1. Approval of the March 16 Meeting Summary
   Motioned, seconded, and approved

2. Chair’s Update
   - School of Nursing MOU and courses
     Met with SON: MOU was approved. SON courses with inadequate course descriptions will be revised by instructors.
   - DDR 538 revision
     Currently with CERJ
   - Policy on Equitable Delivery of Instruction (formerly “Overflow” policy)
     Statement went out, responses coming in:
       o NUT 10: Hesitant to propose a separate online course due to desire to have a trial period for students to try online/in-person
       o Discussion: what is the mechanism for separating in-person and online sections? What if everyone wanted to go in-person? No space for all.
       o Does watching a recorded lecture count as an online only course? NUT 10 also has in-person activities, does it count as a hybrid?
     Simulcast lectures, implementation: How do students ask questions?
       o What about simulcasting between campuses, facilities (distance learning)?
         ▪ Issue we discussed was for overflow rooms, with inequality due to lack of space and first come first serve seating.
       o Policy does have clause for simulcast that it’s not acceptable for overflow. Committee in agreement that simulcast for other reasons is acceptable
     Definition of hybrid courses: Online activities not just supplemental to a regular class. Policy still needs more clarification

3. ICMS scripts and feedback

4. Including workload in course catalog descriptions
   Suggestion to include outside work hours in catalog. Might mitigate courses with too much outside work.
   Discussion: Students would complain if hours explicit and it ends up being more. Individual students also very different in how much time spent.
   - Could note in catalog that class hours/workload generally follow Carnegie rule
Discussion: What’s the enforcement mechanism? Via the Carnegie rule, there’s a certain amount of work associated, but what if it ends up being more?

- Should be up to department chair to regulate instructors and workload if too much. Syllabus also typically includes explicit descriptions of course load and expectations.

Action Item: Will post survey of class hours from ENG courses and supplemental info on proposal

5. Unit cap / no credit courses

Proposal: No credit (NC) category of 199 courses so undergraduate research can be tracked but not count towards unit caps, which currently can dissuade students from research

- Students may volunteer if they can’t take research units, but it’s currently hard to track such research for records, awards, and recognitions. Would help promote research.
- If a student was enrolled in a 199 NC but not any other classes, do they count as a student/enrolled? Does it count for minimum progress?
- Most students who don’t worry about unit cap will still want to take research units. This helps those who do hit cap. What are the downsides?
- Is there a mechanism in place to offer no credit courses?
  - Possibly, registrar will look into feasibility of implementation
- What about grading for this new course type?

6. June meeting scheduling

Action item: A final meeting date will be decided and notice sent out