

COUNCIL ON ACADEMIC AFFAIRS

385 Bricker Hall

SEPTEMBER 19, 2012

3:00 - 5:00 PM

MINUTES

Attendance

Faculty:

- ✓ Dr. Heather Allen (Chemistry)
- ✓ Dr. Mollie Blackburn (School of Teaching and Learning)
- ✓ Dr. Ken Goings (African American and African Studies)
- ✓ Dr. Ashok Krishnamurthy (Engineering)
- ✓ Dr. Eric MacGilvray (Political Science)
- ✓ Dr. Jim Rathman (Engineering)
- ✓ Dr. Fernando Unzueta (Spanish and Portuguese)
- ✓ Dr. Kay Wolf (Health and Rehabilitation Sciences)

Students:

- ✓ Niraj Antani (USG, Political Science)
- ✓ Emily Chory (Inter-Professional Council, Veterinary Medicine)
- Sarah Lang (CGS, Education and Human Ecology)
- Ann Morrison (Optometry)
- ✓ Akshay Paropkari (Engineering)

Administrator:

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

Guests:

- Dr. Steve Fink (Arts and Sciences)
- Dr. Scott Herness (Graduate School)
- Dr. Alan Kalish (University Center for the Advancement of Teaching)
- Mr. Bradley Myers (Office of the University Registrar)
- Mr. David L. Roy (Enrollment Services)
- Ms. Melissa Soave (Office of Academic Affairs)
- Dr. Bernadette Vankeerbergen (Arts and Sciences)
- Dr. John Wanzer (Undergraduate Education)

The meeting came to order at 3:00 PM.

REPORT FROM THE CHAIR – PROFESSOR KAY N. WOLF

Wolf attended the last Faculty Cabinet meeting where discussions focused on the Student Evaluation of Instruction (SEI) and Clinical faculty membership. With regard to the former, a report from Vice Provost Wayne Carlson will be presented to this Council soon (the SEI

oversight committee reports to this Council); and regarding the latter, every year a report from all colleges outside the health sciences that have clinical faculty is made to this Council on the status of this track.

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

The Minutes from the meeting of September 5, 2012 are not yet ready for review/action.

One more faculty member will be appointed to the Council from the Senate; all five students have now been appointed.

The proposal for the reconfiguration of the College of Education and Human Ecology will be presented to the Senate Steering Committee on September 27, 2012 and then to the Faculty Council on October 4, 2012. The goal is to have action on the proposal at the University Senate meeting on October 18, 2012.

The University will begin planning soon for its next institutional re-accreditation in 2017. The accrediting body is the Higher Learning Commission (HLC). A team will be established to oversee the process and this Council will be represented.

Smith and Associate Provost Alexis Collier have been meeting with each college to evaluate their assessments plans for student learning outcomes. Each May, starting in 2013, every College will submit a status report on its assessment efforts for every one of its programs.

OVERVIEW OF UNDERGRADUATE MINORS, COLLEGE OF ARTS AND SCIENCES

Professor Steve Fink, Associate Executive Dean, College of Arts and Sciences

Historically, the college with the most minors has been the College of Arts and Sciences (A&S). By the late 1980s, A&S had dozens of them. Several other colleges added minors to their curricula by the 1990s. Each college developed its own guidelines, so today there is not full alignment among the college templates. This causes issues for students who pursue their major in one college and want to take a minor offered in a different college. One college might not accept a minor from another college for its majors.

Professor Steve Fink presented the status of minors within A&S. There are more than a hundred. The list of minors distributed includes not just the minors created by A&S, but also the minors available for A&S students to take in other colleges. Any minor, outside of A&S has to

undergo approval from the A&S Curriculum Committee. The ASC College has a guide/handbook on approving minors including a list of nine characteristics:

1. A minor consists of a minimum of 12 semester credit hours at the 2000 level and above, with at least 6 of the semester hours at the upper division level.
2. 1000-level course cannot be counted toward the 12-hour minimum.
3. No more than 3 semester credit hours of X193 (individual studies) coursework may be included in the minor, and no more than 6 semester hours of transfer credit may be applied to any minor.
4. No grade below C- will be permitted in courses constituting the minor. The minimum overall GPA of the minor shall be 2.00
5. Courses used on the minor may not be used on a major. A student may not take a minor and a major in the same subject, unless such combination has been expressly approved by the ASC Curriculum Committee and the ASC Faculty Senate.
6. Overlap between the GE and a minor is permissible unless specifically disallowed by the department offering the minor.
7. When students complete more than one minor, each minor must contain a minimum of 12 unique semester credit hours.
8. Once a student's minor program form is on file in the college office, any changes must be approved by the departmental (minor) advisor.
9. Minors must be declared a one term prior to a student's intended graduation term, and students are encouraged to file the minor program earlier whenever possible.

Also, there are specific regulations for non-A&S minors for A&S students: "If a non-A&S college has an approved minor it wishes to make available to ASC students for enrollment, the minor must be approved by the A&S Curriculum Committee. Such request should contain a brief cover letter that the minor be considered for use by A&S students and a proposed A&S minor sheet for consideration."

There are several possible scenarios to minors:

- A minor developed outside A&S, that the initiating college wants to make available to ASC students and submits it for approval by the A&S Curriculum Committee
- A minor developed outside A&S, that the initiating college does not want to make available to A&S students, so they do not submit it for approval by the A&S Curriculum Committee
- A minor for which the initiating college from outside A&S would like to have A&S approval; but the A&S Curriculum Committee does not approve it.

The approval process within A&S is the same for all minors and programs. A detailed description of the process for proposing and approving a minor is included in the hand-out: required information, rationale for the minor, relationship to other programs/benchmarking, student enrollment, curriculum requirements. During the conversion from quarters to semesters the approval process did not change significantly. The minimum of 12 semester credits is not exactly 2/3 of minimum under quarter of 20 credit hours, but it translated into the same number of courses.

With the conversion to semesters it will be interesting to monitor the enrollments in minors, and also in double majors. For example, from 2007 to 2011 the Department of Spanish and Portuguese doubled its enrollment in minors from 300 to almost 600. The number of minors offered has been steadily growing in the past, and during the conversion not many of them were deactivated. Double majoring represents another issue for students beside the issues around minors.

Members of the Council discussed the number of pre-requisites required for minors. There are a few Engineering minors that hypothetically are available for A&S students, but due to the high number of pre-requisites, they are almost impossible to complete. The minors work well when they are chosen in a complimentary area with the major.

The main topics of discussions were:

- Should there be different sets of guidelines across colleges for minors; or only one across the University?
- Recognizing that minors are not majors, what does the University want/expect minors to be?
- What should be the correct process for approval of minors?

The discussions could benefit from various data sets: number and name of the minors; number of students in each of the minors. We need to distinguish among three types of classes: requirements of the major, that are excluded from minors; there are General Education (GE) classes, that might count for minors; there are classes that are pre-requisites to classes that are required for majors, but are not actually required by the major. It was noted that it is possible for Engineering of Business students who choose to apply for a Mathematics minor, to have all the minor courses fulfilled.

For the next discussion on minors, Council members will be provided with:

- rules and guidelines from each college regarding minors;
- minimum grades required for minors;
- data on the number of and enrollments in minors across university;

These items should help the Council understand the status of the minors at the University level. A subcommittee might be assigned to review this issue and then present it to the whole Committee. Curricular Associate Deans from each college will be asked for their input on this issue.

DUAL DEGREES – PROFESSOR KAY N. WOLF, CHAIR

Over the past two years individual degree programs have been approved by this Council during the semester conversion process. We now need to approve those that have “dual degree” status. A list of such combinations was presented to Council members. Herness indicated that the Graduate School supported approving the graduate/professional components of the list.

Discussion focused on clarifications of what dual degrees (two graduate, or one graduate and one professional) entailed. In some cases, students benefit for taking a slightly lower number of credit hours instead of completing two separate degrees. For BA, BS degrees, advisors have special advising sheets to tell students which general education courses can be overlapped. The dual degrees are different than double majors. Double majors can only be done within the same college. The list is not complete and others will come to Council soon.

Unzueta moved the approval of these dual degrees; the motion was seconded by Allen and carried with all in favor.

REVIEW OF CENTERS – PROFESSOR W. RANDY SMITH, VICE CHAIR

Smith presented the current rules for approving and reviewing university centers. Centers and institutes are convening places for faculty for research or other academic purposes. The terms of “center” and “institutes” are used interchangeably. A center cannot be a tenure initiating unit and cannot offer academic programs, unless a college delegates that function to the center, as occurred last year when the College of Engineering delegated the Aviation Program to the Center for Aviation Studies. Such delegation must be approved by this Council.

Since 2008 the University has distinguished between University and college centers. A university center typically has central funding and includes faculty from several colleges, and must be approved by this Council. Some centers are developed fully within colleges and this Council has no role in their approval/review. For University-level centers, newly approved ones are reviewed two years after activation, and every four years thereafter. The review process is to be done by a Council ad-hoc Committee, supplemented with members from the University Research Committee. The outcomes of the review are:

- center should continue to exist, there are no issues;
- there are some issues, and a review is requested before the four year review deadline; or
- the center is not functioning properly and should be abolished

However, there are many centers that were developed well before 2008. A partial list of these centers (about 70) was distributed to the Council. Council members were asked to think about the process for reviewing these centers – how many per year, which ones, and by whom within the Council. Further discussion will occur at a future Council meeting. In the interim

Smith will contact the colleges to gather information about any ongoing (non-Council) reviews that may already be taking place.

The Meeting Adjourned at 4:45 PM.

Respectfully submitted,

W. Randy Smith

Liana Crisan-Vandeborne