

COUNCIL ON ACADEMIC AFFAIRS

200 Bricker Hall
October 19, 2011
3:00 PM – 5:00 PM
MINUTES

ATTENDANCE

Faculty:

- | | |
|---|--|
| ✓Dr. Leslie Alexander (History) | ✓Dr. Gene Mumy (Economics) |
| Dr. Marilyn J. Blackwell (Germanic Languages and Literatures) | ✓Dr. Barbara Polivka (Nursing) |
| ✓Dr. Kathryn Corl (Germanic Languages and Literatures) | ✓Dr. Fernando Unzueta (Spanish and Portuguese) |
| ✓Dr. John Fellingham (Business) | ✓Dr. John W. Wilkins (Physics) |
| ✓Dr. Ashok Krishnamurthy (Engineering) | ✓Dr. Kay N. Wolf (Allied Medical Professions) |

Students:

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| ✓Mr. Niraj Antani (USG, Political Science) | Mr. Sean Fitzpatrick (USG, Political Science and 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:

- | | |
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| Dr. Marjorie Chan (East Asian Languages and Literatures) | Dr. Randolph Moses (College of Engineering) |
| Dr. Alexis Collier (Associate Provost) | Dr. Jill Pfister (College of Food, Agriculture and Environmental Sciences) |
| Mr. Francisco Gomez-bellenge (Fisher College of Business) | Dr. Elliot Slotnick (Graduate School) |
| Dr. Sarah-Grace Heller (Medieval and Renaissance Studies) | Dr. Deborah Smith-Shank (Art Education) |
| Dr. Jay Hobgood (Geography) | Ms. Kirsten Thomas (Art Education) |
| Dr. Stephen Mangum (Fisher College of Business) | Dr. Stanley Thompson (Agricultural, Environmental, & Developmental Economy) |
| Dr. Kenneth Martin (College of Food, Agricultural, and Environmental Sciences) | Dr. Susie Whittington (College of Food, Agricultural, and Environmental Sciences) |
| | Dr. Valarie Williams (Arts and Sciences) |
| | Dr. Seth Young (Aviation) |

Mr. Jay Yutzey (Fisher College of Business)
Dr. Walter Zinn (Fisher College of
Business)

Dr. Stuart Zweben (College of Engineering)

The Council came to order at 3:00 PM.

REPORT FROM THE CHAIR – PROFESSOR KAY N. WOLF

Wolf and Krishnamurthy attended the last Faculty Cabinet meeting. They will continue to attend these meetings in the next year, and will inform Council members of all relevant topics.

The University Senate informed Council leadership that Dr. Henry Zerby, Department of Animal Science, will serve as an ad hoc member of Council this academic year as part of a succession plan relating to turnover in the Council at the end of this year. He will attend all Council meetings but have no voting rights until next year when he will succeed into a regular Council position.

REPORT FROM THE VICE CHAIR – PROFESSOR W. RANDY SMITH

The proposal for the establishment of a Center for RNA Biology was updated with the comments received from Council members and then presented to, and approved by, the University Senate at its meeting on October 13, 2011.

After the process of reviewing the semester proposals is completed, the Council will resume to routine business. Among the most important issues to be addressed will be the review of academic centers/institutes. A timeline for review of established University centers needs to be created. Council will work in collaboration with the University Research Committee on the process.

With regard to semester conversion, courses that are part of the Ohio “Transfer Module”, or the “Transfer Assurance Guides” are being transmitted to the Ohio Board of Regents. He is working with a group from within the College of Arts and Sciences and University Registrar’s Office.

The Academic Program Review process is well underway for this year. The five academic units that will be reviewed this Quarter – and include an external team assessment – are: Animal Sciences, Plant Pathology, School of Environment and Natural Resources, Emergency Medicine and Physiology and Cell Biology.

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

- **Name Change: Department of Human and Community Resource Development to Agricultural Communication, Education and Leadership, College of Food, Agricultural, and Environmental Sciences**

Wolf presented the proposal. In 2008-09 the Dean of the College of Food, Agricultural, and Environmental Science began a process to review the Department of Human and Community Resource Development. As a result, it was decided (with the concurrence of the

Rural Sociology faculty) that the Rural Sociology faculty would transfer to the School of Environment and Natural Resources. The Dean appointed a select committee to recommend how the remainder of the Human and Community Resource Development should be configured, and encouraged them to create a “new department”. The new department has been created and the department’s old name of Human and Community Resource Development is being changed to Agricultural Communication, Education and Leadership.

During discussions the following issues were raised and clarifications provided:

- This proposal was submitted at the same time as all the semester proposals for the academic programs offered by this department were submitted, and all programs have been approved.
- Peer institutions also have the word “leadership” included in their departments’ names.
- The department does not offer a full “leadership” major, but offers specializations with high leadership content, especially community leadership components.
- Informal discussions with students and student organizations were conducted before the name was defined to the current version. Student focus groups were conducted and the terminology from the results was used by faculty to create the final name of the new department.
- Letters of concurrence were received from the College of Education and Human Ecology (which has a School of Educational Policy and Leadership), the Fisher College of Business (which offers many programs with leadership components), and the School of Communication (within the College of Arts and Sciences).
- A concurrence letter was not requested specifically from the College of Arts and Sciences and its other departments, due to the fact that members of this college were already involved in the development of the leadership undergraduate minor offered by the department. Arts and Sciences did provide support for the program name changes.

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

The proposal will now be sent to the University Senate for action at its meeting on November 17, 2011.

Semester Proposals: College of Food, Agricultural, and Environmental Sciences (FAES)

- **Agricultural, Environmental and Development Economics – Master of Science**

Wolf presented the proposal. This MS program can be completed with two semesters of coursework plus a research component, converting 45 quarter credit hours into 30 semester credit hours. The coursework consists of a core of 4 courses plus 2 seminar courses, for 18 semester credit hours, and electives of up to 12 semester credit hours. The degree will include a research component. The research component could include a thesis option or a non-thesis research paper.

Both options will require a final examination. Students taking the thesis option can substitute one elective for 3 semester credit hours of research. The program could be treated as a terminal professional MS degree. At this point, the College of FAES is only focusing on converting the existing program.

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

- **Agricultural, Environmental and Developmental Economics – Doctor of Philosophy**

Wolf presented the proposal. This program will be re-envisioned with significant changes from 135 quarter credit hours to 90 semester credit hours. This PhD program could be completed in 4 years of full-time study. The courses are divided into 9 categories: Microeconomics Theory, Econometric Theory, AEDE Core, Elective Field, Frontier Workshops, Examination Preparation, PhD Seminars, PhD Research Seminar, and Additional Elective Courses. In addition to these courses, the students are also required to complete a doctoral dissertation and to pass the following qualifying examinations: PhD Microeconomic Theory, PhD Research Manuscript, PhD Candidacy, and PhD Final Oral Examinations. Most students are enrolled full-time. The transition plan also includes bridge courses for those students caught transitioning from quarter to semester that might be enrolled part-time.

One of the minimum requirements for Graduate School is for PhD programs to be at least 80 semester credit hours. This PhD program requires a minimum of 90 and a typical program will be completed with 108 semester credit hours.

Council document (page 8 of 16) will be updated to reflect the correct “Objectives” of this program. Specifically, statement 2 “improve program efficiency by reducing the number of courses and faculty contact minutes” will be removed.

In the proposal, some courses are listed at the 9000 level under semester calendar. These numbers will be changed to reflect the correct semester course numbering.

Wolf moved approval of this proposal with the above two caveats; the motion was seconded by Mumy and carried with all in favor.

Semester Proposals: College of Arts and Sciences; Division of Arts and Humanities

- **Art Education – Master of Arts**

Wolf presented the proposal. The MA program in Art Education is orientated towards research, scholarship, and professional development, pursued for both theoretical and practical reasons. The MA in Art Education was 60 credit hours under quarters and will be 30 hours under semesters. The department combined coursework and reduced the number of courses required to complete the MA, thus resulting in a 10-hour decrease in the semester version of the MA. One additional course was added to the already required course, making the semester requirement 6 credit hours of foundational coursework. This is the main reason the program is re-envisioned under semester calendar. The transition plan is dedicated towards working with students individually. Students should seek advice and be responsible for completing the degree.

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

- **Analysis of Material Culture – Graduate Interdisciplinary Specialization (GIS)**

Wolf presented the proposal. This proposal was endorsed by the Division of Arts and Humanities and approved by the Material Culture Steering Committee. It is administered by the Department of Art Education. This GIS is transitioning to 12 semester credit hours spread across 4 different courses with 9 hours outside the student's home unit. The required core course remains the same: Art Ed 764 (7764) Investing Material Culture. Within the proposal a thorough list of courses is provided, and quarter and semester advising sheets with both quarter and semester numbers are included. Courses taken under quarter system will count toward the GIS in the same manner as semester courses, with the credit hours converted according to the 2/3 formula.

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

- **Chinese Cultural Studies – Graduate Interdisciplinary Specialization (GIS)**

Wolf presented the proposal. This specialization is administratively housed in the Center for Chinese Studies within the Division of Arts and Humanities. The program is converted with minimal changes from 20 quarter credit hours to 12 semester credit hours with 3 courses from outside the student's home unit. An extensive list of courses that could be taken is provided in the proposal. The specialization requires at least 4 China related courses, no more than 2 courses may be from a single department, and no more than one course may be a language course. The transition policy states that advising for students during the transition will take place individually, and accommodations will be made for those students caught in transition. Currently, there are no students in this specialization. Student specializing in Business, History, and Political Science could be interested in pursuing this graduate specialization.

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

- **Medieval and Renaissance Studies – Graduate Interdisciplinary Specialization**
- **Certificate in Medieval and Renaissance Studies**

Wolf presented both proposals. The graduate specialization will convert from 21 to 14 semester credit hours. The same five requirements under quarters are applicable under semesters: 3 credits from the home department; 6 credits from an approved affiliated list, 3 credits of either Manuscript Studies or History of the Book; and 2 credits of Medieval and Renaissance Colloquia. Courses taken beyond the ones mentioned above, can count towards the certificate.

The certificate program is converting from 45 quarter credit hours to 30 semester credit hours. The Quarter rules of 22 credit hours from a student's home department may count doubly toward the degree program. 23 credit hours from an approved affiliated-department's courses that do not already count toward a student's degree program, has changed under semesters so that 9 credit hours from a student's home department may count doubly toward his or her degree program; 15 credit hours from approved affiliate-department courses that do not doubly count; 3 credit hours of MEDREN 5610 *Manuscript Studies* or 5611 *History of the Book Studies*; and 3 credit hours of MEDREN 7899. The language proficiency requirement remains the same. There

are about 5 students pursuing a certificate in Medieval and Renaissance Studies. The courses are typically spread over time and are taken during the Master and the PhD terms of study.

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

- **Second Language Studies – Graduate Interdisciplinary Specialization**

Wolf presented the proposal. This GIS will convert to semesters with minimal changes, from 23 quarter credit hours spread across at least 4 different courses to a total of 10 semester credit hours spread across 3 different courses with 9 hours outside the student's home unit. The same three tracks continue under semesters as under quarters: Applied Linguistics, Instructed Second Language Acquisition, and Technology and Second Language Studies. The Pre-requisite remains the same, an introductory course in Linguistics and 7301 (801), and the required Core Course remains the same, 8860 Introduction to Second Language Acquisition. A thorough list of courses with both quarter numbers and semester numbers is included in the proposal.

From the proposal, it is assumed that 8860: Introduction to Second Language Acquisition is only 1 credit hour. In the case this course will be 3 credit hours, the requirements for this GIS will increase, but will still meet the minimum requirements from Graduate School.

Wolf moved approval of this proposal, pending clarification on the number of credit hours required for course 8860 and the number of required courses in this GIS; the motion was seconded by Corl and carried with one abstention and eleven in favor.

Ad-hoc Committee – Review of the Department of Aviation – Bob Gustafson, Jennifer Flis, Jay Hobgood, Sarah Lang, Barbara Polivka, Jim Rathman

- **Reconfiguration of the Department of Aviation into the Center for Aviation Studies**

Hobgood presented the proposal. In March 2010 Council received, from the College of Engineering, a proposal to abolish the Department of Aviation, to create the Center for Aviation Studies (CAS) and to delegate the responsibility for the Department of Aviation's academic programs to CAS. The proposal was produced in accordance with Faculty Rule 3335-3-37 and approved by the College of Engineering Committee on Academic Affairs with the contingency that a satisfactory tenure home be found for Dr. Seth Young.

Council elected an Ad-hoc committee to review this proposal including the following members: Jay Hobgood (Geography and Council), Barbara Polivka (Nursing and Council, Jim Rathman (Chemical and Biomolecular Engineering), Bob Gustafson (Food, Agricultural, and Biological Engineering), Sarah Lang (Education and Human Ecology, Council, and Council of Graduate Students), and Jennifer Flis (Undergraduate Student Government). The Steering Committee endorsed the membership of the Ad-hoc Committee.

During discussions, the Ad-hoc Committee identified 2 key elements of the proposal:

- Finding a satisfactory transfer of the tenure line for Dr. Seth Young,
- Delegation of responsibility for the BS in Aviation and the Aviation minor to the newly created Center of Aviation Studies. Since the CAS was to be a college center, CAA did not have to approve its creation; however, Council does have to approve

any proposal by a college to delegate the authority for an academic degree programs to a center.

The Department of Civil and Environmental Engineering and Dr. Young already signed a memorandum of understanding, stating that the department will be the TIU for Dr. Young. The College of Engineering's proposal to abolish the Department of Aviation is predicated on the delegation of the authority for the B.S. in Aviation and the minor in Aviation to the newly created Center for Aviation Studies. The College of Engineering created the CAS in June of 2011 as a college center. Rule 3335-3-36 (B) (2) which discusses the establishment of college centers states "No review/action by CAA is required. The dean(s) will inform OAA of the establishment of such a center. OAA will inform CAA, resulting in the official institutional notification." Rule 3335-3-36 (A) defines academic centers and states "An academic center is a non-degree granting educational unit of the University engaged in research; instruction; or clinical, outreach or related service." The rule defines a center as a non-degree granting educational unit, but it also permits centers to be engaged in instruction. However, Rule 3335-3-36 (B) (3) which discusses the curricula and faculty associated with centers also states in its second sentence that "With the approval of the council on academic affairs, the faculty of a school or college may delegate to an academic center the authority to offer courses or degree programs established under the auspices of that school or college." This section of the rule seems to permit the College of Engineering to delegate the authority for the B.S. in Aviation and the minor in Aviation to CAS subject to the approval of Council.

In 2008, this Council approved a similar delegation for the Biology major to the Center for Life Sciences Education, housed in the College of Biological Sciences, at that time.

Based on the proposal review, the Ad-hoc Committee recommends that this Council:

- approve the College of Engineering's request to delegate the authority for the B.S. in Aviation and the Aviation minor to the Center for Aviation Studies;
- approve the College of Engineering's request to abolish the Department of Aviation; and
- requests the Center for Aviation Studies and the College of Engineering to report on the status of the B.S. in Aviation and the Aviation minor in three years.

Besides the move of Dr. Young to the new center, all staff and personnel belonging to the Department of Aviation will move to the newly created CAS.

Other colleges (Fisher College of Business, and Division of Social and Behavioral Science from the College of Arts and Sciences) have specializations in Aviation, using some of the courses taught in the Department of Aviation. These courses are all transferring to the CAS. Advising for those students will be done by the main degree granting unit, the CAS will also be able to provide advising on the Aviation courses. Being administered by the College of Engineering, the newly created center will be able to increase its number of advisors in CAS.

After CAA's approval, this proposal will be sent to the University Senate and to the Board of Trustees for review and further approval.

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

Semester Proposals: Fisher College of Business

- **Master in Business Administration (MBA)**
- **Executive - Master of Business Administration**
- **Working Professional – Master of Business Administration**

Wolf presented the proposals. The MBA degree has been in existence since 1933. The semester conversion process began with research of the MBA programs at peer institutions. Based on results, some changes were made to the program proposals to address some of the following challenges:

- concern that students are not exposed to functional area knowledge early enough in the program;
- insufficient integration across key core disciplines;
- student perception that important mandatory work is currently delivered in a “not for credit“ format; and
- a need for a more formalized, structured global experiences with an action based orientation.

Each will be comprised of 4 seven week terms and a 7 week summer term. The short, 7 week terms are also going to be used for internships, especially during the summer terms.

For completion of the MBA program, 12 courses will be taken across the 5 academic units within the college, counting for 24 credits; an interdisciplinary workshop (3 credits); and an optional global experience. Typically, eight 1.5 credit semester courses or 12 semester credit hours and 13 additional elective courses will complete the major. The additional 13 credits could be taken in a cluster of courses that develop expertise in a business approach or area that cuts across functional disciplines. Most of the students are enrolled in full cohorts; therefore, the transition issues should be minimal.

The Working Professional MBA was last reviewed in 2009 by the Association to Advance Collegiate Schools of Business, the major accreditation group for leading business schools. Most students take 2 to 5 years to complete the degree. The program will consist of 10 core courses and 13 electives plus a May term with a 3 credit hour Project Experience or a total of 47.25 semester credit hours. Under the proposed working professional MBA structure, there will be three possible starting points, September, January and May. The offering of core courses through the year will be sequenced such that a student starting at any of these times will have an equally smooth pathway toward the completion of the core at the beginning of their elective curriculum. The two May terms will be used to create two special course experiences for working professional MBA students: a leadership immersion experience and either an action-based project or a global learning immersion.

The executive MBA is a tagged terminal degree currently an 18 months professional master’s program that consists of fifteen courses, taken by all students enrolled in a cohort. It is one of the three tracks of the MBA program. 12 of the courses comprise the core curriculum and the remaining are electives. Additionally, an international experience is a requirement for the degree. Converted, to semesters, this will be a 16 - month program consisting of 10 core and 5 elective courses. The international experience and the cohort format will remain the same. This program is aimed at mid-career professionals who have been identified as high-potential executives within their firms and are preparing themselves for senior management roles. The executive MBA program was designed to accommodate the schedules of working professionals

and their employers, and will remain the same under semester calendar. All students are employed full time and employers pay part or, most often, all of their expenses. Students are expected to spend 15 to 25 hours each week between on-campus sessions engaged with coursework (homework, case analyses, team projects, exams an individual projects).

Typically, the students will not transfer between the MBA programs as each of them are designated to specific cohorts of students.

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

- **Accounting and Management Information Systems (AMIS) – Doctor of Philosophy**

Wolf presented the proposal. This program will convert to the semester calendar with minimal changes from 120 quarter credit hours to 80 semester credit hours. Typically the program is 5 years, consisting of foundation course work, minor area requirements, major area requirements, the candidacy examination, and the dissertation/final oral examination. Under the semester calendar, the program will continue to offer the same two specializations: Accounting and Management Information Systems.

The program is accredited by the Association of Advanced Collegiate Schools of Business on a 5 year basis, with the last review taking place in 2009. There is a high demand for graduates of this program. Students must be in residence for the entire PhD program, and the transition plan includes individual advising.

Wolf moved approval of this proposal; the motion was seconded by Mumy and carried with eleven in favor and one abstention.

- **Master's in Business Logistics Engineering**

Wolf presented the proposal. This program will convert from 45 quarter credit hours to 41 semester credit hours. This is a relatively new program, with the first cohort admitted in 2005-06 and is aimed to students going into Operations Management, Industrial Engineering or Project Management positions with employers who have indicated a preference for candidates with backgrounds in both business logistics and engineering. The hybrid program achieves the objectives of both the College of Engineering and the College of Business. The program will expand from 3 quarters to 3 semesters, allowing students to expand on their skills by taking 2 Organizational Behavior classes and having a summer internship, and to expand their engineering skills by requiring additional engineering courses. Most students entering this program have an undergraduate background in engineering.

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

The meeting adjourned at 4:50 PM.

Respectfully submitted,

W. Randy Smith
Liana Crisan-Vandeborne