

**2013-2014 UNIVERSITY ARTP COMMITTEE
MINUTES**

Approved: September 17, 2013

**Meeting #2
August 27, 2013**

Members Present: Dammel, Dillon, Dube, Gee, Hall, Jones, Mayes, Roberts

Members Absent: La Rocco, Porter, Shaw, Turrill

The Committee met at 10:05 a.m. in Sacramento Hall 275, Dillon presiding.

Minutes: The minutes of the meeting of May 7, 2013 (#15, 2012-2013) were approved as published. The minutes of the organizational meeting of May 7, 2013 (#1, 2013-2014) were approved as published.

Agenda: Dillon added a new #3: Section 5.03.B of University ARTP Policy – Provost’s letter; presiding member’s response; and a new #4: Amendment to the “Form and Content of Subcommittee Reports,” a Committee guidance document. Original item #3 became item #5. The agenda was approved as amended.

1. Subcommittee reports, discussion and action

- a. Dillon presented the report of the summer subcommittee recommending approval of proposed changes to the ARTP document of the College of Natural Sciences and Mathematics. Following discussion, Jones made and Gee seconded a proposal to adopt the report. The Committee agreed.
- b. Dillon presented the report of the summer subcommittee recommending approval of proposed changes to the ARTP document of the Department of Biological Sciences with the exception of a part of the proposal the Department has agreed to rewrite for clarity. Following discussion, Dube made and Roberts seconded a proposal to adopt the report. The Committee agreed.
- c. Subcommittee I (Roberts, Jones, Mayes) is considering proposed changes to the ARTP document of the Department of Psychology. It is waiting for a response from Teacher Education to clarify language in its proposed change pertaining to electronic submission of student evaluations. *
- d. Subcommittee II (La Rocco, Dube) is waiting for a response from Education Leadership and Policy Studies to clarify language in its proposed change pertaining to electronic submission of student evaluations.* Proposed changes to the ARTP documents of the departments of Anthropology and Art are pending in the units.

- e. Subcommittee III (Turrill, Dammell, Shaw) is considering proposed revisions to the ARTP documents of the Department of Economics and the Department of Family and Consumer Sciences.
- f. Subcommittee IV (Dillon, Hall, Gee): Proposed changes to the ARTP document of the Department of Speech Pathology and Audiology have been returned to the unit for suggested revisions. Proposed changes to the document of the Department of Child Development* are pending in the unit.

*Note: The College of Education is in the process of preparing a new ARTP document to reflect its new organizational structure.

2. Petitions for exceptions to the all classes rule

- a. Department of Psychology: The Department has requested exemption from student evaluations for several supervisory courses. Following discussion, Jones made and Roberts seconded a proposal to invite representatives of the Department to attend a special meeting on September 3rd or 10th to explain further the Department's reasons for the requested exemptions. The Committee agreed.
- b. Department of English: The Department has requested exemption from student evaluations for several categories of courses. Following discussion, Dammell made and Roberts seconded a proposal to approve the request pertaining to mid-year evaluation of one-year remedial courses (English 10 & 11, 10M & 11 M). The Committee agreed.

Following discussion, Roberts made and Dube seconded a proposal to approve the request pertaining to English 1X and 109X for which the instructor of record is a coordinator of student facilitators who present the instruction. The committee agreed.

Following discussion, Gee made and Dube seconded a proposal to approve the request pertaining to the Writing Center Tutorial (English 121) for which the instructor of record is a coordinator of tutors. The Committee agreed.

Following discussion, Roberts made and Dube seconded a proposal to approve the request pertaining to Internships (English 195A & C, 410 A & C, B, E, F) for which the instructor of record is a coordinator. The Committee agreed.

Following discussion, Dammell made and Roberts seconded a proposal to approve the request pertaining to graduate program culminating experiences with the exception of the course preparing graduate students on the literature track for the comprehensive exam, because that course involves teaching as contrasted with the administrative or managerial role of the instructor of record in the other courses related to the culminating experiences. The Committee agreed.

3. Section 5.05.B of University ARTP Policy – Provost’s letter; presiding member’s response

Dillon invited the Committee’s attention to a memo from the Provost in response to the Committee’s recommendation pertaining to proposed changes to the ARTP document of the Department of Foreign Languages expressing concern about the reference to Section 5.03.B of University ARTP Policy. The presiding member also invited the Committee’s attention to his email to the Provost suggesting the absence of any causes for concern. Following discussion, Dammel made and Jones seconded a proposal stating that the Committee reaffirms its resolve that the proposed changes to the ARTP document of the Department of Foreign Languages fully comply with University ARTP Policy and stands by its original recommendation to approve those changes. The Committee agreed.

4. Amendment to the “Form and Content of Subcommittee Reports”, a Committee guidance document.

M. Dillon, recording secretary, invited the Committee’s attention to proposed amendments to the Committee’s document guiding the preparation of subcommittee reports. Following discussion, Jones made and Roberts seconded a proposal to approve the amendments. The Committee agreed.

Adjournment

The time available for meeting having expired, the Committee adjourned at 12:20 p.m. It will reconvene for a special meeting to hear representatives from the Department of Psychology on either September 3 or 10.

These minutes were prepared by Marsha Dillon.

These minutes have not been approved. Any additions or corrections to these minutes will be reflected in the minutes of the next meeting.