

# COUNCIL ON ACADEMIC AFFAIRS

1039 Derby Hall

July 13, 2011

2:00 PM – 6:00 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:

- |  |   |
|--|---|
| ✓Mr. Niraj Antani (USG, Political Science) | Mr. Sean Fitzpatrick (USG, Political Science & Economics) |
| Ms. Sarah K. Douglas (CGS, History)        | ✓Ms. Sarah Lang (CGS, Education and Human Ecology)        |

#### Administrators:

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

#### Guests:

- |   |  |
|---|--|
| Dr. David Andereck (Natural and Mathematical Sciences)          | Dr. Stephen Mangum (Fisher College of Business)                            |
| Dr. Michael Cata (Economics)                                    | Dr. Thomas Mitchell (Plant Pathology)                                      |
| Dr. Alexis Collier (Associate Provost)                          | Dr. Jill Pfister (College of Food, Agriculture and Environmental Sciences) |
| Dr. Jennifer Cowley (Knowlton School of Architecture)           | Dr. Richard Swenson (Biochemistry)   |
| Dr. Matthew Goldich (History)                                   | Dr. Rao Unnava (Fisher College of Business)                                |
| Dr. Alan Kalish (University Center for Advancement of Teaching) | Mr. Jay Yutzey (Fisher College of Business)                                |
| Dr. Michael Mangino (Food, Science & Technology)                | Mr. Andy Zircher (Education and Human Ecology)                             |

The Council came to order at 2:05 PM.

## **APPROVAL OF THE MINUTES OF THE MEETINGS OF MAY 11, JUNE 14, 17, AND 29, 2011**

Cogdell moved approval of the Minutes of Meetings of May 11, June 14, 17, and 29, 2011. The motion was seconded by Wilkins and carried with all in favor.

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

- The Semester Curriculum Committee met on June 12, 2011. The Committee discussed possible changes to the University Survey Courses.

## **SUBCOMMITTEE D – JIM COGDELL, JAY HOBGOOD, W. RANDY SMITH**

### **Semester Proposals: College of Arts and Sciences: Division of Arts and humanities**

- **Master of Fine Arts in Theatre – Design**

Hobgood presented the proposal. This program has been submitted as converting with significant changes to the program goals and curricular activities, but minimal changes to the credit hour requirement. 99 quarter credit hours will convert into 67 semester credit hours. This degree was last revised in 2002. The Design core will be 28 semester credit hours, followed by a second and third year of specialized courses in a student's chosen specialty: Costuming, Lighting, or Scenic Design. This terminal studio degree admits students every year, and the Department of Theatre has created an individualized process to ensure that students will complete the program within the allotted three years, and that quarter courses will count on semesters. If necessary, petitions will be made to the Graduate School and Office of the University Registrar for counting a particular quarter experience to fulfill a semester requirement.

The most significant change is the way the core "Baseline" courses will be taught. The Department would like the students to complete these courses during the first year and continue with the research courses in the second and third year. Several of the Baseline Design courses will be team taught. The main idea is to give students a better understanding on how all the pieces of the Design process fit together. The Graduate School reviewed this proposal and recommended approval by this Council.

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

- **Master of Fine Arts in Theatre – Acting**

Hobgood presented the proposal. This is a lock step program and will be re-envisioned with significant changes. 99 quarter credit hours will be converted into 69 semester credit hours. The program will maintain the same core areas (Theory and Analysis, Performance, and New Play Creation) but the core title courses are being renamed. Some of the seminars will be

combined to full semester courses, to take advantage of the conversion process. The difference from the previous program: MFA in Theatre- Acting is that this program admits students only every three years. Students are not accepted in the second or third year of the program. The current cohort will complete the degree by Spring 2012. Ideally, there will be no transition issues with any students in this program.

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

### **Semester Proposals: College of Engineering: Knowlton School of Architecture**

- **Master of City and Regional Planning – Professional Degree**

Hobgood presented the proposal. The requirements for this degree must conform to the Planning Advisory Board accreditation standards. The program will be re-envisioned with significant changes. The required courses will count for 28 semester credit hours; the studio course option will count for 6 semester credit hours; and the open elective courses will count for a minimum of 26 credit hours. The curriculum will be slightly changed, adding an emphasis on advocacy and strengthening the communication skills of students in this program. The transition policy indicated willingness of the Division to make alteration to the curriculum on a case by case basis. The program for a Masters in City and Regional Planning leads to a professional degree as recognized by the American Institute of Certified Planners.

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

- **Doctor of Philosophy – City and Regional Planning**

Hobgood presented the proposal. This program will be re-envisioned with significant changes to the program goals and curricular requirements. 120 quarter credit hours will be converted to 80 semester credit hours with: 9 credit hours of required course, 17 credit hours of doctoral dissertation, 12 credit hours of methods courses, 18 credits of internal electives, and 24 credits of field specialization electives. The changes reflect recent additions to the faculty and discussions with doctoral students. The instruction and research methods will be strengthened, and the teacher preparation will be enhanced. The addition of Contemporary Planning Research (CRP 7000) and Planning Dissertation and Thesis from Start to Finish (CRP 7300) in the first year of study will provide students with both a stronger foundation in research processes and early guidance towards their dissertations. Also, the addition of Teaching Practicum (CRP 8200) to the list of Internal Electives will provide students envisioning a university teaching career with the necessary preparation through a teaching practicum guided by faculty members.

The Graduate School recommended the credit hour requirement for post-candidacy enrollment to be reduced. The program's post-candidacy registration requirement has been adjusted to 5 credits per semester; still above the Graduate School requirement. The Department is considering reducing this requirement further, by rearranging some of the educational learning experiences.

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

- **Graduate Minor in City and Regional Planning**

Hobgood presented the proposal. This is a new graduate minor program, proposed for implementation in Autumn 2012. This minor is being developed as a response to student interest; by providing an alternative option to the dual degrees, and also adding specialty courses for those students who wish to add city and regional planning to support their doctoral studies in a different major (for example: Environmental Psychology). Students must take 3 credit hours in required courses and 9 credit hours of elective courses from within City and Regional Planning at the 5000 level or above. The required courses are: Historical Foundations of Planning (CRP 6000); Participation and Advocacy in Planning (CRP 6100) and Plan Making and Analysis Techniques (CRP 6500).

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

## **SUBCOMMITTEE C – SARAH DOUGLAS, SEAN FITZPATRICK, JOHN FELLINGHAM, KAY WOLF**

### **Semester Proposals: College of Arts and Sciences: division of Arts and Humanities**

- **Undergraduate Minor - Jewish Oral History**
- **Undergraduate Minor - Jewish Studies**

Fellingham presented the proposals. The Jewish Oral History minor will be new. The creation of the minor is a result of the projects in oral history that faculty and students have created over the past two years, funded by private donors. The affiliated faculty with the Melton Center for Jewish Studies, and the Chairs and Directors of English, Folklore, Near Eastern Languages and Cultures, Germanic Languages and Literatures, Philosophy, and History have all contributed courses to the minor program. This will be the first program of its kind in the country and will use oral history, and the application of those methods, to the gathering of the stories of survivors of the Holocaust and the displacement of Jewish immigrants. The program will require 4 courses; 12 semester credit hours: 3 credits in Modern Jewish History, 3 credits in courses with Holocaust topics, 3 credit hours of Oral History Methods courses and 3 credit hours of elective courses.

The Jewish Studies minor will be converted to the semester calendar with minimal changes. Under semesters, the minor will require 15 credit hours and will maintain the requirement of four categories, but change one of the names of the categorical requirements:

- Jewish Thought and Practice (formerly Jewish Philosophy), 1 course from a selected list;
- Hebrew or Yiddish, 2 courses from any Hebrew or Yiddish courses taught in English;
- Jewish History, 1 course of the x330 series; and
- 1 course from a Jewish Studies Elective category.

Fellingham moved approval of these two proposals; the motion was seconded by Alexander and carried with all in favor.

### **Semester Proposal: College of Arts and Sciences: Division of Natural and Mathematical Sciences**

- **Undergraduate Minor in Biochemistry**

Fellingham presented the proposal. This minor will require 15 semester credit hours and 31 hours of pre-requisites. The structure of the minor is built on a solid foundation of pre-requisite courses in biology, chemistry, and mathematics followed by a series of core biochemistry courses. The basic core curriculum will mostly remain the same. The three quarter core biochemistry series (Biochemistry 613, 614, and 615) will be expanded to a three semester series and the required biochemistry laboratory courses (521) will be slightly expanded from the current 10-week quarter to the full semester, to include additional topics: Genetics.

The core requirements include Biochemistry courses at the 5000 level. Enrollment in these courses is based on advisor approval.

Fellingham moved approved of this proposal; the motion was seconded by Ward and carried with all in favor.

## **SUBCOMMITTEE D – JIM COGDELL, JAY HOBGOOD, W. RANDY SMITH**

### **Semester Proposals: College of Education and Human Ecology**

- **Master of Science – Consumer Sciences**
- **Doctor of Philosophy – Consumer Sciences**

Hobgood presented the proposals. The MS in Consumer Sciences will be a new program starting with Fall 2012. The consumer sciences graduate area of study currently exists within the Human Ecology graduate program. Currently, these programs are hosted in the College of Education and Human Ecology, encompassing students working in Human Nutrition, Human Development and Family Science, and Consumer Sciences. The proposed MS in Consumer Sciences degree program will be an integrated and distinct graduate degree that provides post-baccalaureate training and a foundation for doctoral study. Graduates are prepared to positively impact consumers within the global economy. The foundation of graduate work in the Consumer Sciences master's program is the study of consumers, consumer theory, consumption patterns, and consumer decision-making. Master's students complete a minimum of 30 semester credit hours including: minimum of 5 credit hours of thesis research; 7 credit hours of Consumer Science graduate core courses; minimum of 6 credit hours and at least 2 courses in research methods and statistics; minimum of 10 credit hours and at least 3 courses in major supporting areas.

The requirements under semesters for this PhD program are 52 semester credit hours including: 28 credit hours offered in the unit and 19 credit hours offered outside the unit. 6 semester credit hours will be dedicated to dissertation research, 12 credit hours will be taken from core courses in Consumer Sciences, 9 in Research Methods and Statistics, 15 in major and supporting courses, and 12 credit hours in minor courses. The MS in Consumer Sciences degree provides post-baccalaureate training and a foundation for the PhD degree. Students who complete the MS degree in Consumer Sciences here and then continue for the PhD will have completed over half of the consumer sciences core courses in the MS program and will therefore be able to move more quickly into advanced level graduate courses. The average time to degree for students who complete the MS and the PhD programs is three and a half years, and for students who transfer into the PhD program could be four years.

The name of both of these degrees will be changed to Consumer Sciences to align with changes in the unit.

Hobgood moved approval of these two proposals with the name change; the motion was seconded by Wolf and carried with all in favor.

## **SUBCOMMITTEE A – LESLIE ALEXANDER, ASHOK KRISHNAMURTHY, SARAH LANG, JOHN WILKINS**

### **Semester Proposals: Fisher College of Business**

- **Bachelor of Science in Business Administration (BSBA) – Accounting**
- **Bachelor of Science in Business Administration – Economics-Business**
- **Bachelor of Science in Business Administration – General Business**
- **Bachelor of Science in Business Administration – Finance**
- **Bachelor of Science in Business Administration – Human Resources**
- **Bachelor of Science in Business Administration – International Business**
- **Bachelor of Science in Business Administration – Marketing**
- **Bachelor of Science in Business Administration – Operations Management**
- **Bachelor of Science in Business Administration – Real Estate and Urban Analysis**
- **Bachelor of Science in Business Administration - Risk Management and insurance**
- **Bachelor of Science in Business Administration – Special Major**
- **Bachelor of Science in Business Administration – Logistics Management**
- **Bachelor of Science in Business Administration - Information Systems**

Cogdell presented an overview of these proposals and a background context for them.

There is an unresolved issue regarding the Spreadsheet Programming Course (CSE 200). Under quarters, FCOB requires all majors to take CSE 200, a 5 quarter credit hour course. Under semesters, FCOB believes that a scaled back one hour spreadsheet course will meet the needs of its students and has asked the Department of Computer Science and Engineering (CSE) to help design such a course. There are ongoing discussions related to the design of this course.

The FCOB has done extensive reworking of all its undergraduate programs: they have restructured their curriculum into clusters, consolidated some courses, re-evaluated the survey course needs in CSE, Economics and Statistics. They have re-evaluated the curriculum relative to their benchmark institutions and designed all of the undergraduate programs to be at the 121 semester credit hours to match their benchmarks. The desire to require only a one semester credit hour course came out of this re-evaluation of the undergraduate programs. Having the one hour course required in Spreadsheets for all its majors has been an internal compromise by all FCOB faculty. It is in this larger context that FCOB's request for a one hour spreadsheet course should be viewed. FCOB believes that it could credibly offer this course, but they are more supportive of having CSE teach it.

The counterarguments from CSE are as follows. First, CSE believes that CSE, not FCOB, should continue to be the unit that teaches spreadsheet programming concepts and techniques; and that based on FCOB's clear statement of topics and intended outcomes for their students in this regard CSE should have some flexibility to determine how many credit hours such a course requires (specifically two credit hours rather than FCOB's desired one credit hour).

Secondly, CSE believes that allowing FCOB to dictate every aspect of this service course, under the threat that if CSE cannot teach the requested material within FCOB's one credit hour budget then FCOB will teach it themselves, would set a dangerous precedent for potential future takeovers of service courses across the campus.

Historically, in cases like this, the Council has been guided by the principle that it is the home unit that knows best what needs to be in the major for its students to be successful upon graduation. While Council might ask questions about various components of the major, it usually defers to the expertise of the offering department for specifics. Given the extensive work that FCOB has done in restructuring its majors, and the extensive comparison made with benchmark institutions, it seems within their prerogative to experiment with the one hour credit spreadsheet course for the future. This issue should not be micromanaged by the Council.

CSE does plan to offer a three credit hour version of CSE 200. FCOB agrees to list the three hour option for its students, but the sentiment of the FCOB faculty is to pursue the one credit hour course as well as the minimal requirement for their programs. CSE has proposed how it would teach such a course. FCOB plans on monitoring the learning outcomes of the one hour course and the effectiveness of the one hour course will be assessed over time.

The role of the Council is to encourage FCOB and CSE to continue to work on a one hour spreadsheet course, presumably to be taught by CSE, and to ask that FCOB inform the Council when and how the course is resolved. FCOB and CSE are encouraged to monitor the effectiveness of the one hour course to be sure it does indeed meet FCOB's needs. From recent exchanges between FCOB and CSE it seems that they are close to a resolution and the Council can move forward with the semester conversion of the FCOB programs.

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

- Subcommittee A paid attention to the required number of credit hours per semesters in all BSBA degrees. In the case CSE 200 course will be offered as a 2 credit-hour course, the maximum number of credit hours per semester will not exceed 18 in any BSBA degrees.

- Some of the BSBA majors will not require knowledge of all topics taught in CSE 200 course. For example, the Access skills are not critical for some undergraduate students in their program of study. Student can opt out of the CSE 200 course based on completion of the EM test.

- Over the years, the skills learned from the CSE 200 course are becoming common knowledge to most students seeking a Business degree. This became one of the major reasons for the FCOB to conclude that a 5 or 3 semester credit hours course in these topics is not completely necessary.

Alexander then presented the FCOB BSBA proposals on behalf of Subcommittee A. Alexander provided an introduction to all of the BSBA proposals, as they all share the same core courses. These programs are submitted for review with significant changes. The Undergraduate Programs Committee within the FCOB responded to the challenges of semester conversion by developing 4 primary objectives for the business core curriculum:

- The offering of a broad core business curriculum including introduction to the functional areas of management, coursework in the legal, ethical, and international environments of business and an introduction to team skills, analytical skills, and communication skills that are particular to business studies;

- Introduction to basic business concepts and language in the freshman year;
- A stronger pre-requisite structure that requires students to complete the business core curriculum before taking courses in their specialization beyond the introductory level; and
- Structuring business core course offerings into logical groupings or “clusters” of courses.

By creating “clusters” of courses even for the core courses, all students are introduced to a Business core curriculum, organized in logical groupings or clusters of courses. The listing for the core courses can be found on CAA page 11. After completing the common core, students, in their junior year, will begin to engage into their chosen specialization. The goal was to create a situation in which students are exposed to a broader range of courses in their first year of study, so they get not just better prepared, but also informed about possible future paths they can pursue in Business and the wide range of specializations offered in FCOB. A curricular map is also attached to these proposals to reflect how the clusters are organized according to the different categories.

The working group of the Subcommittee A discussed a wide range of issues with the FBOC regarding the substantial changes to the BABS majors:

- Reasoning for creation of cluster courses;
- Design and structure of courses;
- Faculty communication regarding course material for the cluster courses;
- Process of enrollment in cluster courses;
- Special situations for drop-out students.

The plan is to implement the “cluster” system around 2014, in order to allow the incoming cohorts of students to adjust to the semester curriculum. Every block of courses will be offered each semester and will provide an advantage to some students who might drop-out or fall behind in a certain block.

The BSBA Special Major was created for students who would like to create a unique major – for example, specialize in Aviation Business and Management. A sample advising sheet was created for these students. An international experience (Study Abroad, Emerging Markets Field Studies course, a short-term international program) is required for the International Business Specialization. These skills can be gained from “Other” and Elective courses counting up to 20 semester credit hours.

The pre-requisite courses will be maintained under semesters as they are under quarters. FCOB developed path ways for students who will transfer into any of the BSBA majors to enroll and complete the cluster courses without repeating the courses already taken at another institution. Individual advising will be offered to all students.

Alexander moved approval of these proposals; the motion was seconded by Wolf and carried with ten in favor, one opposed and one abstention.

### **Semester Proposals: College of Food, Agricultural, and Environmental Sciences**

- **Master of Education – Agricultural and Extension Education (AEE)**
- **Master of Sciences – Agricultural and Extension Education**
- **Doctor of Philosophy – Agricultural and Extension Education**
- **Graduate Minor in Research Methods in Human Resources Development**



Alexander presented the proposals. The transition policy will be added to all of these proposals. All programs are re-envisioned with minimal changes. During the transition, any quarter credits will be counted as transfer credits, incorporated into the semester plans, and handled by a course to course substitution.

The Master of Education in Agricultural and Extension Education program will convert from 50 quarter credit hours to 35 semester credit hours; with at least 24 credit hours in AEE courses; at least 6 credit hours of coursework outside AEE; no more than 6 credit hours of Individual Studies in AEE; and no more than 6 credit hours of Individual Studies from outside AEE.

The Master of Science in Agricultural and Extension Education will convert from 45 quarter credit hours to 30 semester credit hours. Students in this degree will have the option to complete a thesis or a non-thesis path. At least 20 semester credit hours are required in AEE; at least 6 credit hours of coursework outside AEE and no more than 10 semester credit hours in Individual Studies are required for completion of this degree.

The PhD degree will be converted from 120 quarter credit hours to 80 semester credit hours. The graduate minor in Research Methods in HR Development will convert from 18 quarter credit hours to 13 semester credit hours. A few minor typographical errors in these proposals will be corrected.

Alexander moved approval of these proposals; the motion was seconded by Wolf and carried with all in favor.

- **Bachelor of Science in Agriculture – Agriscience Education**

Alexander presented the proposal. This program will convert from 61 quarter credit hours to 39 semester credit hours. The name of the majors and the content in the majors of the Human and Community Resource Development will be changed under semesters. Under the former AEE major, Ohio licensure requirements for the teacher education option tended to be strict not allowing any flexibility for the other two options in the major (Extension Education and Leadership). To address this concern, the Agriscience Education curriculum was designed to address the teacher licensure requirements for Ohio. The curriculum was designed after taking into consideration the new Ohio Agricultural Science Pathways for High School curriculum. Consequently, the major will reflect options for the minor from which a student can choose a more in-depth pathway of study.

Some course numbering will be corrected in the proposal. An Early Experience course will typically be taken in the May session, but could possibly be taken during the winter break. In the May session, students have the choice to take Study Abroad courses. The major change to this proposal is the re-packaging of course content and renaming of some courses.

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

- **Undergraduate Minor in Food Safety**

Alexander presented the proposal. This minor will convert 20 quarter credit hours to 15 semester credit hours and is designed for students interested in Food Industry. The minor courses focus on Microbiology and Food Quality Assurance topics. The faculty envision that the content of the courses will be improved under semesters. The Committee in Curriculum and Instruction

within the College of Arts and Sciences also endorsed this proposal. A few minor typographical errors will be corrected on Council page 8.

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

- **Undergraduate Minor in Plant Pathology**

Alexander presented the proposal. This minor will convert to semesters with significant changes and will require 12 credit hours for completion. This minor is targeting students majoring in Turfgrass Science, Landscape, Horticulture Science, and Urban Forestry; but is also open to all students. The minor is being streamlined under semesters: 2 courses are required in General Plant Pathology and Disease Management and then, students can select 2-3 elective courses focusing on a specific commodity or group of microbes. The Committee in Curriculum and Instruction within the College of Arts and Sciences also endorsed this proposal. Minor corrections will be made to some of the course numbering (3195 – Plant Health Science Forum, 5685 – Plant Disease Diagnostic). The minor on its own does not require pre-requisite courses.

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

- **Termination of Programs in the Department of Horticulture and Crop Science**
  - a) **Crop Science Major**
  - b) **Landscape Horticulture Major**
  - c) **Turfgrass Sciences Major**

Alexander presented these proposals. The Department of Horticulture and Crop Science requested that the Crop Science, Landscape Horticulture and Turfgrass minor will be terminated in the Summer of 2012. No new students will be accepted in these minors.

Alexander moved approval of terminating these degrees; the motion was seconded by Wolf and carried with all in favor.

## **SUBCOMMITTEE D – JIM COGDELL, JAY HOBGOOD, W. RANDY SMITH**

### **Semester Proposals: College of Food, Agricultural, and Environmental Sciences**

- **Master's in Plant Health Management**

Hobgood presented this proposal. This is a new professional tagged degree program, requiring 30 semester credit hours. Currently the quarter version of this program is awaiting approval from the Ohio Board of Regents. Under semesters, 25 credit hours of core courses are required, 2-3 credits of targeted courses in Plant Pathology or Entomology, 1-2 courses in Special Study of Internship and 0-2 credits of directed electives. The Graduate School also vetted this proposal.

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

**The meeting adjourned at 4:15 PM.**

Respectfully submitted,

W. Randy Smith  
Liana Crisan-Vandeborne