COUNCIL ON ACADEMIC AFFAIRS

200 Bricker Hall

October 10, 2018
3-5 PM

MINUTES

Attendance

Faculty:
Dr. Rebecca Andridge (Public Health)
✓ Dr. Anika Anthony (Educational Studies)
✓ Dr. Eric Bielefeld (Speech and Hearing Sciences), Chair
   Dr. Kevin Evans (School of Health and Rehabilitation Sciences)
   Dr. Sara Fowler (College of Dentistry)
   Dr. Debbie Guatelli-Steinberg (Anthropology)
   Dr. Curtis Haugtvedt (Marketing and Logistics)
✓ Dr. Jennifer Higginbotham (English)
✓ Dr. Roberto Myers (Material Science Engineering)
✓ Dr. Melvin Pascall (Food Science and Technology)

Students:
✓ Mr. Nat Crowley (USG, Finance)
✓ Ms. Kate Greer (USG, German and History)
   Ms. Neethi Johnson (CGS, MBA)
✓ Mr. Blake Szkoda (CGS, Chemistry and Biochemistry)

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

Guests:
Dr. Noelle Arnold (Department of Educational Studies)
Dr. Sheryl Barringer (Department of Food Science and Technology)
Ms. Danielle Brown (College of Education and Human Ecology)
Dr. Steve Fink (College of Arts and Sciences)
Dr. Rob Griffiths (Office of Distance Education and eLearning)
Ms. Renee Johnston (School of Environment and Natural Resources)
Dr. Anne Krabacher (University Honors and Scholars)
Dr. Jesse Kwiek (Department of Microbiology)
Dr. Helen Malone (Department of Educational Studies)
The meeting came to order at 3:02 p.m.

COMMENTS FROM THE CHAIR—PROFESSOR ERIC BIELEFELD

There was a Faculty Cabinet meeting on September 27, 2018. At the meeting, a guest from the Office of Government Affairs spoke about potential changes with a new Governor. The Cabinet also discussed the College of Arts and Sciences (ASC) Faculty Senate’s view on the proposed revision to the General Education (GE) curriculum. The ASC Faculty Senate is waiting for fiscal impact reports from the University. In addition, there was a report from the Graduate Council on changes to the Graduate School Handbook.

COMMENTS FROM THE VICE CHAIR—PROFESSOR W. RANDY SMITH

Smith has been convening a Syllabus Workgroup, which will next meet on October 12, 2018. The group is discussing the basic items that need to be in a standard syllabus, including a list of documents of which all students should be aware. The group’s recommendations will go to the curricular associate deans’ group that Smith convenes and this Council.

The Sesquicentennial Student Scholar Leadership Program will provide 150 students from across the University with scholarships. Recipients will also participate in tailored leadership development and will serve as ambassadors for the sesquicentennial celebration. To apply, students must be in good academic and disciplinary standing and currently enrolled in an undergraduate, graduate, or professional program on any Ohio State campus or in an online program. The program is for the 2019-20 academic year. The Office of Academic Affairs is working with the colleges on extending the scholarships for future years.

Smith is leading the Office of International Affairs (OIA) until the new director, Dr. Gil Latz, starts on January 1, 2019. Smith’s two main OIA focuses are study abroad and the area studies centers.

The University’s annual Assessment Conference is on February 1, 2019.
The Higher Learning Commission (HLC) hosted its annual Peer Reviewer Training on October 4-5, 2018 in Chicago, IL. Smith attended as a trainer and Haugtvedt participated in the training.

Higginbotham will be the Council’s representative on the Student Evaluation of Instruction (SEI) Committee.

A proposal to establish a new Sustainability Institute was submitted to the Office of Academic Affairs. The goal is to have this proposal on the agenda of the University Senate meeting on November 29, 2018.

Smith noted that more implementation issues are arising around certificates.

INTERNATIONAL TRANSFER CREDIT POLICY – MR. JACK MINER

The Office of the University Registrar has developed an International Transfer Credit Policy to assist with the increased volume of international transfer credit. The policy is designed to facilitate the transfer of students and credits from foreign institutions of higher education to Ohio State, assure maximum utilization of prior learning, and encourage students to advance as far through the educational system as they can in pursuit of their goals.

A domestic transfer credit policy has been around for decades. To date, the university has been doing international transfer credit on good faith. Based on faculty and staff feedback, it has become apparent that a formal policy is needed.

The policy was drafted with the academic units and the Office of International Affairs. The American Council on Education (ACE) was used as a benchmark. It is currently being shared with university committees for feedback. It will ultimately be approved by the Senior Management Council.

The policy document has a conversion rate for international credit hours and defines our country’s relationship. The document will be a good resource for academic departments—especially when a transfer request is denied.

The Council asked how many transfer evaluations happen per year. Miner responded that there are approximately 19,000 transfer evaluations per year and about a 1,000 of those are international. China, Malaysia, and Vietnam produce the most transfer credits. Most courses are in the College of Arts and Sciences.

The Council asked if it is common for students to ask for transfer credit from non-accredited institutions. Miner replied that it is becoming more common—particularly in countries that host summer camps at universities. The summer camp courses are not typically college-level.

The Council did not express any concerns over the policy.
• **Review of the Center for Urban and Regional Analysis**

Guest: Harvey Miller, Director, Center for Urban and Regional Analysis

The University Senate mandates a review of university centers/institutes by the Council on Academic Affairs. Smith formed a special subcommittee, chaired by Wills, to start an official review process. At the July 12, 2018 Council meeting, the Subcommittee presented its reviews on the Center for Higher Education Enterprise (CHEE) and the Newark Earthworks Center (NEC). The last center in the review process is the Center for Urban and Regional Analysis (CURA).

CURA and the Subcommittee consulted the University’s Academic Centers Guidelines while completing and reviewing the self-study. After the self-study was reviewed by the Subcommittee, the Subcommittee met with CURA’s director and program staff.

Wills commented that the Subcommittee found the self-study a well-developed report and comprehensive in addressing the required review elements (Mission, Faculty and Student Involvement and Contribution, Administrative Structure and Responsibilities, Budget, and Evaluative Criteria and Benchmarks).

The Subcommittee feels that CURA has been successful in meeting the required review elements. It is noted that CURA’s mission has evolved over its 18 years as a Center and there has been a recently-approved revision of the leadership structure.

The Subcommittee concludes that CURA: (A) has fulfilled its states mission; (B) is working within its own budgetary constraints; and, (C) is meeting its own evaluative criteria and benchmarks. The Subcommittee recommends the continuation of CURA with a standard follow-up four-year review in 2022-23.

Wills thanked Miller for his input during the review.

The Council did not express any concerns.

Bielefeld moved approval of the recommendation; it carried in favor by all.

Smith noted that the initial centers review pilot process is completed. He will work on how the review process will continue to work in the future. One idea under consideration is that the Office of Academic Affairs will train non-CAA members to review centers. This will help with the Council’s workload and will help with the review pace.
PROPOSALS FROM SUBCOMMITTEE D – PROFESSORS ERIC BIELEFELD AND W. RANDY SMITH

- Proposal to revise the Health and Wellness Innovation in Healthcare (HWIH) minor – College of Nursing

Guest: Celia Wills, Associate Professor, College of Nursing

The College of Nursing proposes to revise the Health and Wellness Innovation in Healthcare (HWIH) minor.

This revision is prompted by changes to the HWIH Bachelor of Science that were approved by this Council in January 2018. When the BS revisions were submitted, the college forgot to include the revision to the HWIH minor.

As part of the revisions to the HWIH program, the credits of two HWIH courses were increased. HWIH 2220 went from 3 to 5 credits and HWIH 3220 went from 3 to 4 credits.

Within the HWIH major, the net increase of 3 credit hours was offset by reductions in the elective course requirements. For the HWIH minor, however, there is a net increase in 3 credit hours, increasing the required total hours from 15 to 18 credits.

Bielefeld noted that there is only one student enrolled in this minor. Wills confirmed that the student is aware of this revision.

The Council did not express any concerns.

Bielefeld moved approval of the recommendation; it carried in favor by all.

- Proposal to revise the Category 5b School Nurse Professional Pupil Services Licensure Certificate Program – College of Nursing

Guest: Celia Wills, Associate Professor, College of Nursing

The College of Nursing proposes to revise the Category 5b School Nurse Professional Pupil Services Licensure Certificate Program.

The college would like to remove the prerequisite requirements for the existing Category 5b School Nurse Professional Pupil Services Licensure certificate program. The proposed removal of prerequisite course requirements is supported by a program evaluation of transcripts of the initial students admitted to the certificate program and a re-review of state level requirements for school nursing programs.
Wills explained that any individual who graduates from an accredited nursing program will already have taken the courses currently listed as prerequisites. A student applying to the certificate program must have graduated from an accredited nursing program. In addition, the national Registered Nurse (RN) exam covers these prerequisites.

The Council asked what types of courses are currently listed as prerequisites for the certificate. Wills responded that the courses are in human growth and development, abnormal psychology, community health nursing, and health assessment. These are considered core courses in the nursing field.

Smith noted that Dean Bernadette Melnyk will attend the Council meeting on November 7, 2018 to talk about the college’s vision for academic programming.

Bielefeld moved approval of the recommendation; it carried in favor by all.

- **Proposal to terminate the Microbiology Program, Bachelor of Arts – College of Arts and Sciences**

Guest: Jesse Kwiek, Associate Professor, Department of Microbiology

The Department of Microbiology proposes to terminate the Microbiology Program leading to the Bachelor of Arts degree

The department currently offers both a Bachelor of Arts (BA) and a Bachelor of Science (BS) in Microbiology. The decision to terminate the BA is motivated by the convergence of BA and BS program requirements that occurred following the conversion from quarter to semesters, and a diminished student interest in the Microbiology-BA program. There are currently no students in the BA program and no one has graduated from the program since 2013.

Both the department and college fully supported the proposal.

The Council did not have any concerns.

Bielefeld moved approval of the recommendation; it carried in favor by all.

Smith noted that we need to confirm the effective date of this request.

- **Proposal to revise the EdD Educational Studies Specialization in Educational Administration—College of Education and Human Ecology**

Guests: Noelle Arnold, Associate Professor, Department of Educational Studies; Helen Malone, Professor, Department of Educational Studies
The Department of Educational Studies proposes to revise the Doctor of Education in Educational Studies specialization in Educational Administration. This proposal has been reviewed by the combined Graduate School/CAA Curriculum Subcommittee.

The revision is a shift in the program’s focus. Rather than focus on educational leadership in Pk-12 schools, the goal was to redesign the program so that it focused on schools, but also inter-professional and interdisciplinary possibilities for improving education.

The redesign involved curriculum alignment and removal of courses; creation of three new courses and core assessments for each course; and creating congruency with state and national standards. The total credits for the program remain at 51. The program core credits have increased from 15 to 24, the elective credits have decreases from 9 to 6, and the cognate area has increased from 6 to 9, though it is now optional. All other degree area credits remain the same.

Bielefeld noted that this proposal took a very long time to reach the Council. There were many revisions at the college- and Graduate School-level.

The Council did not express any concerns.

Bielefeld moved approval of the recommendation; it carried in favor with one abstention.

- Proposal to revise the Food Business Management major – College of Food, Agricultural, and Environmental Sciences

Guest: Sheryl Barringer, Chair, Department of Food Science and Technology

The Department of Food Science and Technology proposes revisions to the Food Business Management major.

The department is proposing broad-scale changes. Changes include: creating two new courses; adding new offerings to the list of required and elective courses; removing courses that are no longer offered, and; restructuring major electives into two new categories—Related Major Electives and Food-Related Major Electives. A significant change is broadening the selection of minors available to students to include Agribusiness, Business, or Entrepreneurship and Innovation. Students have expressed an interest in business and entrepreneurship content/courses to better prepare for potential careers. This in turn led to increasing the credit hours in the minor from 12 to 12-15.

Bielefeld noted that the overall motivation for the changes was a review of the major by faculty and students. Barringer said that the review started 1.5 years ago with students expressing concerns about aspects of the major. When reviewing the major, the department spoke to employers about what they would like to see in graduates. Smith noted that this is a good story from an assessment-perspective.
The Council did not express any concerns.

Bielefeld moved approval of the recommendation; it carried in favor with one abstention.

- Proposal to revise the School of Environment and Natural Resources Honors Program – College of Food, Agricultural, and Environmental Sciences

Guests: Renee Johnston, Program Director, School of Environment and Natural Resources; Anne Krabacher, Interim Director, University Honors and Scholars Center; Lauren Pintor, Assistant Professor, School of Environment and Natural Resources

The School of Environment and Natural Resources (SENR) proposes a revision to its Honors program.

SENR has been experiencing a steady annual increase in enrollment of its undergraduate program and an increase in the average academic metrics of its students. Many of the high-ability students that SENR attracts aim to enhance their academic experience at OSU through participation in the Honors Program. Currently, the SENR Honors Program only includes the option for students to earn Honors Research Distinction. To graduate with Honors Research Distinction, students must complete an honors research thesis under the direction of a faculty research advisor at the university. While this option appeals to many students, some would be better served by participating in a non-thesis option.

The new Honors track requires completion of the following three requirements:

1. Six Honors or upper division courses by the end of the third year.
2. Completion of SENR’s Professional Development Certificate, entitled “Passport to Professionalism,” which includes career seminars as well as high-impact, experiential learning.
3. Completion of one of the following Honors experiences: two approved graduate-level courses, an approved internship, undergraduate research, or faculty-directed individual studies. The experiences cannot overlap with completion of other requirements.

Pintor noted that enrollment has increased by about 100 students over the past five years. There has been an increase in the strength of students. In particular, the Environment, Economy, Development, and Sustainability major attracts high-achieving students.

The Council asked how this will appear on a student’s transcript. Krabacher replied that it will say ‘with Honors.’

The Council noted that undergraduate students must petition the Graduate School in order to take 6000-level courses, which are listed as options for Honors students. Pintor replied that students will be made aware of the petition process and all the 6000-level courses are within SENR.

Pintor confirmed that the requirements are the same for internal transfer students.
Smith praised the College of Food, Agricultural, and Environmental Sciences for its strong commitment to students.

ADDITIONAL INFORMATION

The next Council meeting is on October 17, 2018.

The Meeting adjourned at 4:02 p.m.

Respectfully submitted,

W. Randy Smith
Katie Reed