Undergraduate Council Meeting

February 8, 2018

2:00 p.m.

Macon Campus, Godsey Administration Building, Room 310

The UC meeting was called to order at 2:00 p.m.

Attendance was taken.

 Members present in Macon:

Marilyn Mindingall, Provost Office-chair Doug Hill, MUS

Steven McClung, SSBE Sarah May, OIE Vincent Youngbauer, TIFT Mary Mathis, CHP

Priscilla Danheiser, PEN Jessica Ellison, Bursar

Gary Blome, PEN Alba Rodriguez, University Registrar

Gail Johnson, PEN Lucy Wilson, Macon Registrar

Laura Lackey, EGR Sarah McCommon, RAC Registrar

Achim Kopp, CLA Maria Hammett, Financial Planning

Dee Bratcher, CLA Theresa Rhodes, LIB Jay Pendleton, Academic Advising

 Members via teleconference:

 Cindy Rubenstein, NUR Leslie Taylor, CHP

 Susan Malone, OIE Ed Weintraut, CLA

 Jeff Hall, TIFT Andre’ Butler EGR

 Cathy Gardner, TIFT Artie Kent, SSBE

 Guests:

 Kelly McMichael, OIE -- teleconference

 Fred Bongiovanni, PEN – Macon

 Michelle Garber, Theology – teleconference

Minutes from the October 19, 2017 meeting were reviewed. No additions or corrections were noted. The minutes were approved as written.

**Discussion:**

*Attendance* and *Class Auditing* were action items for the October 17, 2017 Associate Deans Council chaired by Jay Pendleton. Also, during that meeting *Course Credit by Portfolio Assessment* was discussed and the ADC was asked to make a recommendation to the UC on that matter.

*Attendance* and *Class Auditing* were to be introduced as points of information and catalog clarifications, but the discussion led to the need for further refinement.

 Attendance – Pendleton & Rodriguez

Rodriguez noted that the intention of the revision/addition to the attendance policy was to move from the general to the granular. Weintraut proposed the changes printed in red and highlighted in yellow.

*Special attendance policies pertain to students who observe religious practices;*

*are engaged in University-sponsored activities; can document illnesses, family*

*emergencies, or military obligations; and who participate in post-graduate or*

*employment interviews. For each of these instances, students are entitled to*

*make up missed assignments (including labs, quizzes, or tests) without penalty.*

*The disposition of missed assignments will be arranged between instructor*

*and student. If a mutually satisfactory solution is not reached, the right to*

*establish a reasonable alternative is reserved to the instructor. Students*

*who feel that their academic performance will be compromised by the alternative*

*assignment timetable may ask that the instructor's dean review the instructor's*

*decision. The grade of zero may not be assigned for any assignment which the*

*student was not granted the opportunity to make up.*

The intention was to prevent students from being penalized for missing class when there was a legitimate cause. Mindingall noted that the Provost and other segments of the University have long supported students as they participate in research, presentations, competitions, etc. that might take them away from campus and out of the classroom.

Mindingall noted that this policy change applies to the Macon catalog, but may need to be consistently presented in the University undergraduate academic portion of each of the catalogs. Some wording may need to be omitted based on the student population. For example, the reference to MWF and TR classes would be excluded from the Atlanta and RAC catalogs.

Discussion ensued regarding the sentence: “Students who feel that their academic performance will be compromised by the alternative assignment timetable may ask that the instructor’s dean review the instructor’s decision.” Mindingall suggested that this sentence implies that students can only object to the assignment timetable when they should be able to raise concerns more broadly if necessary. Bratcher suggested a revision of the sentence: “If a student thinks that the arrangements made by the instructor will unfairly compromise academic performance, then the instructor’s dean will review the decision.” Blome suggested the removal of the word, “timetable” from the original sentence.

The members of the UC agreed with the policy revision, sans the aforementioned sentence. Mindingall asked the ADC to retool the sentence to bring clarity. Pendleton was asked to e-mail the final version to Mindingall so that she could disseminate it to the entire group.

Class Auditing – Pendleton & Rodriguez

One sentence was added to the first paragraph of the class auditing policy (in red).

 *Full and part-time students who audit courses are expected to be seriously interested*

*in the courses for which they enroll. An official entry of “audit” on a student’s permanent*

*academic record shall be made only if 75 percent of the classes are attended. Once*

*registered in an audited course, students have the opportunity to change the registration*

*of the course for credit through the end of the designated add/drop period. Courses that*

*a student audits may not later be taken by that student for credit, nor may the student*

*receive credit-by-exam for these courses. Auditors submit no daily work, take no*

*examinations, and receive no credit for courses audited. They may participate in*

*the class discussion only with the permission of the instructor. No full or part-time*

*student may audit internships, practicums, or experiential learning courses, unless*

*the dean or associate dean of the respective college or school grants special permission.*

Consistency is required among the catalogs in the University academic sections. The addition will need to be approved among all undergraduate programs so that it can be included in the Atlanta and RAC catalogs along with the Macon. Rodriquez will contact Diana Hill who chairs the ADC on the Atlanta Campus to seek approval from that group. Once that is secured, the final statement will be sent to Mindingall so that it can be disseminated to the UC membership.

Certificates: Status -- Mindingall

Mindingall admitted that this topic had gotten cold and she expressed pessimism in the ability to conclude work on this topic as this meeting and the next would be filled with reviews of curricular proposals. She also expressed concern that some certificates already exist and a number of certificates have been approved this year at the graduate level. The current curriculum form addendum for the certificate is not very helpful to academic units. Malone noted that it asks questions most relevant to OIE. Mindingall stated that Bratcher outlined addendum points/questions that would be more relevant to the academic units.

Mindingall is asking Susan Malone and Keith Howard to meet with her to complete a final draft of the certificate policy and to translate that into a revised curriculum form with an addendum. It is likely that this work will not be completed until the summer. In the meantime, those proposing certificates should stick as close to the latest certificate policy draft (dated 11/02/2017) as possible. The UC and GC will take action on these requests as they see fit. However, once the policy is complete, the UC and GC reserve the right to reevaluate all certificates and ask for the consistencies that the policy should bring.

**Proposals**

**A. School of Engineering – Andre’ Butler**

Courses

 1. *Industrial Engineering/ Industrial Management*

 Add – ISE 465, Information Systems Engineering

Discussion/Questions: Mindingall noted that the course number was not originally approved by the Registrar. Just prior to the meeting, the number was given approval by Wilson. Malone stated that the faculty roster required more detail. Butler was asked to provide a new faculty roster. (He submitted the revised faculty roster and faculty curriculum vitae on 02/12/2018.)

**Motion to add ISE 465 pending the revised faculty roster was made by McClung, seconded by Blome. Unanimously approved.**

 2. *Mechanical Engineering*

 Revise – MAE 250L, Manufacturing Practices

The number of credit hours will decrease for this course. It will change from 6 hours of lab to 3 hours of lab plus 1 hour of lecture: (0-6-2) to (1-3-2).

Discussion/Questions: Malone stated that this course change is viewed as major and she would like to see the revised course syllabus. Butler was asked to provide it. (He submitted the revised syllabus on 02/13/2018.)

**Motion to revise MAE 250L from (0-6-2) to (1-3-2) was made by Mathis and seconded by Blome. Unanimously approved.**

**B. Tift College of Education -- Vince Youngbauer**

 Program

 *Middle Level Education*

Revise requirements/curriculum (2)

Tift proposed to reduce the concentrations to a choice between two blocks. Students would take science/mathematics or English/language arts/social studies.

A second proposal seeks to reduce the credit toward the concentrations from 18 to 15 hours.

Discussion/Questions: Malone noted a need to correct the number of courses required. Students should choose one course and not two within the science concentration. Youngbauer was asked to make this correction and forward it to Mindingall. (He submitted a degree audit form with the proper number of courses on 03/01/2018.)

**Motioned by McClung, seconded by Mathis to revise the concentration blocks and credit hours for the Middle Level Education program. Unanimously approved*.***

 Courses

*Early Care & Education*

The UC voted to delete the Early Care & Education Program on March 17, 2016. The teach-out has now expired so Tift seeks to make the following course changes.

1. Delete (3):

EDEC 364, Professional Development Seminar I - ECAE

EDEC 365, Professional Development Seminar II - ECAE

EDEC 464, Professional Development Seminar III - ECAE

2. Revise (10): Prefixes changed from EDEC to ELAD

 \*\*\*Co-req

 ELAD 210 ELAD 330

 ELAD 230 ELAD 350

 ELAD 240 ELAD 360

 ELAD 300 ELAD 370\*\*\*

 ELAD 310 ELAD 400

3. Revise (8): Prefixes changed from EDEC to ELAD

 \*Course requirement change

 \*\*Pre-req

 \*\*\*Co-req

 ELAD 403 ELAD 422\*\*

 ELAD 405\* ELAD 483

 ELAD 410\*\* ELAD 484\*\*

 ELAD 420\*\* ELAD 486\*\* \*\*\*

Discussion/Questions: McCommon reported that the Registrar was not involved in the decision to change the prefixes from EDEC to ELAD. Since the courses remain the same, McCommon questions the need to make these changes. Given the nature of our student information system, this type of change creates a hardship for the Office of the Registrar. Gardner explained that the changed prefix would make it easier for students to identify the program. Mindingall stated that a conversation on this matter should have occurred between Tift and the Registrar before the proposal made its way to the UC. Although hesitant, McCommon agreed to make the course prefix changes.

**Motioned by Blome, seconded by Bratcher to make the aforementioned course deletions and revisions in the Early Care & Education program. Unanimously approved.**

*Early Childhood Special Ed / Middle Level / Secondary Ed*

Revise (3): Required hours and/or length of course

Tift proposed to revise the minimum number of hours for the following Professional Practicum Experience courses from 60 to 80 hours: EDUC 485, EDUC 398, and EDUC 399.

Discussion/Questions: Mindingall noted that the curriculum form had the wrong number for EDUC 485. Malone expressed concern regarding this major change and how it might impact the day and evening students differently, since the evening students operate under 8-week terms. She asked for more detail on how these courses would operate for these different populations.

**Mindingall asked that further discussion and the vote on the revision of these three courses be tabled until the next meeting allowing time for Tift to prepare information pertinent to the issues raised by Malone. There was no objection to this action.**

*Middle Level/Secondary Ed*

Add (1)

EDUC 356, Adolescent Psychology and Development

This course is designed to replace EDUC 256 and EDUC 357.

Discussion/Questions: Johnson asked whether this course required any pre-reqs. The reply was “no”. Malone asked for clarification on the number of credits needed for graduation. The statement in the addendum reads: “It will help reduce the total number of hours in the program below 120.” This statement is misleading as 120 hours are required for graduation. Youngbauer was asked to revise the addendum to correct this statement. (He submitted the revised addendum on 03/01/2018.)

**Motioned by Johnson, seconded by Blome to add EDUC 356 to the undergraduate curriculum. Unanimously approved*.***

**C. Penfield College -- Gary Blome**

 Program

*Liberal Studies*

1. Revise requirements/curriculum (LBST 450 deleted; LBST 360 added)

**The revision of the Liberal Studies program curriculum by adding LBST 360 and deleting LBST 450 was made by McClung and seconded by Mathis. Unanimously approved.**

2. Revise requirements/curriculum (Accelerated Special Consideration Program)

BA Liberal Studies & Master of Divinity

Bongiovanni gave a detailed explanation of this proposed ASCP between Liberal Studies and the M.Div. He noted that this program has been in the works for at least 3 years.

Discussion/Questions: This program requires a minimum of 60 hours completed at the undergraduate level as opposed to the typical 90 hours that we see in other Mercer ASCPs. Hammett has expressed financial aid concerns about this program. Other support areas have also expressed concerns (Registrar, Bursar). Mindingall reported that a number of e-mail exchanges had gone forth (02/08/2018) regarding this program. Significant concerns were discussed which included necessary changes to the program and program sequence. Recognizing the need to detail this information Sarah May agreed to do so. These concerns are outlined in an e-mail to Mindingall dated 02/15/2018. This e-mail was shared with Penfield and Theology on 02/19/2018. Mindingall inquired as to further approvals. Malone noted that this program will not need to go to SACSCOC, but it will be presented to the Board of Trustees. Mindingall asked for an updated copy of the document which reflects the discussions. Hammett noted that she can be comfortable with the proposal as it has been discussed and amended. She reiterated that she needed “clean breaks” between undergraduate and graduate programs.

**Motioned by Mathis, seconded by Bratcher to revise the B.A. in Liberal Studies to include an ASCP with the Theology M.Div. program. Unanimously approved with the required amendments (both discussed in the meeting and later outlined in writing).**

3. New certificate

 Globalization and Engagement

This certificate is an imbedded general education certificate that is also credit bearing and hybrid. There are 4 new courses that are associated with this new program. Three of the courses will become part of the University general education curriculum.

Discussion/Questions: Hammett reminded the group that no financial aid is applied to stand-alone certificates. Mindingall noted a questionable statement in the addendum (page 2, last paragraph), as all Mercer students are held accountable on general education outcomes:

*Traditional college students are often required to demonstrate,*

*within their general education studies, certain emphases—such*

*as in writing, oral advocacy, or global learning. The students in*

*the Regional Academic Centers are typically transfer students,*

*however, making the requirement of such emphases impractical.*

A revision of this statement was requested. (Blome submitted an addendum with the revised statement on 02/20/2018.) Bratcher and Malone called for a revision to the Certificate Policy (draft) to accommodate general education as an option.

**Motion to add the new general education certificate in Globalization & Engagement was made by McClung and seconded by Mathis. Unanimously approved.**

 Office of the Dean

Revise program requirements – Credit by portfolio assessment

Blome noted that the Dean is a major supporter of credit via portfolio assessment. Danheiser explained that this recognizes knowledge gained through methods other than the classroom. She noted that this method is common among adult learning programs. Completion of a portfolio is labor intensive for the student so this type of assessment is not likely to yield many.

Discussion/Questions: Mindingall reported that the Associate Deans Council considered this during their October 17, 2017 meeting. During that meeting, it was brought out that Penfield sought this change for Penfield only. The minutes from the ADC meeting note that the ADC supported the proposal with some modifications:

*These include providing a timeline for when the assessment*

*must occur, possibly specifying courses for which such assessment*

*can or cannot be used to award credit, specifying how the*

*process works including a possible appeal process, and revising*

*language to ensure this is a Penfield only program and not applicable*

*to courses in other Mercer undergraduate Macon colleges/schools*

*to which students in Penfield might transfer.*

Mindingall would like for the UC to review Penfield’s response to these modifications. She also expressed concern about a “Penfield only” policy related to Advanced Placement and Credit-by-Examination. This policy is a University policy and must remain consistent among all of the colleges/schools. There was much discussion. It was noted by some that all Mercer credit must count at the institution, how the credit counts within the college/school is determined by each. McClung suggested that Penfield may not be using the term “examination” broadly enough. A portfolio might be deemed a type of examination. No action was taken by the UC at this time.

 Courses

*Liberal Studies*

 Add (1)

 LBST 360, Critical Approaches to Interdisciplinary Inquiry

 Add (4)

 GLEN 225, Language in Contact

 GLEN 235, Globalization and Social Change

 GLEN 245, Interpreting Narratives across Cultures and Around the World

 GLEN 301, Globalization and Engagement Practicum

 Delete (1)

 LBST/COMM 450

**Motion to add LBST 360, GLEN 225, GLEN 235, GLEN 245, and GLEN 301; and delete LBST/COMM 450 was made by McClung and seconded by Mathis. Unanimously approved.**

**D. College of Liberal Arts -- Dee Bratcher**

[Note: Programs and courses were considered together for each academic department.]

*Law & Public Policy*

1. Program -- Revise requirements (major/minor) / curriculum and program completion

Changes include course category options, senior capstone requirement, and hours in upper-division electives.

 2. Course – Revise LPP 244 to LPP 344

 Revisions include number, description, pre-req, and cross-list with POL

**Motion to revise the LPP program and course was made by Mathis and seconded by Blome. Unanimously approved.**

*Political Science*

 1. Program -- Revise requirements/curriculum and program completion

The course category menu options will change and a new senior colloquium will be added.

 2. Courses – Delete (1): POL 352, US National Security Policy

 Add (3): POL 315, Latin American Politics

 POL 344, Law, Public Policy and Ethics

 POL 497, Senior Colloquium

 Revise (6): descriptions, credit hours, pre-req, and/or frequency

 POL 198, Special Introductory Topics in Political Science:

 subtitle

 POL 310, Western European Political Systems

 POL 333, Southern Politics

 POL 336, Campaigns and Elections

 POL 337, US Legal System

 POL 496, Directed Independent Research

**Motion to revise the Political Science curriculum/program completion, add 3 new courses, revise 6 courses and delete one course was made by Johnson and seconded by Blome. Unanimously approved.**

*Chemistry*

1. Chemistry Program -- Revise requirements/curriculum and program completion;

 credit hours

 Number of credit hours for the major decreases from 60 to 53

2. Biochemistry and Molecular Biology Program --Revise requirements/curriculum;

credit hours

 Number of credit hours for the major increase from 67 to 68

 3. Chemical Commerce Program – Revise credit hours

 Add 1 hour to each of the Chemical Commerce majors:

|  |  |  |
| --- | --- | --- |
|  | BA | BS |
| Accounting | 59/60 | 62/63 |
| Business Management | 57/58 | 60/61 |
| Economics | 57/58 | 60/61 |

 (current/proposed)

 4. Courses –

 Add (3):

 CHM 330, Physical Chemistry

 CHM 433, Chemical Kinetics and Reaction Dynamics

 CHM 435, Theoretical Chemistry

Revise (8): Description, credit hour, frequency, and/or pre-req

 CHM 110, The Chemical World

 CHM 241, Quantitative Analysis

 CHM 295, Chemical Research

 CHM 371, Problems in Chemistry I

 CHM 372, Problems in Chemistry II

 CHM 401, Senior Research I

 CHM 402, Senior Research II

 CHM 481/481L, Advanced Topic in Chemistry: subtitle

Delete (5):

 CHM 331, Quantum and Statistical Mechanics

 CHM 332, Reaction Dynamics

 CHM 411, Advanced Inorganic Chemistry

 CHM 421, Advanced Organic Chemistry

 CHM 431, Advanced Quantum Chemistry

Discussion/Questions: Mindingall noted that a faculty roster was provided for only one of the new courses (CHM 330). A roster is also required for CHM 433 and 435.

**Motion to revise the curriculum and credit hours for the Chemistry, Biochemistry and Molecular Biology, and Chemical Commerce programs; and add 3 new courses, revise 8 courses and delete 5 courses was made by McClung and seconded by Mathis. Unanimously approved pending receipt of the two faculty rosters.**

*Biology*

 1. Program -- Revise requirements/program completion

 Revisions pertain to a 400-level lab and 10 additional hours.

 Discussion/Questions: Malone noted a correction of 45 credits for the BA major.

2. Courses --

 Revise (2): Course title, description, and/or pre-req

 BIO 299, Research in Biology

 BIO 499, Senior Research in Biology

**Motion to revise the Biology curriculum/program completion and revise 2 courses was made by Blome and seconded by Mathis. Unanimously approved.**

*Physics*

 Courses --

Revise (2): Course frequency

 PHY 365, Mathematical Physics

 PHY 370, Experimental Physics

 Add (3)

 PHY 321, Introduction to Scientific Modeling

 PHY 323, Introduction to Quantum Computation

 PHY 328, Biophysics of Nucleic Acids

 Delete (4)

 PHY 105, Discovering the Wonders

 PHY 325, Physical Optics

 PHY 385, Computational Physics

 PHY 430, Nonlinear Physics

Discussion/Questions: Mindingall asked about the syllabus for a course “PHY 320”. Bratcher responded that this was the number and presentation when PHY 328 was a topics course. Mindingall also mentioned that the deletion of PHY 105 reduces the course offerings for non-science majors. PHY 105 was a general education course. Bratcher reported that the course had never been taught due to the exodus of a faculty member.

**Motion to add 3, revise 2, and delete 4 Physics courses was made by Mathis and seconded by Blome. Unanimously approved.**

Mindingall reminded the UC members of the last meeting for the academic year which is scheduled for March 15, 2018. CLA will present first. Members should be prepared to meet from 2-5.

Adjourned: 4:30 p.m.

Submitted by: Marilyn P. Mindingall, Ph.D.

 02/19/2018