

CAPC Meeting Agenda – 3:00 PM October 03, 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:

- GEOG BA (CIM Key 138), GEOG GEC AOE (CIM Key 178), GEOL BS (CIM Key 134) – Inactivation of programs.

ECAS Policies:

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

- Outstanding Senior and Outstanding GTA Award Selections
- Course Procedures: Office Hours Policy

New Programs:

- *None*

Program Changes:

- HIST BA – CIM Key 139

New Courses:

- BIOL 223 – CIM Key 51827

Course Changes:

- BIOL 339 – CIM Key 47692
- BIOL 479 – CIM Key 47662
- BIOL 475 – CIM Key 48268
- BIOL 477 – CIM Key 47673
- BIOL 476 – CIM Key 47690
- BIOL 476L – CIM Key 50736
- MDS 310 – CIM Key 51840
- MDS 312 – CIM Key 51837
- MDS 316 – CIM Key 51839
- MDS 322 – CIM Key 51835
- MDS 324 – CIM Key 51836
- MATH 122 – CIM Key 47870
- MATH 124 – CIM Key 47871
- MATH 126 – CIM Key 48724
- MATH 129 – CIM Key 22170
- MATH 155 – CIM Key 22174
- SOWK 656 – CIM Key 29897
- STAT 511 – CIM Key 30907
- STAT 512 – CIM Key 30908
- STAT 513 – CIM Key 30909
- STAT 545 – CIM Key 30920

- STAT 561 – CIM Key 30923
- STAT 562 – CIM Key 30924

ECAS Proposed Policies:

Outstanding Senior and Outstanding GTA Award Selections

What: Each academic year, Departments are asked to select one Outstanding Senior and one Outstanding GTA. Historically, these selections are made during the second half of the spring semester. This year, we're asking Department to select nominees by January 15, 2024, and to supply those names to Brenda Riggle in the Dean's office.

Why: This change is being proposed because the timeline for nominating the students and preparing materials for the April Awards Banquet is currently too condensed. Students do not supply their information in enough time to order the award plaques and create the script for the banquet.

Who: Departments who offer **majors** should nominate an Outstanding Senior. Departments who offer **graduate programs** should nominate an Outstanding GTA. Outstanding Senior awards will be for major programs only. Outstanding GTA awards should be reserved for units who award graduate degrees.

How: The process for selection is up to individual Departments.

When: Selections due by January 15, 2024.

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

Faculty Handbook: 4.2.2.2 Schedules, Office Hours, and Course Syllabus

Each semester, faculty members should provide their departmental offices with copies of their schedules of classes and office hours. Where possible, they should also post this information. Each semester all teachers or coordinators of undergraduate or graduate courses should distribute to their students, within the first week of class, a syllabus for each course that includes the academic requirements; a summary or outline of the course; and attendance expectations, grading policies and standards, and any other requirements....

ECAS Policy:

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.

- Faculty teaching one or more courses are expected to hold a minimum of three regularly scheduled office hours per week outside of class time.
 - At least two of these office hours shall be scheduled face-to-face and synchronous.
 - At least one of these office hours shall be scheduled on a day the course does not meet.
- In addition to regularly scheduled office hours, faculty shall arrange alternative appointments (by appointment at a mutually convenient time) for students' conflicts.
- For faculty teaching fully face-to-face courses, synchronous office hours shall be a physical presence in one's designated office space on campus or other place on campus that is convenient for students. In courses where the instruction is exclusively or primarily online, faculty shall conduct synchronous office hours using the online meeting platform they teach with.
- Office hours, including schedule, location, and contact information, shall be listed on the syllabus and on eCampus for each course. Faculty office hours must be submitted to the Department/School office and posted, along with faculty email address near the faculty member's office by the end of the first week of instruction.