College of Business and Technology Curriculum Committee meeting.

**b. Executive Actions:**

1. November 18, 2019 memorandum from Dean Ersin, CHHS, requesting executive action to remove HPR 3000 from the catalog.
2. November 18, 2019 memorandum from Dean Ersin, CHHS, requesting executive action to remove the course restrictions from HSL 4775. **Needs rationale – Gronnvoll will request**
3. November 20, 2019 memorandum from Dean Ersin, CHHS, requesting executive action to revise the HPR course prefix to PUBH for all of the Health Promotion courses. NOTE: This request is to supersede the proposal (CAA agenda item #19-114) approved by CAA on October 31, 2019.

**c. Waiver reports:**

None

**d. Grade Appeals:**

None

**e. Committee Reports:**

None

**III. Items to be Added to the Agenda:**

Padmaraju moved and Ruholl seconded to add the following items to the agenda.

1. 19-121, DGT 3813: Web Development (revised course)
2. 19-122, Digital Media Program (revision)
3. 19-123, Digital Media Minor (revision)
4. 19-124, HTM 4275: HTM Internship (revised course)

**IV. Items to be Acted Upon:**

1. **19-120, CAA Bylaws – Open Meetings revision** Gronnvoll requested item be tabled until legal counsel reviews it
2. **19-117, Online Course Policy Revision** Padmaraju moved and Khamisani seconded to open discussion of the proposal. The proposal was **approved** unanimously as written

**V. Discussion Items:**

1. Assessment proposal draft (revised)

**VI. Other:**

Gronnvoll shared with the group that Banner will allow any course to be built as online or hybrid. There is nothing preventing a department from building a course online without CAA approval of that course to be taught online. Gronnvoll will contact the Registrar with questions concerning this.

**VII. Ongoing:**

None

**VIII. Meeting Adjournment:**

Ruholl moved and Aydt seconded the motion to adjourn the meeting. The meeting adjourned at 2:58 pm.

*Minutes prepared by Cindy Hutchison, Academic Affairs*