Present: Brianne Stanback, Chair (BCS), Sara Dykins Callahan (CAS), Claudia Dold (LIB), Deidre Orriola (At Large), Kathi Katz (NUR), Jim King (EDU), Tina Kouri (ENG), Richard Plank (BUS), Jill Roberts (COPH)

Absent: Claudia Cooperman (At-large) excused

Guests   I members, and it will be updated as needed. The Chair will also send this electronically to the UGC.

Approval of Minutes

a. The minutes of the 4/28/2014 meeting were approved as submitted.

New Business

a. Proposed Procedural Changes to Posting "I" Grades – Dr. Janet Moore

      i. The proposed new procedure for submitting an "I" grade on Canvas was presented by Dr. Moore. IT is adding a dropbox on Canvas which will appear to instructors when the "I" grade is entered for a student in their course. The instructor will be prompted to provide the student's last day of attendance and a brief list or summary of the remaining assignment(s) needing completion by the student before the instructor enters a new final grade. If the "I" grade is not completed within 2 semesters, as the policy states for undergraduates, then Banner will convert the "I" to an "IF" grade, as Banner already does now. This procedure will also automatically send an email to the student, the instructor, and the department chair to confirm an "I" grade has been assigned for the student and will include the dropbox information entered on remaining assignments for course completion. This course completion information will also be automatically sent to Banner for BDMS record of that student's terms for completing the course. One council member suggested that the instructor should also be prompted to identify the percentage of coursework that the remaining assignments will provide toward completion of the course. Dr. Moore agreed to ask IT to add that prompt within the dropbox information. Some discussion centered on the current "I" Grade Policy, which was reviewed by the council and found to be current and acceptable. Note was made that the policy's stated time limit may not exceed two academic semesters, so instructors may specify an earlier deadline for course completion in the dropbox.

5. Old Business (Course Proposals Under Review)
    a. Course Proposals
        i. New Courses
        ii. Previously Tabled New Courses
            1. [EEL 4210 Personal Healthcare Systems](#) (Kouri) Tabled
            2. [EEL 4285 Sustainable Energy](#) (Kouri) Tabled
            3. [EEL 4466 MEMS 1: Chemical/Biomedical Sensors and Microfabrication](#) (Kouri) Tabled
            4. [EEL 4593 Mobile and Personal Communication](#) (Kouri) Tabled New Co50 48(e)-2()5c 0 .(e)a