COUNCIL ON ACADEMIC AFFAIRS

200 Bricker Hall

January 6, 2010

3:00 PM – 5:00 PM

MINUTES

ATTENDANCE

Faculty:
Dr. Leslie Alexander (History)
Dr. Lawrence A. Baum (Political Science)
Dr. Neelima M. Bendapudi (Marketing and Logistics)
Dr. Marilyn J. Blackwell (Germanic Languages and Literatures)
Dr. James W. Cogdell (Mathematics)
Dr. Jay S. Hobgood (Geography)
Dr. Daniel A. Mendelsohn (Mechanical Engineering)
Dr. Robert J. Ward (Music)
Dr. John W. Wilkins (Physics)
Dr. Kay N. Wolf (Allied Medical Professions)

Students:
Ms. Sarah K. Douglas (CGS, History)                             Ms. Meghan Offenberger (IPC, Pharmacy)
Ms. Olga A. Isenberg (CGS, Business)          Mr. John D. Tannous (UGS, Political Science)
Mr. Benjamin T. Reinke (USG, Physics)

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

Guests:
Dr. David Andereck (Associate Dean, Biological Sciences/Mathematical and Physical Sciences)
Mr. Niraj Antani (Undergraduate Student Government)
Dr. Ann Christy (Faculty Fellow, Academic Affairs)
Dr. Alexis C. Collier (Associate Provost)
Mr. John E. Dickhaut (Associate Registrar, Office of the University Registrar)
Dr. Terry L. Gustafson (Associate Executive Dean, Arts and Sciences)
Dr. Teresa Johnson (Instructional Consultant, University Center for the Advancement of Teaching)
Dr. Alan Kalish (Director, University Center for the Advancement of Teaching)
Dr. Gene Mumy (Associate Dean, Social and Behavioral Sciences)
Mr. David L. Roy (Assistant Director, Enrollment Services)
Ms. Sarah Tokar-Lang (Academic Planning Specialist, College of Education and Human Ecology)
Prof. Valarie Williams (Associate Curricular Dean, Arts and Humanities)
The Council came to order at 3:04 PM


Hobgood moved approval of the Minutes of the December 2, 2009 meeting; the motion was seconded by Mendelsohn and approved unanimously.

COMMENTS FROM THE CHAIR—PROFESSOR JAY S. HOBGOOD

- An important matter, as it relates to semester conversion, was discussed at the most recent Faculty Cabinet meeting. The Council on Enrollment and Student Progress (CESP) is coming forward with a proposal to have the summer term in 2012 be a semester term (7 weeks in length) instead of a quarter. This proposal has also been presented to the Office of the University Registrar and will need to have University Senate approval.

- There is a proposal to merge the Departments of Aerospace Engineering and Mechanical Engineering. Smith will be working with the University Senate leadership to determine the proper procedure, given the recent Entomology and Welding Engineering proposals that have recently come through Council.

COMMENTS FROM THE VICE CHAIR — PROFESSOR W. RANDY SMITH

- The proposal for the merger of Aerospace Engineering and Mechanical Engineering is well done. Other proposals will be coming forward. The College of Food, Agricultural, and Environmental Sciences proposes moving faculty from the Department of Human and Community Resource Development, to the School of Environment and Natural Resources. The process has extended over a two-year period, the faculty are in agreement, and a Memorandum of Understanding has been developed. The Department of Industrial, Interior, and Visual Communication Design has submitted a proposal to change the department name to Design. There are letters of concurrence from relevant units. All of the aforementioned proposals will need to go the Senate for approval. The next Senate meeting is scheduled for February 11, 2010.

PROPOSAL FROM SUBCOMMITTEE D—PROFESSORS JAY S. HOBGOOD AND W. RANDY SMITH

- Dental Hygiene Program Change, College of Dentistry

Hobgood provided an overview of the proposal - to change the Dental Hygiene program format from one year of prerequisites and three years in the professional program (1:3) to two years of prerequisites and two years in the professional program (2:2). This change would be concurrent
with the change from quarters to semesters and would be implemented for freshmen entering the university in autumn 2010. The change is an outgrowth of thinking about the upcoming semester conversion and what peer programs are doing. Patricia Gardner, Assistant Director for Academic Studies in the Department of Dental Hygiene and Michele Carr, Associate Professor were present to answer questions.

The purpose of the proposal is to decrease the time to graduation for many students and improve the quality of the educational experience for students. Another benefit is that with the addition of the May term with semesters, there will be an opportunity for full-time clinical hours which will make taking clinical hours over the summer unnecessary.

The only drawback is that students who are denied admission to the major may receive this notification later in their academic career than under the current structure (after two years instead of one). The dental hygiene curriculum committee and admission committee will take these concerns into consideration and make every effort to notify students of their admission status as early as possible.

The following concerns were shared and clarifications given during the meeting:

- The reason for consideration now, although a few details are missing, is so the division can begin work on semester conversion.
- There are 44 programs in the US that offer the bachelor degree in dental hygiene, and over half use the 2:2 model.
- In essence the program is not changing; the courses will remain the same.

Ward moved approval, it was seconded by Wolf, and the motion was carried with all in favor.

**PROPOSAL FROM SUBCOMMITTEE B—PROFESSORS MARILYN BLACKWELL, DANIEL MENDELSOHN AND ROBERT WARD, AND MS. OLGA ISENBERG**

- Revision to the Mathematics Major, Deactivation of the Major in Mathematical Sciences, College of Mathematical and Physical Sciences

Mendelsohn provided a brief overview of the proposal saying that it is a complete overhaul of the major, breaking it into several career tracks (some new and some existing): the Traditional Track, Education Track, Financial Track, Bio-Mathematics Track, the Applied Mathematics Track and the Applied Discrete Track. It seeks deactivation, but not permanent withdrawal, of the current Major in Mathematical Sciences. Ron Solomon, Vice Chair, Department of Mathematics, attended the meeting to respond to questions.

The following concerns were expressed:

- The primary reason for credit hour variation is due to the difference of honors and non honors (differences in double counts in the GEC).
- The core is common to all of them. None appears excessively demanding in terms of course hours.
This Financial Track differs from the Finance Major in the College of Business in that they do not take the wide variety of overall business courses.

- The degree in Actuarial Science is not being changed.
- The Bio-Math Track complements the existing Mathematical Biosciences Institute.
- Deactivation of a major means it is not permanently withdrawn.

Mendelsohn moved approval; it was seconded by Bendapudi; and the motion was carried with all in favor.

**SEMESTER CONVERSION UPDATE AND DISCUSSION: PROFESSORS W. RANDY SMITH, VICE PROVOST, AND ANN CHRISTY, PROVOST’S FACULTY FELLOW**

The remainder of the meeting Smith gave an update on activities toward semester conversion.

- Committee Updates. The Coordinating Committee is meeting the first Tuesday of every month. The Curriculum Subcommittee, comprised of associate deans and regional campus representatives, and co-convened by Professors Ann Christy and Terry Gustafson meets twice per month. The Graduate Education Subcommittee is being co-convened by Professors Robert Perry and Elliot Slotnick. The Space Subcommittee is convened by Jack Miner (Office of the University Registrar) and Jason Kaplan (Facilities Operations and Development). The IT Subcommittee is convened by Andy Jackson (Office of the Chief Information Officer). The Core Business Processes Subcommittee is convened by Leslie Flesch (Office of Business and Finance). The Communication Subcommittee is convened by Melinda Nelson (Office of Academic Affairs).

With regard to the Advising Subcommittee, there is a proposal from Undergraduate Student Government (USG) to establish a new standing committee on advising that would report to CESP. Zach Usmani, President of the USG is leading this effort.

- College Meetings – Smith and Alexis Collier, Associate Provost are meeting with each College Dean and Curricular Associate Dean, and asking about: the timeline for submissions from each college (starting with Engineering in May or June of 2010 and with all other colleges submitted by January 2011) and any special issues the college is facing. He noted that inconsistencies in the guidelines for minors has come up and will need to be addressed

- Related Activities: the weekly calendar that Council has been reviewing in recent months is receiving widespread support across campus and there will be only minor revisions going forward; the University Center for the Advancement of Teaching will hold open forums on the “May term” that will include guests from institutions that have such calendar components; the issue of faculty workload on semesters is now being addressed within each of the colleges; discussions are underway on the exact wording of the “pledge” to students in the calendar conversion.
Curriculum Revision Process: Smith said that since the last Council meeting there had been continued discussion of the templates for programs and courses that would need to be submitted by the academic units for review/approval. The Council needed to give attention to the one for programs given that its members would be using it for review of submissions. He said that based on all the input that had been received, the basic change that had now occurred was that, for graduate programs, program goals/objectives were optional. If the unit has them, and we now know that many do, they should be included. Post semester conversion, the Office of Academic Affairs and the Graduate School will be working to ensure that all programs have them specified, in alignment with the University’s next institutional re-accreditation (2017). In response to concerns expressed by Ward, Smith and Christy assured the Council that this template was their best effort to balance efficiency with quality control, and noted that as we go through the conversion process, the templates might get revised based on the experience. Following continued discussion, the full Council endorsed the program template.

With regard to the course template, Smith said that this was an Office of Academic Affairs process but wanted the best advice of the Council and other groups. Based on the input received to date, it was decided that course goals/objectives would be optional. If the unit has them, and again we know that many do, they should be included. Post semester conversion, the Office of Academic Affairs will be working with all colleges to ensure that they are specified on all course request submissions. Smith said that course content topics would be required on all submissions for semester conversion.

Work is underway to develop an appropriate electronic submission process for programs and courses. Details should be available later this month.

Smith and Hobgood will continue to work with the University Senate leadership on the possibility of expanding Council membership for the semester conversion process – additional members whose sole responsibility would be the review of academic programs submitted for calendar conversion, and not other aspects of Council work.

Next Steps: an implementation guide (that will include the templates and other information) will be sent to all college and department/school offices and to the semester contact/point persons, this month. Meetings now are being set, by college, with the contact persons and the curricular associate dean. Council members will be informed when their college meeting will occur.

The meeting adjourned at 5:11 PM.

Respectfully submitted,

W. Randy Smith
Melissa Soave