

Minutes  
Undergraduate Academic Affairs Committee  
February 2, 2017

**Members in Attendance:** C. Airhihenbuwa, C. Boyd, D. Barbeau, D. Lohe, E. Gockel-Blessing, J. Haugen, J. Perolio, J. Burwinkel, J. Langan, K. Thatcher, L. Fenneberg, M. Allen, M. Sabick, N. Westhus, R. Cole, R. Wood, and S. Naeger

**Guests in Attendance:** T. Randolph and A. Harkins

**Call to Order:** Rob Wood called the meeting to order at 8:32 a.m.

**Approval of Minutes from the January 5, 2017 Meeting:** Minutes were approved with two abstentions.

**New Business**

a. **Non-Substantial Program Changes**

- Amy Harkins provided handouts and an extensive summary of the program changes made to the Health Information Management (HIM) and Health Sciences (HIS) curricula.
- Tim Randolph addressed the group on the Medical Laboratory Science and Investigative and Medical Science non-substantial program changes and other internal minor changes.

b. **Policy on Cross-Listing and Dual Listing Course Policy**

Jay Haugen discussed the revised copy of the policy. They tried to incorporate all of the comments that were received over the last few months when it was first presented.

This policy is ready to be voted on next week at the UAAC Subcommittee. Jay requested continued feedback from members of the committee before the vote next week.

c. **Subject Code**

Jay Haugen reviewed the definition of subject code. The following statement would go into the academic definitions document as a high level, generic definition. "Subject Code indicates the discipline or subject matter and should equate to a Department of Education Classification of Instructional Programs. Subject codes appear on transcripts and are used for external audience. Thus, they should be understandable in their abbreviated format to the best degree possible. Subject code should not be solely used to differentiate departments, programs or internal budgeting. The schedule of classes is organized by subject code." The purpose of the subject code is to clear up transcripts for the external audience and facilitate OIRs ability to do meaningful institutional research and federal reporting.

He asked that the members review for endorsement next week. Once again, communicate thoughts back to Jay.

Meeting was adjourned at 9:50 AM.