

**COUNCIL ON ACADEMIC AFFAIRS**

**200 Bricker Hall**

**March 30, 2011**

**3:00 PM – 5:00 PM**

**MINUTES**

**ATTENDANCE**

**Faculty:**

- |  |   |
|--|---|
| Dr. Leslie Alexander (History)                                 | ✓Dr. Ashok Krishnamurthy (Engineering)        |
| ✓Dr. Marilyn J. Blackwell (Germanic Languages and Literatures) | ✓Dr. Barbara Polivka (Nursing)                |
| ✓Dr. James W. Cogdell (Mathematics)                            | Dr. Robert J. Ward (Music)                    |
| ✓Dr. John Fellingham (Business)                                | ✓Dr. John W. Wilkins (Physics)                |
| ✓Dr. Jay S. Hobgood (Geography)                                | ✓Dr. Kay N. Wolf (Allied Medical Professions) |

**Students:**

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|--|--|
| ✓Mr. Niraj Antani (USG, Political Science) | ✓Ms. Sarah K. Douglas (CGS, History)               |
| Mr. Dheeraj Duggineni (USG, Biology)       | ✓Ms. Sarah Lang (CGS, Education and Human Ecology) |

**Administrators:**

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

**Guests:**

- Ms. Andrea Bour (Office of the University Registrar)  
Dr. Alexis Collier (Associate Provost)  
Dr. Terry Gustafson (Arts and Sciences)  
Ms. Carrie Jester (Office of the Chief Information Officer)  
Mr. Bradley Myers (University Registrar)  
Dr. Elliot Slotnick (Graduate School)  
Dr. David Tomasko (Engineering Administration)  
Dr. George Valco (Electrical and Computer Engineering)

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The Council came to order at 3:05 PM.

## **REPORTS FROM THE CO-CHAIRS – PROFESSORS JAY S. HOBGOOD, AND JAMES W. COGDELL**

Each Subcommittee will present the status of semester proposals review at the end of current meeting. The Council will make preparations for reviewing the Arts and Sciences semester proposals. Weekly meetings will be scheduled in order to deal with the heavy work load needing completion, and to achieve the goal of reviewing all semester conversion proposals by July 1st, 2011. Besides weekly meetings, the Council may need to have some extended dinner meetings (3:00 PM - 7:00 PM).

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

Currently, there were more than one thousand courses reviewed and approved by the Office of Academic Affairs (OAA) for semester conversion. The review group includes Smith, Collier, Professor Ann Christy, and Melissa Soave. Each course is being reviewed individually according to the new template, and when approved forwarded to the Office of the University Registrar. Minor editorial changes can be made at this point with the unit's collaboration. Courses that raise a substantial number of questions are being returned to the unit for clarification and resubmission. The courses are being bundled for easier review. The following bundles have been reviewed:

- Education and Human Ecology (EHE) undergraduate courses;
- Food Agricultural and Environmental Sciences (FAES) undergraduate courses;
- Optometry;
- Dental Hygiene; and
- Pharmacy

The process implemented by the reviewers has been working effectively and all courses should be completely reviewed by July 1st, 2011. Special attention is being paid to the courses with international components, distance learning options, seven weeks length or May term components.

## **INFORMATIONAL ITEM FROM THE OFFICE OF CHIEF INFORMATION OFFICER**

**Guests: Bradley Myers, Office of University Registrar (OUR), and Carrie Jester, Office of the Chief Information Officer (CIO)**

Myers presented updates on the process of semester conversion activities being done inside the OUR and the Office of the CIO. Particular attention is being paid to the record conversion process, including the grade point averages (GPA), credit hours and GPA calculation. For conversion purposes only, internally the system will use a temporary “not real” term in order to make the necessary calculations. The record system will use this term and consider Summer 2012 as the first semester. These arrangements will not affect any academic activities. The conversion process has been reviewed and compared to ones implemented by other higher education institutions. Records of academic activities done under quarters will remain the way they are, the new records will reflect the semester standards starting with 2012.

Different models have been used in order to protect the GPA calculation. Using 0.67 as a conversion factor provides enough confidence and accuracy in transcripts. Deeper or more elaborate methods of conversion were not necessary (e.g. using 0.667 or 0.6667). In marginal cases some credit hours might need to be adjusted by one. This would be a very limited number. It will not affect student's graduation, because other factors need to be fulfilled before completion. Degree audits will still be in place, in terms of doing the analysis of each of the program requirements and making sure that every student meets them before graduation.

During the discussion, the following issues were raised and clarifications provided:

- In theory, it would be possible that rounding in one particular case would benefit the student in the sense that the graduation could be possible. However, in reality, the degree audit process is meticulous and would flag those special cases.
- The transcripts will have an explanation acknowledging to any reader that the University has been switched from quarters to semesters.
- The GPA is calculated using cumulative grade points and hours. Historical quarter-based data will be maintained and not converted.
- The College Advisory Committee and the Council on Enrollment and Student Progress (CESP) have been informed about these actions and they will be shared with individual programs across the university.
- CESP is currently reviewing the exact dates for the exams during the first and second sessions within the fall and spring semesters.

Smith mentioned that Jester is deeply involved in development of the templates for semester proposal submission. She is working in an extremely collaborative manner with all colleges during this conversion process, and members of OAA are grateful for her commitment.

## **SUBCOMMITTEE B – NIRAJ ANTANI, MARILYN BLACKWELL, PARBARA POLIVKA, ROBERT WARD**

### **Semester Conversion Proposal: College of Engineering: Bachelor of Science combined with Master of Science (BS/MS) in Electrical and Computer Engineering**

Antani presented the proposal. The combined program will follow the College of Engineering's Quarter to Semester proposal, except that a maximum of nine credit hours may be counted toward both B.S. and M.S. degrees. The College's policy permits a maximum of twelve semester credit hours to count towards both degrees; the proposed policy is within the College's limit.

Antani moved approval; it was seconded by Hobgood and carried with all in favor.

### **Semester Conversion Proposals: College of Engineering, Knowlton School of Architecture: Bachelor of Science (B.S.) in Architecture; Master of Science in Architecture**

Antani presented both proposals. The Knowlton School of Architecture does not have a uniform General Education Curriculum (GEC) across its three sections. Each section develops a GEC curriculum consistent with its particular major program.

The bachelor's program requires 74 credit hours, including 15 GEC credit hours; 6 electives; and 6 credits of GEC courses. The B.S. in Architecture conversion process was

simple because the degree's core curriculum is based on one-year course sequences and these courses are revisited annually. Previously, a one year structural engineering sequence was required for the B.S. degree, and a one year sequence in building systems was required for the Master's degree. The semester proposal splits the two sequences so that one semester of each occurs in the undergraduate program and one each in the graduate program. The intention of these revisions is to introduce additional issues of sustainability and a more rounded introduction to related disciplines within the undergraduate curriculum. Under quarters, Architecture had been granted approval to teach 19 credit hours (five courses) of GEC's internally.

The Master of Architecture degree is a three-year program that is anchored by the design studio and supported by courses in architectural history, theory, professional practice and technology (constructions, structure, and systems.) Needed for completion are 84 required credit hours, 6 architectural electives and 6 open electives.

Given the constraint of four courses per semester, or eight courses per year, the seven required courses eliminate the possibility of all but one course outside the unit. This final course outside the unit is abandoned because it increases the total credit hours above the limit of 96 and adds a course during the final semester when a student is producing both a design studio project and an exit review lecture.

Questions raised by the Subcommittee B were reviewed with the full Council. Antani will ask the crafters of this proposal to provide more detailed clarifications regarding:

- The constraint of having only four courses per semester.
- GEC requirements under quarter versus under semester. Especially the absence of "diversity" component from the GEC for the professional degree in Architecture.

Atani moved approval of these proposals; they were seconded by Wilkins and carried with all in favor.

### **Semester Conversion Proposal: College of Engineering: Knowlton School of Architecture: Undergraduate minor in City and Regional Planning (CRP)**

Polivka presented the proposal. This program is converted with minimal changes. Students are required to complete 12 credit hours (6 required and 6 electives) in CRP to fulfill the minor requirement. Minor courses in CRP may not double count for courses in a student's major, or as GEC requirement. The minor is being modified to include a semester length introduction to planning and then, instead of requiring a housing course and history course, it will require an international development course. The minor will continue to maintain the flexibility of choice for half of the minor requirement. Advising will be available upon request. Where appropriate, independent study credit will be offered to students who are one or two credit hours short of meeting the minor credit-hour requirement. No more than three hours of independent study may be applied to the minor.

Polivka moved approval; it was seconded by Douglas and carried with all in favor.

### **UPDATES ON SEMESTER PROPOSALS REVIEW**

The Chairs of each Subcommittee provided updates on the review of semester conversion proposals.

- **SUBCOMMITTEE A**
  - The following proposals have been reviewed and approved by CAA:

- ✓ Master of Science in Animal Sciences
- ✓ Doctor of Philosophy in Animal Sciences
- ✓ Bachelor of Science in Entomology
- ✓ Master of Science in Entomology
- ✓ Doctor of Philosophy in Entomology
- ✓ Graduate Minor in Entomology

○ The following Colleges submitted proposals for review:

Subcommittee A	College of Business	Business Administration	Accounting-MASS
			Economics-BABA
			General Business-BSBA
			Specialized Master in Business-Finance
			Specialized Master in Business-Marketing
		Management and Human Resources	Labor and Human Resources-Ms
		Management Sciences	Finance-BSBA
			Human Resources-BSBA
			International Business Administration-BSBA
			Marketing-BSBA
			Master of Business Operational Excellence
			Operations Management-BSBA
			Real Estate and Urban Analysis-BSBA
			Risk Management and Insurance-BSBA
	Special Major-BSBA		
	Marketing and Logistics	Logistics Management-BSBA	
	College of Dentistry	Dentistry	Doctor of Dental Surgery
			Dentistry PhD
			Dentistry Ma
		Dental Hygiene	Dental Hygiene-BS
			Dental Hygiene (Completion Program)-BS
	College of Food, Agricultural and Environmental Sciences	Agricultural, Environmental and Development Economics	Agribusiness and Applied Economics-BS
			Agricultural Communication-MN
			Agricultural, Environmental & Development Economics-MS
			Agricultural, Environmental & Development Economics-PhD
		Animal Science	Animal Science-BS
			Meat Science-BS
			UG Dairy Certificate
		Environment and Natural Resources	Environmental and Natural Resources Grad Minor
			Fisheries and Wildfire Management-BS
			Forestry and Urban Forestry-BS
			Human Dimensions in Natural Resources-BS
			Natural Resources-MS
			Natural Resources-PhD
			Rural Sociology-Grad Minor
			Rural Sociology-MS
			Rural Sociology-PhD
			Soil Science-Grad Minor
		Soil Science-MS	
		Soil Science-PhD	
		Food Science and Technology	Culinary Science-BS
			Food Business Management-BS
			Food Science and Technology-BS
			Food Science and Technology-MS
			Food Science and Technology-PhD
		Human and Community Research Development	Agricultural Communication-Undergraduate Minor
			Leadership Studies-Undergraduate Minor
Plant Pathology		Plant Health Management-BS	
		Plant Health Management-MS	
		Plant Pathology-BS	
		Plant Pathology-Ms	
	Plant Pathology-PhD		
College of Nursing	Nursing-BS		
	Nursing-BS (online)		
	Doctor of Nursing		
	Doctor of Nursing Practice		

- **SUBCOMMITTEE B**

- The following proposals have been reviewed and approved by CAA:
  - ✓ Bachelor of Science in Aeronautical and Astronautical Engineering
  - ✓ Bachelor of Science in Architecture
  - ✓ Bachelor of Science in Biomedical Engineering
  - ✓ Bachelor of Science in Chemical Engineering
  - ✓ Bachelor of Science in City and Regional Planning
  - ✓ Bachelor of Science in Civil Engineering
  - ✓ Bachelor of Science in Computer Science and Engineering
  - ✓ Bachelor of Science in Electrical and Computer Engineering
  - ✓ Bachelor of Science in Engineering Physics
  - ✓ Bachelor of Science in Environmental Engineering
  - ✓ Bachelor of Science in Food, Agricultural and Biological Engineering
  - ✓ Bachelor of Science in Industrial Integrated Systems
  - ✓ Bachelor of Science in Materials Science and Engineering
  - ✓ Bachelor of Science in Mechanical Engineering
  - ✓ Bachelor of Science in Welding Engineering
  - ✓ BS/MS in Aeronautical and Astronautical Engineering
  - ✓ BS/MS in Electrical and Computer Engineering
  - ✓ BS/MS in Materials Science Engineering
  - ✓ BS/MS in Mechanical Engineering
  - ✓ BS/MS in Nuclear Engineering
  - ✓ BS/MS in Chemical and Biomolecular Engineering
  - ✓ Doctor of Philosophy in Aeronautical and Astronautical Engineering
  - ✓ Doctor of Philosophy in Biomedical Engineering
  - ✓ Doctor of Philosophy in Biomedical Engineering (in conjunction with completion of an MD degree through the College of Medicine)
  - ✓ Doctor of Philosophy in Chemical Engineering
  - ✓ Doctor of Philosophy in Civil Engineering
  - ✓ Doctor of Philosophy in Computer Science and Engineering
  - ✓ Doctor of Philosophy in Electrical and Computer Engineering
  - ✓ Doctor of Philosophy in Materials Science Engineering
  - ✓ Doctor of Philosophy in Mechanical Engineering
  - ✓ Doctor of Philosophy in Nuclear Engineering
  - ✓ Graduate Minor in Computer Science and Engineering
  - ✓ Master of Science in Aeronautical and Astronautical Engineering
  - ✓ Master of Science in Architecture
  - ✓ Master of Science in Biomedical Engineering
  - ✓ Master of Science in Chemical Engineering
  - ✓ Master of Science in Civil Engineering
  - ✓ Master of Science in Computer Science and Engineering
  - ✓ Master of Science in Electrical and Computer Engineering
  - ✓ Master of Science in Materials Science Engineering
  - ✓ Master of Science in Mechanical Engineering
  - ✓ Master of Science in Nuclear Engineering
  - ✓ Undergraduate Minor in Biomedical Engineering
  - ✓ Undergraduate Minor in Engineering Education Innovation Center - Technological Studies

- ✓ Undergraduate Minor in Engineering Education Innovation Center - Engineering Sciences
- ✓ Undergraduate Minor in Environmental Engineering
- ✓ Undergraduate Minor in City and Regional planning
- ✓ Undergraduate Minor in Nuclear Engineering
- ✓ Undergraduate Minor in Surveying and Mapping

- The following Colleges submitted proposals for review:

<b>Subcommittee B</b>	College of Engineering	Knowlton School of Architecture	City and Regional Planning-BS
			City and Regional Planning-PhD
			City and Regional Planning-Grad Minor
			Landscape Architecture-BS
			Landscape Architecture-MS
		Aviation	Aviation-BS
			Aviation-Undergrad Minor
		Food, Agricultural and Biological Engineering	FABE BS/MS
			FABE MS, PhD
		Integrated Systems	ISE MS, PhD
		Materials Science	Welding Engineering BS/MS, MS, PhD
		Mechanical and Aerospace	

### **SUBCOMMITTEE C**

- The following proposals have been reviewed and approved by CAA:
  - ✓ Bachelor of Science in Hospitality Management
  - ✓ Doctor of Philosophy in Astronomy
  - ✓ Doctor of Philosophy in Biostatistics
  - ✓ Doctor of Philosophy in Linguistics
  - ✓ Doctor of Philosophy in Statistics
  - ✓ Doctor of Philosophy in Women's Studies
  - ✓ Graduate Minor in Statistical Data Analysis
  - ✓ Graduate Minor in Statistics
  - ✓ Graduate Minor in Women's Studies
  - ✓ Master of Arts in Linguistics
  - ✓ Master of Arts in Women's Studies
  - ✓ Master of Applied Statistics
  - ✓ Master of Science in Astronomy
  - ✓ Master of Science Program in Statistics

- The following Colleges submitted proposals for review:

<b>Subcommittee C</b>	College of Education and Human Ecology	Consumer Science	Consumer and Family Financial Services-BS
			Consumer Sciences-MS
			Consumer Sciences-PhD
			Fashion and Retail Studies-BS
			Hospitality Management-BS
		Human Nutrition	Nutrition-BS
			Nutrition-MS
		School of Education Leadership and Policy Studies	GIS in College and University Teaching
			Education Policy and Leadership-PhD
			Education Policy and Leadership-MS
			Quantitative Research Methods-GIS
		School of Physical Activity and Educational Services	Physical Activity and Educational Services-MA
			Physical Activity and Educational Services-PhD
			Special Education-BS
Teaching in Virtual Environments-Graduate Minor			

### **SUBCOMMITTEE D**

- The following proposals have been reviewed and approved by CAA:

- ✓ Bachelor of Science in Pharmaceutical Sciences
- ✓ Doctor of Pharmacy
- ✓ Doctor of Philosophy in Public Health
- ✓ Doctor of Veterinary Medicine
- ✓ Master of Public Health
- ✓ Master of Science in Public Health
- ✓ Master of Health Administration

- The following Colleges submitted proposals for review:

<b>Subcommittee D</b>	College of Medicine	Neuroscience	Neuroscience-PhD
		School of Allied Medical Professions	Allied Medicine-MS
			Doctor of Physical Therapy
			Allied Health Professions-BS
			Medical Dietetics-BS
			Occupational Therapy-MO
			Radiologic Sciences Therapy-BS
			Respiratory Therapy-CT

**The meeting adjourned at 4:25 PM.**

Respectfully submitted,

W. Randy Smith  
Liana Crisan-Vandeborne