

COUNCIL ON ACADEMIC AFFAIRS

200 Bricker Hall

April 8, 2009

3:00 – 5:00 PM

DRAFT MINUTES

ATTENDANCE

Faculty:

- ✓ Dr. Lawrence A. Baum (Political Science)
- ✓ Dr. Neelima M. Bendapudi (Marketing and Logistics)
- ✓ Dr. James W. Cogdell (Mathematics)
- ✓ Dr. Kathryn A. Corl, (Germanic Languages and Literatures)
- Dr. Marcia E. Farr (Teaching and Learning)
- ✓ Dr. Jay S. Hobgood (Geography)
- ✓ Dr. Michael Ibba (Microbiology)
- ✓ Dr. Daniel A. Mendelsohn (Mechanical Engineering)
- ✓ Dr. Robert J. Ward (Music)

Students:

- ✓ Mr. Robert D. Calhoun (CGS, History of Art)
- ✓ Ms. Sarah K. Douglas (CGS, History)
- ✓ Mr. Benjamin T. Reinke (USG, Physcs)

Administrators:

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

Guests:

- Dr. Alexis C. Collier (Associate Provost);
- Mr. John E. Dickhaut (Office of the University Registrar)
- Ms. Connie M. Goodman (Office of the University Registrar)
- Ms. Joanne Gray (Student Information Systems consultant)
- Dr. Terry L. Gustafson (Associate Dean, Arts and Sciences)
- Ms. Kara Miller (Office of Enrollment Services and Undergraduate Education)
- Mr. David E. Roy (Director, Enrollment Services)
- Dr. Elliot E. Slotnick (Associate Dean, Graduate School)
- Dr. John D. Wanzer (Assistant Provost)

The Council came to order at 3:02 PM.

PRESENTATION ON THE STUDENT INFORMATION SYSTEM (SIS)

Connie M. Goodman presented an on-line overview of applications in the new Student Information System (SIS) that support faculty work. These included 'Faculty Services,' Advisement,' and 'Class Search' applications. Under 'Faculty Services,' she demonstrated how the system can be used as a multiple course management system to display teaching schedules, enrollment, and rosters, and to use for reporting grades. If instructors prefer to use Carmen for course management, they will be able to report grades by moving information from Carmen to the SIS by transferring information to Excel documents that can interface with the SIS. The SIS calendar display, however, cannot be transported to other calendar software. The SIS can be used to contact students directly, but users will need to copy themselves on messages to have them saved in other e-mail systems. In the 'Advisement' application, Goodman stepped through features that faculty with advisees can use, such as advising reports. Professional advisors will use a separate application. The 'Class Search' application aligns with the master schedule; a separate application contains the course bulletin information.

Committee members asked when the new SIS will go into effect, and how faculty will be informed and trained. Goodman indicated the new SIS will go into effect April 14, 2009. The MARX legacy system will continue to be available through mid-June. Historic information prior to spring quarter 2009 will be available at the course but not section level. Going forward, information will be maintained at the section level. Several types of informational and training sessions for using the new SIS have been held and will continue. These include an on-line demonstration with tips and hints, the availability of 25 trainers who can visit faculty within colleges or hold sessions for larger groups, a potential 'assistance lab' when grades are due, and possible summer training sessions.

MINUTES OF THE COUNCIL MEETING OF MARCH 3, 2009

The Minutes have yet to be distributed and will be acted upon at the next Council Meeting.

COMMENTS FROM THE CHAIR—PROFESSOR DANIEL A. MENDELSON

Mendelsohn gave an update from a Faculty Council discussion about using surveys to help assess learning outcomes in General Education Curriculum (GEC) courses. Potentially students could be given a brief survey about their learning with respect to GEC expected outcomes following completion of a GEC course. A companion survey would permit faculty members to provide information about the methods they used, such as targeted grading in the class, to assess directly GEC learning outcomes along with a summary of the findings. Mendelsohn indicated similar practices for embedded testing were being used in Engineering capstone courses, and wanted Council members to have examples of good practices as they begin to evaluate assessment in academic programs.

Mendelsohn reported on Council on Enrollment and Student Progress (CESP) calendar conversion activities. He has been asked to attend CESP meetings as a Council liaison. He indicated several issues would need to be resolved, such as space, residence halls, examination periods, and the need to address the growing abuse of using final examination week. Matters that Council would need to address included articulation of what constitutes a credit hour and

class length under a new calendar. Ratios among major, general education and elective course work will need to be specified for different types of degree programs, such as the BS, BA, and tagged degrees. He pointed out that CESP had noted the 65-70 day term that had been voted on would potentially result in less class contact time across the year compared with the current calendar. Implications of a shortened calendar for a variety of programs with external requirements, such as NCAA rules for student athletes and specialized accreditation, would need to be solved. Mendelsohn indicated that he thought the time proposed to complete the conversion by autumn 2012, which meant decisions would need to be determined by winter 2012 for student recruitment, was too short. Reinke noted that when the University of Minnesota moved from quarters to semesters there was a substantial loss of revenue because students initially enrolled in fewer semester hours than anticipated. Advisors would thus need to counsel students appropriately.

COMMENTS FROM THE VICE CHAIR — PROFESSOR W. RANDY SMITH

Smith informed the Council that the Board of Trustees met on April 3, 2009 and approved the proposals to convert the University calendar to semesters, to establish a B.S. in Construction Systems Management, and to change the name of the Department of Industrial, Welding, and Systems Engineering.

Smith provided information on recent personnel changes in the Office of Academic Affairs. Professor Susan Williams, Department of English, has been appointed as Vice Provost for Academic Policy and Faculty Resources. She will assume a larger role in “leadership development” for faculty chairs and deans. Professor Carole Anderson has left that position and now serves as Dean of the College of Dentistry. Vice Provost Martha Garland will be retiring December 2009. Her duties will be divided into two positions: Vice Provost and Dean for Undergraduate Education, and Associate Vice President for Enrollment Services. A new Vice Provost for Global Strategies and International Affairs, Dr. William Brustein, will begin July 1, 2009. Briggs Cormier will now assist Vice Provost Williams full time, but will continue to help with course approvals until another person can be appointed. Smith acknowledged and thanked Cormier for his work with and support of this Council.

Smith indicated that “dual high school and college enrollment” decisions have been handled to date, as they arise. For future discussion, he is proposing a special committee on dual enrollment to report to this Council. The emphasis likely will be on niche programs, such as the languages.

Smith informed the Council that the search for an Executive Dean for Arts and Sciences and Vice Provost is underway. Candidates will be on campus over the next two weeks. Evaluation forms are available for input following their forums.

PROPOSAL FROM SUBCOMMITTEE B—PROFESSOR JAY S. HOBGOOD

- **Translational Plant Sciences Graduate Program**

Hobgood presented a synopsis of the proposal for a new Ph.D. graduate program in Translational Plant Sciences. The program is an outgrowth of an interdisciplinary Plant Molecular Biology/Biotechnology (PMBB) Program in which students have only been able to obtain a graduate specialization. PMBB was recently selected for a Targeted Investment in Excellence (TIE) award. It is timely to move forward. In the proposed interdisciplinary degree program the ‘translational’ aspect of the degree work is emphasized through the requirement of a six-month internship in one of the seven tracks. Students can continue to get a Ph.D. in one of the programs that participate in PMBB. Elliot Slotnick, Associate Dean, Graduate School, answered questions about graduate student funding. Slotnick noted that the program may in the future want to offer joint degrees with other universities. Cogdell asked about assessment of the program. Smith indicated that new programs will be evaluated through the new review process established in the Graduate School. Bendapudi seconded the motion brought forth by Hobgood to approve the proposal. The motion carried by voice vote with one abstention.

PROPOSALS FROM SUBCOMMITTEE D—PROFESSORS DANIEL A. MENDELSON AND W. RANDY SMITH

- **Graduate Program name change: From Food Science and Nutrition to Food Science and Technology, College of Food, Agricultural and Environmental Sciences**

Mendelsohn outlined the proposal to change the name of the Food Science and Nutrition graduate program to Food Science and Technology. Historically nutrition was in the same department but is now offered in a different department. The change would align with the name of the department in which the degree is awarded and help clarify distinctions between this degree and those in ‘Nutrition.’ Calhoun seconded the proposal that was approved by voice vote.

- **Revision to the Undergraduate Chinese Major and Minor, Department of East Asian Languages and Literatures**

Mendelsohn presented a proposal to revise the Chinese major and minor. The changes are to increase student choice in both the major and minor by reviving courses that have not been taught for several years. The courses are now in demand because of enrollment growth. There are no changes in the overall hours to complete the major and minor. Corl pointed out that EM and transfer credits are not eligible to meet the 10 hours electives requirement in the minor. The practice should be considered as this Council conducts a review of minors.

The motion was seconded by Ibba and approved by voice vote with one abstention.

- **Revision to the Undergraduate Portuguese Major, Department of Spanish and Portuguese**

Mendelsohn presented a proposal to revise the Portuguese major. The changes will provide students with a strengthened program core by increasing the specific required courses from one to three, and with a streamlined set of categories in which students must complete course work by combining the Literatures and Culture categories. There will be no increase in hours in the major.

The motion was seconded by Douglas and approved by voice vote with one abstention.

GENERAL DISCUSSION

Reinke asked which committee would be responsible for the GEC during the calendar conversion process. Smith indicated the plan for moving forward with the GEC conversion would need to be decided, and that the ASC Committee on Curriculum and Instruction (CCI) would be involved. The interface with the University-level Advisory Committee (ULAC) for the GEC, a subcommittee of CAA, would also need to be worked out.

In closing, Smith acknowledged committee member Professor Lawrence A. Baum as a recipient of a 2009 University Distinguished Scholar Award.

The meeting adjourned at 4:45 PM.

Respectfully submitted,

W. Randy Smith
Alexis C. Collier