

**Academic Transformation**  
**Academic Advisory Committee**  
**4.14.21**

There were three presenters at the meeting who further outlined the purpose, process, and timeline for Academic Transformation:

Lou Slimak, Assistant Provost for Curriculum and Assessment was the main presenter at the April 14 meeting, and he presented on instructional efficiencies, namely max caps. He provided context for max caps policies and guidelines, a proposed timetable, and some proposed guidelines.

**Context/Rationale**

- Efficiencies grow out of the work of the Provost-level academic scheduling committee. Work of this committee began in 2019. A subgroup is also focusing on how the institution sets its max caps on it sections (section size) and 2) how it determines how many sections to offer of a course (section number and fill rate).

**Some Questions the Committee Discussed**

- How does a faculty member or unit change a max cap? For what purposes?
- Should there be guidelines for variance by faculty rank and/or type as well as by modality? Would this impact workload assignment?
- Is there a date past which sections should not be cancelled? Is this different by course-level?
- Could we develop a process for cancelled sections (from Scheduling, from SLI, from department) that would direct students to:
  - Alternative sections
  - Alternative courses
- How to address small and/or partially-filled sections in multi-section courses that would get around both the # and fill-rate guidelines?
- What if we had 4 sections of 16 students in a 101 course, all of which were 60% filled?