UCONN | COLLEGE OF LIBERAL ARTS AND SCIENCES
COMMITTEE ON CURRICULA AND COURSES

Pam Bedore, Chair
Approved September 13, 2016

Minutes for the meeting of August 30, 2016

Attendance:
Members: Pam Bedore (chair), Meina Cai (POLS), Kun Chen (STAT), Heidi Dierssen (MARN), Hap Fairbanks (ENGL), Bob Gallo (PNB), Rob Henning (PSYC), Katrina Higgins (CETL), Dave Knecht (MCB), Dick Langlois (ECON), Nicholas Leadbeater (CHEM), Samuel Martinez (ANTH, HRTS & LLAS), Ralph McNeal (SOCI), Lisa Park Boush (GSCI), Shirley Roe (CLAS), Keith Simmons (PHIL), Boris Sinkovic (PHYS), Stephen Stifano (COMM), Sara Tremblay (ENVS), Rick Vitale (STAT)

Guests: Katie D'Antonio, Cheryl Galli, Eric Schultz

This meeting was intended as a working meeting to discuss the new Course Action Request (CAR) workflow system that will now be used for all CLAS courses needing GEOC and/or Senate approval. It *may* be used for any CLAS course.

1. **Introductions.** The new committee chair, Pam Bedore, introduced herself and announced that she welcomes any suggestions members might have for the smooth operations of this committee. In consultation with Roe, Bedore has invited programs that bring business to the committee but are not departments to have a representative on CLAS C&C if desired. Some questions were raised regarding our formal membership policy, and may warrant formation of a subcommittee later this year. New members are:
   a. AASI: Cathy Schlund-Vials (Spring 2017)
   b. AFRA: Melina Pappademos (who also represents HIST)
   c. AMST: Matthew McKenzie
   d. MAST: Matthew McKenzie

2. **Subcommittees.**
   a. *Plan b BS*: A report will be forthcoming.
   b. *Multi-disciplinary graduate program approval processes*: Henning and Knecht are looking into the Provost Office's fast approval of multi-disciplinary graduate programs. Volunteers to serve on this subcommittee should contact Henning.

3. **Bookkeeping Details.**
   a. Bedore will distribute agendas on the Thursday before meetings. Please have all proposals to her by Weds AM.

b. There was a discussion of volunteers to take minutes for future meetings. It was subsequently decided that Bedore will take minutes for the first two meetings and if this seems unwieldy, will seek a volunteer for the Sept 27th meeting.

4. CAR Workflow System

Eric Schultz, new GEOC chair and one of the architects of the new workflow system, provided a brief history of the system. He met with Robert Michel (then CLAS C&C Chair), Mike Darre (CAHNR C&C Chair), and others three years ago to look at increased efficiencies among curriculum committees. A new workflow system has been developed.

The system is only for course actions (add, revise, or drop course) and cannot be used to propose new/revised majors, minors, or programs. The new form accommodates the needs of CAHNR, CLAS, GEOC, Senate, and UICC as well as the Graduate School. One of the advantages is that proposers should see only the categories that apply to that person (if, for example, a proposer clicks that the course is not gen ed, the proposer does not get questions related to GEOC). Additionally, the form allows for automated notifications and reduces the number of forms to be filled out when multiple approvals are needed for a single CAR.

The workflow went through two rounds of testing based on a set of test scenarios designed by the registrar in Fall 2015. In Spring 2016, real proposals were tested and changes made to accommodate oversights.

Schultz demonstrated the form and the committee had a lively discussion of its features and design. It was noted that access to the system should be limited to faculty, and Schultz will follow up immediately with UITS on this point. The discussion has led to the drafting of an FAQ, attached here in draft form.

Schultz noted that further feedback on any part of the workflow system should be sent to Schultz and Galli.

Respectfully Submitted,
Pamela Bedore

Draft FAQ

Q. Who can start a proposal in the CAR Workflow System?
A. Anyone with a netid.

Q. How does a faculty proposer send a draft proposal to her department rep?
A. Just hit submit. That sends it to the rep. The rep signs off once department approval has been received. This sends the form to the CLAS chair.

Q. What does the CLAS C&C committee rep do when notified of a pending CAR?

A. The committee rep clicks on the link in the automated email to view the CAR. The rep has the option of rejecting, accepting, or returning the proposal. The rep can modify the proposal except to change the parts of the proposal that would affect the workflow (for example, if a proposer forgot to check "gen ed," the rep cannot go back and change that, since it would affect workflow).

Q. How do we deal with proposals where members of other departments need to see them?
A. If you choose multiple subject areas, the form is automatically routed to the other subject areas linearly for approval. If you want to share the form with someone, you may email it to yourself from the final page of the workflow system and then forward the email (which shows all info in a concise format) to the desired recipient.

Q. Can a proposal be filled out collaboratively?
A. The system does not allow for simultaneous editing in the manner of google docs or other collaborative software. Those who wish to work collaboratively have two options. 1) Someone begins a proposal and places dummy text (xxxx) in boxes that should be filled in by someone else. The form is then exchanged: click *submit* for the rep; click *return* to send to the faculty member. 2) Proposers work together in google docs or a Word document, and the department rep copies information into the workflow system after all revisions have been made.

Q. How do I save a draft of work within the system?
A. At the bottom of each page there's a "Save Draft" button which saves your form without submitting to the next level. Draft saving is at the moment available only to the initiator.

Q. Are there links to help files similar to those on the current CLAS form?
A. Yes. Just click on the question mark in the online system.

Q. What do the red asterisks indicate?
A. They indicate that an answer is required in order to submit the form.

Q. Can we change the order of the form so it looks more like the current form?
A. You can choose to fill in the form in whatever order you like. Just use the navigation buttons across the top to choose where you start.

Q. Will notifications from the workflow system ever go to a junk or clutter file?
A. In testing, we didn't have any issues with this. If you have such a problem, you might need to change your junk/clutter settings.

Q. How long do the courses get archived in this system?
A. Forever.

Q. At the moment the CLAS C&C member is the departmental rep who receives forms. Can the department designate someone else?
A. Yes. Just email Cheryl Galli to change the departmental rep.

Q. Is there a way to know which meeting of GEOC and/or Senate a CAR will appear?
A. Not on the form. You can check the Senate C&C website for meeting dates. You can also write to the chairs of those committees to inquire/nudge.

Q. As we transition to the new system, how do we deal with forms that were approved last year in CLAS and now need to go to GEOC or Senate C&C?
A. Ideally, you'll fill out the form and send it the CLAS Chair with a note that it's been approved. The CLAS Chair will then forward it to the appropriate place.