

CAPC Meeting Agenda – 3:00 PM Tuesday November 07, 2023

CAPC website - <https://eberly.wvu.edu/faculty-and-staff/academic-affairs/curriculum>

CIM Program Review - <https://futurecatalog.wvu.edu/programadmin/>

CIM Course Review - <https://futurecatalog.wvu.edu/courseadmin/>

NOTES: ECAS Approved the following without committee review:

- FCLT 206 (CIM Key 16451), FCLT 306 (CIM Key 16482), FCLT 307 (CIM Key 47419), PUBA 479K (CIM Key 27762) – Course Deactivation.

ECAS Policies:

(See item descriptions at the end of this document):

- Review: Course Procedures - Office Hours Policy
- New: Catalog Course Rotation Policy

New Programs:

- *None*

Program Changes:

- *None*

New Courses:

- BIOL 484 - CIM Key 51872
- BIOL 485 - CIM Key 51873
- MDS 303 - CIM Key 51900
- PSYC 380 - CIM Key 51888
- PSYC 481 - CIM Key 51507

Course Changes:

- BIOL 486 - CIM Key 9457
- CHEM 402 - CIM Key 51551
- CHEM 110 - CIM Key 49082
- CHEM 111 - CIM Key 11152
- CHEM 111L - CIM Key 49069
- MDS 289 - CIM Key 47769
- MDS 302 - CIM Key 50621
- PHYS 471 - CIM Key 26053

ECAS Proposed Policies:

Course Procedures: Office Hours Policy Eberly College of Arts and Sciences

Faculty must hold regular weekly office hours during the semester/instructional period in which students may consult outside of class time to discuss course content and other related matters. Modality of the office hours will follow that of the course.

- Faculty teaching one or more courses are expected to hold a minimum of three regularly scheduled office hours per week outside of class times.
 - Depending on the course's modality, these office hours can be scheduled either for face-to-face interaction and/or synchronous online communication.
 - In the case of face-to-face courses, instructor may opt to conduct only one office hour synchronous online.
 - At least one of the three office hours shall be scheduled on a day the course is not in session.
- In addition to regularly scheduled office hours, faculty shall arrange alternative appointments (by appointment at a mutually convenient time) for students' conflicts.
- Office hours, including schedule, location, and contact information, shall be listed on the syllabus, on eCampus, and posted near the faculty member's office by the end of the first week of instruction.

Course Deactivation Policy Proposal

Eberly College of Arts and Sciences

The Office of the University Registrar (OUR) has requested that each College develop a process by which the Course Catalog, Banner, and Course Inventory Management (CIM) systems are kept accurate and up to date. This process addresses two primary concerns:

1. *How long should a course be cataloged if it has/is not being taught?*
 - a. Banner and the Course Catalog are not automated and are maintained by a manual process of course activation and deactivation proposals through CIM.
 - b. Not all courses are available in CIM for deactivation which further complicates the manual process of updating the Course Catalog.
 - c. OUR is preparing to move to a platform that replaces Banner and will need the College to deactivate courses that have not been taught.
 - d. Currently, over 7000 Eberly College courses have not been taught since 201908. More than 500 courses have not been taught since 199801 and over 180 courses have never been scheduled to teach.

Policy: Colleges hold the responsibility for deactivating a course that has not been offered for the past four consecutive academic years and is not scheduled to be offered within the upcoming academic year (4 previous AY + 1 future AY).

2. *If a course is listed in the catalog as a requirement or elective in a major/minor program, at what frequency/rotation should it be taught?*
 - a. The frequency at which a course is offered should facilitate students' degree planning and have a positive impact on degree-completion rates.
 - b. An up-to-date course catalog and regular rotation of courses will enable other Departments and Colleges to access current course details when proposing new/changes to their existing degree programs (subject to necessary permissions).
 - c. Students and units should expect that a course will be offered at least twice in the duration of a four-year degree.

Policy: A course listed in the catalog should be taught at a minimum rotation of every three academic years consistent with either a Fall and/or Spring semester offering.