**COUNCIL ON ACADEMIC AFFAIRS**

**200 Bricker Hall**

**April 17, 2013**

**3:00 - 5:00 PM**

**MINUTES**

**Attendance**

**Faculty:**

Dr. Heather Allen (Chemistry)

Dr. Mollie Blackburn (School of Teaching and Learning)

Dr. Lisa Florman (History of Art)

Dr. Ken Goings (African American and African Studies)

Dr. Ashok Krishnamurthy (Engineering)

Dr. Eric MacGilvray (Political Science)

Dr. James Rathman (Engineering)

Dr. Fernando Unzueta (Spanish and Portuguese)

Dr. Kay Wolf (Health and Rehabilitation Sciences)

Dr. Henry Zerby (Animal Sciences)

**Students:**

  Niraj Antani (USG, Political Science)

Emily Chorey (Inter-Professional Council, Veterinary Medicine)

Courtney Kasuboski (USG, Industrial and Systems Engineering)

Sarah Lang (CGS, Education and Human Ecology)

  Ann Morrison (Optometry)

Akshay Paropkari (Engineering)

**Administrator:**

Dr. W. Randy Smith (Academic Affairs), Vice Chair

**Guests:**

Dr. Steve Fink (Arts and Sciences)

Mr. Bernard Forjwuor (Undergraduate Admissions)

Mr. Michael Gable (University Registrar)

Mr. Robert Griffiths (Digital Scholarship)

Dr. Scott Herness (Graduate School)

Ms. Marnie Janson (USG, Pharmacy)

Ms. Sarah Odum (College of Education and Human Ecology)

Mr. David L. Roy (Undergraduate Admission)

Ms. Melissa Soave (Office of Academic Affairs)

**The meeting came to order at 3:00 PM.**

**APPROVAL OF THE MINUTES OF THE MEETING OF APRIL 3, 2013**

MacGilvray moved approval of the Minutes of the meeting of April 3, 2013. The motion was seconded by Unzueta and carried with eight in favor and one abstention.

**REPORT FROM THE VICE-CHAIR – PROFESSOR W. RANDY SMITH**

In Wolf’s absence, Smith will chair this meeting.

This is the last meeting for Sarah Lang who cannot attend today, and for Niraj Antani who has served on this Council for the past three years. Beside the tremendous work each has done for this Council, they have won prestigious awards within the past few weeks, proving their leadership roles within the University. This is also the last meeting for Liana Crisan-Vandeborne. She has helped with writing the minutes for these meetings during the semester conversion process. She will return to her primary role within the Office of Institutional Research and Planning. Council members expressed their appreciation these three colleagues.

The University Senate is in the process of appointing two new members to the Council. They will be starting to attend these meeting in the fall.

Discussions on the proposal from the College of Nursing, to lowering/removing the Mathematics requirements for the RN to BSN degree are continuing. After review, Subcommittee C decided that this proposal cannot go forward. Zerby, Wolf and Smith met with the College of Nursing leadership to discuss this outcome. The College of Nursing will continue to work with the Department of Mathematics to identify pathways for completing the Mathematics requirement for those students with deficiencies in this field and wanting to pursue the BSN degree. Those in attendance at the meeting were informed that they could present the full Council, despite the Subcommittee’s decision, but this option was not considered necessary. The Office of Academic Affairs will convene the Council leadership and Dr. Bern Melnyk, Dean, College of Nursing, at a meeting with the Executive Vice President and Provost to get an overview on the College’s planned programmatic directions.

The Department of Spanish and Portuguese informs the Council, through Smith, that the Catalan specialty will be added to its offerings. There will be two courses offered at the 5000 level. This specialty will help the graduate students, provide a more complete image of the program, and will help the students in the Romance Language majors. Peer institutions all have a specialty like this in their departments of Spanish, Portuguese, Iberian, Italian and/or Latina Studies.

Blackburn and Zerby are on the review committee for a proposal for a Center for Regenerative Medicine and Cell-Based Therapies. It is likely that this review will be completed during the summer. The goal is to bring it to the University Senate at its first meeting in Autumn 2013.

Last week an external review team visited the campus to conduct the reaccreditation process for the Visual Arts programs. Another team will be in Campus at the end of the month to review the reaccreditation process for the College of Dentistry.

A meeting was conducted with local business leaders to get a better understanding of their needs for undergraduate students in the field of Data Analytics major. The University, led by the Office of Academic Affairs, through Smith, is developing a new interdisciplinary major in this field...

At the next University Senate meeting on April 18, 2013, Smith will present an overview of the Council’s activities during the current ending academic year. Wolf is unable to attend that meeting.

**SUBCOMMITTEE A: Eric MacGilvray, Ken Goings, Sarah Lang**

* **Proposal to offer the Bachelor of Science in Social Work at Regional Campuses**

**Guests: Professor Denise Bronson, Associate Dean; Jennie Babcock, Undergraduate Studies Director**

MacGilvray provided a brief review of the proposal. After reviewing it, Subcommittee A had 7 concerns. This major will use a unique method of offering: completely online at the Regional Campuses, and the major will have a lockstep curriculum. Subcommittee A considered that these two issues would need to be explained in details to the full Council before an approval motion.

Distance Learning initiatives started to develop within the College of Social Work prior to forming this degree. Currently, many students will take general education courses at Regional Campuses before transferring to the Columbus campus to complete their degrees within Social Work. Faculty involved in teaching the hybrid and distance education courses for this program are familiar with the Regional Campus academic life. Nine distance education courses were piloted this year at the Columbus campus. Faculty teaching the courses were impressed by the development, progress and outcomes of the courses. The education technologist within the College helped the faculty in these courses develop creative ways of engaging students in the learning process. In one case, one faculty member taught the same courses online and in person. At the end of the course, that faculty member saw no differences between the two classes, and considered that students’ outcomes were similar. Continuous data will be collected for these pilot classes throughout the current academic year. These courses were advertised as a pilot to Columbus campus students. The enrollment in the courses was limited.

Depending on the class and the nature of the content, the teaching methodologies might be different. For example the Care Giving Class, includes online meetings through Adobe Connect besides the regular reading and visualization of materials. Most of the classes are designed to be very interactive and engaging. The five required courses are all offered online. The elective courses could be regular face to face courses. The faculty teaching the online courses are located at the Columbus campus. The intentions are for regular full-time, not adjunct, faculty to teach these courses. The enrollments in these courses are being kept low, at around 20 students per session, due to the nature of the discipline, and also to maintain student-faculty engagement. It is the goal of the College to maintain the quality of the courses through various ways of academic deliveries.

This proposal is a first for this Council with regard to the online delivery option, therefore the level of scrutiny is elevated and the review process is detailed.

Historically, the Regional Campuses offered only five undergraduate majors: Education, Psychology, English, History and Business. Recently the Theatre major has been offered at Lima, and now Social Work is seeking approval.

There have only been brief discussions on whether/how this new degree will have an impact on the faculty, their numbers and their perception about the College. The initial development of each course will require extended faculty involvement; in many cases more than in developing a face to face course. The program will need to be lockstep due to the nature of the courses. The online courses could provide more flexibility in the offerings. For example, some students might not need to wait a full year before taking the lockstep courses. The newly designed degree with online courses complies with Social Work’s accreditation requirements.

During Council discussion, the following concerns were raised.

Some members do not feel comfortable with the fact that undergraduate students are going to be forced to take online courses without having the face to face course option easily available at regional campuses. These students will not benefit from the on campus experience. Other members are viewing this issue as giving students more options and boarder access to this degree at Regional Campuses. Students can still opt to transfer to the Columbus campus.

Council members are impressed with the way the courses were developed, and would like to see a report within a year on the students’ satisfaction and success with these courses.

Smith moved approval of this proposal with the caveat that a report on the progress of this degree be presented to the Council within a year. The motion was seconded by Unzueta and carried with eight in favor, one opposed and one abstention.

**SUBCOMMITTEE D – Professors Kay Wolf and W. Randy Smith**

* **Establishment of a Teacher Leader Endorsement, Department of Educational Studies, College of Education and Human Ecology**

**Guest: Belinda Gimbert, Associate Professor**

Smith provided a brief overview of the proposal. This request is made by the Department of Educational Studies to establish a teacher leader endorsement. This endorsement is for teachers who already have a teaching degree and have been teaching for few years. After completing three additional courses, the teachers will have the opportunity to assume leadership roles within the organizations where they are teaching. The Department has already made a request to the Ohio Department of Education (ODE) for approval.

Teachers with a completed master’s degree can apply for this endorsement. It is a step in their career development. The content of the courses aligns with competencies and standards required by the ODE. A review of the similar offerings at peer institutions was conducted. Some institutions offer four courses. The Department concluded that the learning materials can be covered in three courses which can be taken into one year. This endorsement represents one of the steps in the teachers’ assessments to become “master teachers” within the State of Ohio.

The Ohio Board of Regents will need to be informed.

Smith moved approval of this proposal; the motion was seconded by Blackburn and carried with all in favor.

* **Revision to the Undergraduate Major in Neuroscience Major, College of Arts and Sciences**

**Guests: Professor John Bruno, Department of Psychology, and Charlie Campbell, Academic & Student Services Coordinator**

Smith presented the proposal. This is a relatively new major within the University that is experiencing rapid growth. This proposal is meant to manage the growth issues and also to maintain the quality of the program and student success. The proposal for the establishment of a pre-major. Students will complete at least 24 semester credit hours, 12 semester hours completed at this University, and maintain a minimum 3.0 GPA. Students will also need to complete two core courses from the major (Neuroscience 3000 and Psychology 3313) earning a minimum grade of B in each. The only exemptions from these rules are the first year honors students who can be admitted directly into the program.

The major is very rigorous academically. Many graduates have intentions to move onto graduate programs. This proposal will maintain the quality of the graduating students. The initial projections when this major was approved were for about 60-75 majors. Currently there are 476 students declaring this major, and 132 minors. The number of faculty teaching the courses in this major is quite large. There is a mix of faculty mostly from the College of Arts and Sciences and College of Medicine.

Peer institutions’ pre-majors had been reviewed. The development of this pre-major will help advising and will better communicate to students what the requirements for a successful completion of this major will be. A 3.0 GPA will not need to be maintained during the length of the program. The graduation requirements (minimum 2.0 GPA) from the College of Arts and Sciences will apply for this major. In order for students to complete the major within a reasonable time, they will need to declare the major by the end of their sophomore year. Currently-enrolled students are not going to be affected by these changes. Students who complete the requirements and attain the minimum grade levels required at any step in the program can declare this major for graduation. Students are encouraged to meet with their advisor, especially the ones who have lower GPAs. Prospective students are being screened internally. The ones with lower GPA’s (under 2.8) receive letters informing them of the need to contact their advisors.

Smith moved approval of this proposal; the motion was seconded by Antani and carried with all in favor.

* **Change to the Credit Hours of the Undergraduate Athletic Training Program, Health and Rehabilitation Sciences**

**Guest: Mark Merrick, Associate Professor**

Smith presented the proposal. The changes to the Athletic Training Program are a result of the evaluation of the semester-based curriculum. After the assessment process was completed, the faculty within the division proposed a few changes in order to address the sequencing of courses, academic content, and student development and growth. A few courses have the credit hours required changed, and two courses from the major requirements were removed. The total change in the curriculum will produce a net reduction of 2 credit hours. This change will balance the overall semester load and is meant to be a student friendly change.

The program is a lockstep program and follows the professional accreditation requirements. Students are being admitted in cohorts of 25 at a time.

Smith moved approval of this proposal; the motion was seconded by Antani and carried with all in favor.

**Institutional Accreditation Overview – W. Randy Smith**

The Ohio State University is starting to get ready for its institutional reaccreditation in 2017. This is independent of specialized accreditation that is ongoing for various programs, notably within our 7 health science, and 5 of our professional, colleges.

Currently, there are six regional accrediting bodies in the US. This University is a part of the North Central Association (NCA) of Colleges and Schools, and within it, the Higher Learning Commission (HLC). NCA has accredited the University since 1913. Historically, every 10 years a review occurs that includes a detailed self-study and a site visit. The last visit was in 2007.

 The set of criteria for reaccreditation – now referred to as continued accreditation - has changed within the last year. Every year, a set of statistical data is submitted to HLC through the Office of Institutional Research and Planning. The data include statistics on enrollments, financial aid, degree offerings, and financial indicators.

Then for the 10 year assessment, institutions will need to meet selected federal compliance requirements, and show evidence that is fulfills the following 5 criteria:

* + mission
	+ integrity; ethical and responsible conduct,
	+ teaching and learning; quality, resources and support,
	+ teaching and learning; evaluation and improvement,
	+ Resources, planning, and institutional effectiveness.

The number of words used for self-studies is limited by the Commission to no more than 35 thousands. Patterns of evidence will need to be presented to show how each of the criteria is being met. Each criterion is comprised of multiple components. All core components of each criterion need to be passed for the criterion to be met. This is a more stringent requirement than in earlier reviews.

And, in previous years, there was only one criterion on teaching and learning. The activities of this Council are closely related to the fourth criterion, because, a all programs, undergraduate, graduate and professional will need to have:

- written goals and objectives,

- methods of achieving those goals and objectives, and

- demonstration that the information collected from assessing the achievement of the objectives is used to track improvements or maintain the achieved goals.

This Council will play an important role in reviewing proposals for new or changed/updated programs. Student objectives will be carefully reviewed. Within the Graduate School similar student outcomes will be tracked and close attention also will be given to combined degrees.

Within the University, plans are underway, through the Office of Academic Affairs, to prepare for this process. The University also gets to identify a “quality initiative” as a part of the process – a topic that the institution can work on for improvement/advancement purposes. Within a few months a team to oversee the process will be developed; a quality initiative will be identified by Spring 2014; then, during the 2016-17 academic year, a self-study will be completed and an external review team will visit, and then provide a recommendation to HLC related to continued accreditation.

Smith has extensive experience in the re-accreditation process. He oversaw the 1997 and 2007 processes for this University, and now is serving as a reviewer of other institutions.

**Council Chair 2013-14: Election**

After a brief discussion of the typical process used for Council Chair selection, Unzueta moved that Zerby be elected Chair for the 2013-14 academic year. Smith seconded the motion, and it carried with all in favor.

 This Council will have at least one meeting during the summer and will be scheduled based on member availability.

**The Meeting Adjourned at 3:55 PM.**

Respectfully submitted,

W. Randy Smith

Liana Crisan-Vandeborne