

**Council on Academic Affairs**  
**Minutes**  
*August 27, 2020*

The August 27, 2020 meeting of the Council on Academic Affairs was held at 2:00 p.m. in D2L Collaborate.

**Members Present:** Mr. Aydt, Dr. Gronnvoll, Dr. Janssen Danyi, Dr. Hung, Dr. Moh'd, Dr. Padmaraju, Dr. Rosenstein, Dr. Ruholl

**Members Absent:** None

**Staff Present:** Dr. Gatrell, Ms. Hutchison

**Guests Present:** Dr. Mike Cornebise (CLAS), Dr. Barbara Bonnekesen (CLAS), Mr. Brad Bennington (Registrar), Dr. Sace Elder (HIS), Dr. Chris Mitchell (CLAS)

*The meeting was called to order by Chair Janssen Danyi at 2:01 p.m.*

**I. Approval of the May 7, 2020 CAA Meeting Minutes.**

Ruholl moved and Padmaraju seconded the motion to approve the minutes with revisions.

**II. Communications:**

**a. College Curriculum Committee Minutes:**

1. Minutes of the April 15, 2020 College of Liberal Arts and Sciences Curriculum Committee meeting.
2. Minutes of the April 13, 2020 College of Health & Human Services Curriculum Committee meeting.

**b. Executive Actions:**

1. May 1, 2020 memorandum from Associate Dean Mitchell, CLAS, requesting executive action to delete HIS 1523G, HIS 1593G, HIS 1524G, HIS 1594G, HIS 3040, HIS 3340, HIS 3380, HIS 3385, HIS 3801, HIS 3950, HIS 4810, HIS 4820, HIS 4830, HIS 4840, HIS 4910, HIS 4911, and HIS 4970 from the undergraduate course catalogue.

**c. Waiver reports: Grade Appeals:**

1. Spring & Summer 2020 waiver report from the Lumpkin College of Business and Technology
2. Spring & Summer 2020 waiver report from the College of Education

**d. Grade Appeals:**

None

**e. Committee reports:**

None

**f. Other:**

1. May 19, 2020 memorandum from Provost Gatrell regarding remote delivery in response to COVID-19 during the AY 2020/21; see attached
2. June 9, 2020 email from Provost Gatrell regarding summer C/NC option

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

Gronnvoll moved and Rosenstein seconded the motion

1. 20-046, General education moratorium

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

None

**V. Discussion Items:**

1. Hybrid/online delivery mode in response to COVID-19; Dr. Gatrell answered questions of the committee; Janssen Danyi will communicate to chairs they do not need to go through curriculum approval for the hybrid courses in relation to Covid-19
2. Approval process for hybrid delivery mode (August 17, 2020 Memorandum from Sace Elder, Chair of the Council of Chairs); Gronnvoll suggested Council of Chairs should submit a standalone memo to CAA if they want a change to the approval process for hybrid courses

**VI. Other:**

1. CAA representation on the International Education Council (IEC); Janssen Danyi is removing herself from the IEC; Rosenstein volunteered to replace her on the council
2. CAA upcoming elections (LCBT and student CAA representatives); Janssen Danyi hopes to have a representative from LCBT by end of September; Student Senate should have a representative by mid-September

**VII. Pending:**

None

**VIII. Meeting Adjournment:**

Padmaraju moved and Ruholl seconded the motion to adjourn the meeting. The meeting adjourned at 2:42 pm.

*Minutes prepared by Cindy Hutchison, Academic Affairs*



Date: May 19, 2020

To: M. Gronnvoll, CAA  
C. Janssen Danyi, CAA  
S. Ruholl, CAA

From: Jay D. Gatrell, Academic Affairs

**COVID-19: Academic Year 2020-2021**

The purpose of this memorandum is to document that any possible transition from face to face to remote delivery in response to the COVID-19 crisis will be extraordinary. As such, any decision to move from face to face delivery to remote learning shall not be understood to have set a precedent relative to the approved delivery mode for individual courses or programs for future terms. Additionally, the unique nature of the crisis may require the transition of courses be done on a case by case basis to protect the health of faculty or staff with an existing medical vulnerability.