COUNCIL ON ACADEMIC AFFAIRS
200 Bricker Hall
February 2, 2011
3:00 PM – 5:00 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) Ms. Sarah K. Douglas (CGS, History)
✓ Mr. Dheeraj Duggineni (USG, Biology) Ms. Sarah Lang (CGS, Education and Human Ecology)

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

Guests:
Dr. David Andereck (Arts and Sciences) Dr. Fusun Ozguner (Electrical and Computer Engineering)
Dr. Betty L. Anderson (Electrical and Computer Engineering) Ms. Janeen Sands (Mechanical and Aerospace Engineering)
Dr. Rebecca Andridge (College of Public Health) Dr. Elizabeth A. Stasny (Statistics)
Ms. Andrea Bour (Office of the University Registrar) Dr. David Stetson (Council on Enrollment and Student Progress; Evolution, Ecology and Organismal Biology)
Dr. Ann D. Christy (Food, Agricultural and Biomedical Engineering) Dr. Vishwanath Subramaniam (Mechanical and Aerospace Engineering)
Dr. Alexis Collier (Associate Provost) Dr. Harold Walker (Civil and Environmental Engineering and Geodetic Science)
Dr. Peter Craigmille (Statistics) Mr. Andy Zirker (Arts and Sciences)
Dr. Steve Fink (English) Dr. Valarie Williams (Arts and Sciences)
Dr. Terry Gustafson (Arts and Sciences) Mr. Brad Myers (Office of the University Registrar)
Dr. Edward McCaul (Academic Advising, College of Engineering)
APPROVAL OF THE MINUTES OF THE MEETINGS OF JANUARY 26, 2011

Cogdell moved approval of the Minutes of the Meeting of January 26, 2011. The motion was seconded by Fellingham and approved unanimously.

REPORT FROM THE VICE CHAIR – PROFESSOR W. RANDY SMITH

The Provost will present his Annual State of Academic Affairs to the University Senate at the Senate meeting, February 3, 2011.

DISCUSSION ON RULE CHANGES UNDER SEMESTERS – Professor Jay Hobgood (Guests: Professors Steve Fink and David Stetson)

Hobgood presented the changes to the university rules.

- Rule: 3335-8-34 Residence Work.

(A) Except for cases meeting the conditions of paragraph (B) of this rule, residence credit will be given only for work taken in residence within the basic organization of the educational units of the university. (See rule 3335-1-05 of the Administrative Code.)
(B) By pre-arrangement with the head of the department or school concerned and with the approval in advance of the appropriate executive committee, an undergraduate student of good standing who has already secured satisfactory credits within a department or school may carry on work in absentia, and secure credit by examination for not to exceed a total of six hours. Credit so secured may be counted as a part of the work of the senior year. (B/T 7/9/2004)

The rule applies to undergraduate students who could transfer up to six EM (exam) credit hours in order to meet the minimum forty-five residence work credit hours. This rule has not been used, monitored, or enforced for a long period of time; therefore the Council on Enrollment and Student Progress (CESP) asked Council if this rule should be removed or kept. In the case this rule will be kept, CESP would like to ask Council for advice on what would be the maximum number of EM credit hours that could be transferred as residence work?

Members of the Committee consider this rule should be completely removed.

Hobgood moved approval; it was seconded by Antani, and carried with all in favor.

- Rule: 3335-8-23.1 Retention or disposal of materials submitted to meet course requirements.
Section (A) of this rule had minor changes. The word “quarter” was replaced by “term” and the length of instruction “fourteen day” was kept the same.

(A) Materials submitted by a student to satisfy course requirements shall either be returned to the student or made available for the student's inspection, after they have been marked or otherwise evaluated, before the end of the quarter, semester, session, or term in which the work is performed or, in the case of final projects and final examinations, no later than the fourteenth day of instruction of the following quarter, semester, session, or term.

This rule change was approved by CESP on November 23, 2010 and was forwarded to Council for review.

Hobgood moved approval; it was seconded by Antani, and carried with all in favor.

- Rule 3335-3-34 Schools, departments, divisions, and sections; defined and located.

The following section (C) (2) had few changes.

(C) Schools and departments shall meet the following quantitative requirements unless persuasive academic reasons demonstrate the need for exceptions:

(1) A minimum of ten faculty positions spread through at least the three academic ranks of assistant professor to professor.
(2) Student registration for at least one thousand credit hours per quarter.
(2) Student registration for at least 667 credit hours per semester.

In general, CESP agreed to the default using the 2/3 quarter to semester multiplier whenever appropriate. In this specific case, CESP would like Council to review this rule and address this issue, including whether or not to simply drop the requirement. Stetson mentioned that the College of Medicine and departments affiliated with it would like this section to be eliminated. The courses offered in these programs and especially in the professional programs are not always regular classes; instead the instruction is combined with practice and may require different credit hours per semester, term or session.

Council convenes deletion of part (C) (2) of the rule.
Hobgood moved approval; it was seconded by Duggeni, and carried with all in favor.

- Rule: 3335-8-06 Curricular requirements.

Every undergraduate curriculum must provide for a minimum of fifteen hours of free electives.

Currently, inside the University there are multiple mixed/joint and double major programs; therefore most departments are able to offer a variety of electives, General Education Curriculum (GEC) courses, or recognize the ones offered by other departments.

CESP recommends elimination of this rule.

Hobgood moved approval; it was seconded by Wolf and carried with all in favor.

- Rule: 3335-8-16 Cancellation of elective courses.
- Rule: 3335-8-17 Regulations for the control of course offerings.
- Rule: 3335-8-18 Standards for number of class sections.

CESP recommends the elimination of these rules, or conversion to an Office of Academic Affairs, administrative policy. Department chairs input should be sought during the development of these policies. These rules are not efficient in today’s economics and budget constraints. Removing these rules will enable departments to manage their class size, curriculum and be more flexible. Elimination of these rules will also provide flexibility in scheduling and organizing the May session.

Hobgood moved approval; it was seconded by Wolf and carried with five in favor, one against and two abstentions.

- Recommendations made by CESP regarding Rule Changes.

Stetson presented some of the confusions one might have in understanding the new terminology regarding semester changes. Because the “Summer Term” is used to distinguish the 12-week summer period from May Session and Summer Session, there may be confusion on when to used the word “term” (lower case) as a generic word covering all administrative teaching blocks of whatever duration (i.e., semesters, sessions or summer term). Regarding this terminology there are still few issues to be clarified. The billing tuition for what has been called “summer term” cannot have the rules read “May session and summer session”. There is the need for a single period of time. Also, for defining the policy for admission, new students cannot be admitted in “May session or summer session”. Instead the wording: “summer term” makes these rules clearer and simpler. There is only one place in the rules where the “term” is used in the generic form:
Rule 3335-9-33 Standards for honors at graduation. There is only one place in the rules where “academic term” is used in the generic form: Rule 3335-8-21(1) “EN”.

CESP’s recommendations:

1. Because the above definitions are proffered in Rules: 3335-1-06 and 3335-8-35; CESP recommends removing them.

2. CESP proposed to CAA that one of the rules read thusly: “The university year shall include an autumn and spring semester, each of approximately sixteen weeks, a summer term or approximately thirteen weeks that includes a May session of approximately four weeks and summer session of approximately eight weeks”. The other rule should disappear.

3. CESP suggested adding “summer” to any reference to “term” in “semester, term or session.” This portion of phrase should read: “semester, summer term, or session.”

Cogdell moved approval of these three recommendations; motion was seconded by Wolf and carried with all in favor.

- **Other discussion regarding semesters.**

Myers presented to the Council and guests two calendars for Autumn 2012 and Spring 2013 semesters. He is requesting input regarding the number of instructional days in each of the two sessions under semesters. Options for these semesters were drafted:

- For Autumn Semester 2012:
  - First option: thirty-five instructional days ends first session, with that day likely the “final.” Second session begins on Thursday.
  - Second option: end of first session on Friday, with that day likely the “final”. Second session begins on Monday.

- For Spring Semester 2013:
  - First Option: end of thirty-five instructional days, with that day likely the “final”. Second Session begins on Tuesday.
  - Second option: end first session on Friday, with that day likely “final”. Second session begins on Monday.

Inside the university there are units that will choose to have sessions during fall and spring semesters and others that will not offer classes or academic activities divided in sessions in these semesters. Using sessions as instructional periods, will provides flexibility for curriculum development and space assignments, and flexibility in offering bridge courses, especially for the
course that require only two credit hours. Guests from the Department of Statistics explained some benefits of dividing these two semesters into two sessions each.

SUBCOMMITTEE B – Niraj Antani, Marilyn Blackwell, Barbara Polivka, Bob Ward

- Semester Proposal: College of Engineering - Bachelor of Science in Engineering Physics

Antani presented the proposal. This program was re-envisioned with significant changes to the curricular requirements. The Engineering Physics program under semesters will consist of eight different specializations, each of which leads to a Bachelor of Sciences degree in Engineering Physics. (Aerospace Engineering; Chemical and Biomolecular Engineering; Computer and Information Science; Electrical and Computer Engineering; Industrial and Systems Engineering; Materials Science and Engineering; Mechanical Engineering and Nuclear Engineering) The specializations each consist of a common core of Engineering, Physics, Mathematics and prerequisite courses, along with additional required and/or recommended courses in selected Engineering disciplines. A two-semester Capstone Design sequence was introduced to enhance the design component of the Engineering Physics program and to conform with ABET (the accrediting body).

Antani moved approval of this proposal; it was seconded by Blackwell and carried with all in favor.

- Semester Proposal: Department of Chemical and Biomolecular Engineering - Combined Bachelor of Science (BS)/Master of Science (MS), Master of Science (MS), and Doctor of Philosophy (PhD)

Antani presented these proposals which were converted with minimal changes. To prepare students for research, and to ensure that BS/MS, MS or Ph.D. graduates have sufficient background in the core Chemical Engineering areas, the current program includes core coursework, advanced coursework in Chemical Engineering and advanced coursework in other scientific, mathematics, or engineering disciplines. The last substantial changes in the Chemical and Biomolecular Engineering program requirements were made in January 2007.

Antani moved approval; it was seconded by Alexander and carried with all in favor.

- Semester Proposal: Department of Electrical and Computer Engineering (ECE) – Master of Science (MS) and Doctor of Philosophy (PhD)

Antani presented these proposals. ECE graduate programs underwent a major revision in 2007. In the current program, graduate students need to take a required number of hours of ECE courses and advanced ECE courses, approved outside electives, individual studies and thesis
research to meet M.S. degree requirements. All programs were recently revised. There were no changes to the requirements and the number of hours in each category was mostly adapted for the semester system.

Antani moved approval; it was seconded by Alexander and carrier with all in favor.

SUBCOMMITTEE C – Sarah Douglas, Dheeray Duggineni, John Fellingham, Kay Wolf

- Semester Proposal: Department of Statistics, Doctor of Philosophy (PhD)

Fellingham presented the proposal. The department proposed some modernization and re-packing of course materials. In addition, an increased emphasis on computational methods and applications was proposed. Students obtaining a Ph.D. in Statistics typically enter the program with a bachelor’s degree, and earn an M.S. degree en route to the Ph.D. The first year coursework coincides with the MS degree. As with the MS degree, students who started the Ph.D. program under quarters will be encouraged to take the Foundations of the Linear Model, and the Applied Bayesian course (Stat 6570) to complete their program, but this will not be required.

Fellingham moved approval of this proposal; it was seconded by Wolf and carried with all in favor.

- Semester Proposal: Department of Statistics/College of Public Health, Doctor of Philosophy (PhD) in Biostatistics

Fellingham presented the proposal. This program has two specializations, one in Public Health and one in Methodology. The department proposed a number of changes to the quarter-based program, including modernization and re-packing of course materials, rearrangement of required courses versus electives, along with changes in pre-requisites for the Methodology specialization and the addition of a cognate study requirement for Public Health Specialization.

Fellingham moved approval of this proposal; it was seconded by Krishnamurthy and carried with all in favor.

Smith expressed thanks to the members of Department of Statistics for finishing their semester proposals in a timely manner. Multiple programs in the university include statistics courses in their curricula and were waiting for these proposals to be finalized and approved.

The meeting adjourned at 4:25 PM.

Respectfully submitted,
W. Randy Smith
Liana Crisan-Vandeborne