Undergraduate Council Meeting

March 16, 2017

2:00 p.m.

Macon Campus, Godsey Administration Building, Room 310

The meeting of the Undergraduate Council was called to order at 2:00 p.m. Visitors from Universidad Central del Este (UCE) in San Pedro de Macoris, Dominican Republic were in attendance and welcomed to the meeting. They were:

 Dr. Jennifer Rose Mesa, Director of the School of Pedagogy (Education)

 Karynn Ramos, Assistant Director

 Francis Peguero, Coordinator of Faculty Development

Mercer’s Tift College of Education and School of Medicine have a partnership with UCE. These visitors along with Ambar Zorrilla, Dean/Academic Affairs administrator, met with various Mercer administrators and visited the Mercer campuses and community schools during the week. Dr. Susan Codone coordinated their visit and served as their guide.

Attendance was taken.

 Members present in Macon:

Marilyn Mindingall, Provost Office-chair

Susan Malone, OIE Lucy Wilson, Macon Registrar

Sarah May, OIE Jay Pendleton, Academic Advising

Fred Bongiovanni (for Gail Johnson), PEN Steven McClung, SSBE

 Gary Blome, PEN Laura Lackey, EGR

 Stanley Roberts, MUS Andre’ Butler, EGR

Ed Weintraut, CLA Leslie Taylor (for Mary Mathis), CHP

Dee Bratcher, CLA Jessica Ellison, Bursar

 Members via teleconference:

 Maura Schlairet, NUR

 Michael Weber, SSBE

 Guests:

 Keith Howard, Graduate Council

 Kelly McMichael, OIE (teleconference)

Minutes from the February 9, 2017 meeting were reviewed. The minutes were approved as written.

**Update: New Form**

Howard, Malone, and Mindingall shared the status of the new form. Mindingall reminded all that the new forms will be used by the UC, GC, and UGEC beginning fall term. These forms should be available on the Provost website not later than July 1, 2017. Howard and Malone discussed the timeline and the new procedures. A proforma will be required for new programs that will net groups of new students that we currently do not reach, rather than a reshuffling of our current population. The new program form will be required in both instances. When a proforma is required, it must be completed along with a summary of the new program. This information will go to the Provost, Sr. VP for Enrollment Management, and Executive VP for Administration & Finance for review and signature. This step assures that upper-level administration is aware of the program request and can commit (or not) to it. The academic unit can know where it stands before more time is invested in program development. The first person contacted when a unit is considering a new program is Susan Malone. She will ensure that the correct procedure is being followed and she can give an appropriate timeframe to program implementation. All must recognize that it will take longer to approve new programs as we are being more deliberate and SACSCOC has extended its timeframe.

**Update: Certificates**

Mindingall received a few more recommendations regarding the development of criteria for certificates. Some Colleges/Schools raised questions regarding certificate program development. At the first fall meeting of the UC, Mindingall intends to have a completed draft of the criteria. This draft will also be shared with the GC. During the fall semester, this information should be discussed in the UC, shared among the individual colleges and schools, and revised. A vote is intended not later than the first meeting in spring.

**Proposals:**

**A. College of Health Professions -- Leslie Taylor**

Course revisions were proposed for the Public Health program:

(1) Add PBH 101, Systems and Services of Public Health, as a pre-req for the following

 courses: PBH 301, 303, 304, 305, 307, 400, 401, 402, 403, 404, 405,490

(2) Revise pre-reqs for PBH 405, Health Programming, by adding PBH 307 and deleting

 PBH 404

Also adding two competencies to the major was proposed. These competencies are based on accreditation requirements and include the communication of Public Health information and the ability to locate, use, evaluate, and synthesize Public Health information.

Discussion/Questions: McMichael asked whether these new competencies would be reflected in the student learning outcomes. Taylor indicated that they would be reflected.

**Motion to revise the pre-reqs in the course descriptions for the aforementioned Public Health courses and add the two competencies to the major was made by Blome, seconded by Butler. Unanimously approved.**

**B. Penfield -- Gary Blome**

1. Liberal Studies

Penfield proposed the addition of new courses:

 HUMA 115, Interpreting Artifacts Across Cultures and Around the World

HUMA 215, Interpreting Texts, Practices, and Artifacts Across Culture and

 Around the World

Discussion/Questions: Malone asked if the prefix was new. Blome stated “yes” and he noted that he worked with Sarah McCommon, the RAC Registrar, to determine the prefix. Wilson clarified that HUMA was used many years ago, but is not currently in use. Malone made several inquiries about prereqs, whether this is a topics course, and if there are limits on the number of times the course can be taken. Blome reported that there are no prereqs. These courses are topics courses with no specified number of times the courses can be taken, although they can only count once toward the requirements. Mindingall asked if these courses are a part of GenEd. They are. Weintraut asked if these courses would be presented in the next UGEC meeting. They will.

**Motioned by McClung and seconded by Butler to add HUMA 115 and 215 to the Penfield curriculum. Unanimously approved.**

 2. Mathematics/Science/Informatics

* Mathematics
* Sequentially link FDLS 115 and MATH 120
* Revise course title and description for MATH 120. The new title will be *Intermediate Algebraic Procedures and Foundations for Statistics*

Discussion/Questions: Roberts asked about the timeframe for sequencing the courses. Blome reported that they would be sequenced during Sessions 1 and 2 of a semester. Lackey asked how they are going to keep up with this. Blome stated that this will be done through the advisors during the advising process.

**Motioned by McClung and seconded by Lackey to sequentially link FDLS 115 and MATH 120 and to revise the title and description for the latter. Unanimously approved.**

* Informatics

Penfield proposed to add a delivery method to the BS degree in Informatics. The degree is currently offered face-to-face and as a hybrid. A 100% online offering is proposed.

Discussion/Questions: A brief discussion ensued between May, Malone, and Wilson on how to count/report students as they are likely to move among the delivery methods. A program version will need to be established to indicate the online version. Blome noted that the students will be able to select their delivery method from the start, but they could end up hybrid if they should add some face-to-face classes.

**Motion to add an (100%) online delivery method to the Informatics degree was made by McClung and seconded by Butler. Unanimously approved.**

* Prior to this meeting a course of action was outlined for Penfield to pursue the course credit/challenge through portfolio assessment (All Penfield programs, sans general education). This change impacts the Academic Information section of the catalog, specifically the *Advance Placement (AP) and Credit by Examination* portion. This section applies to all undergraduate programs and currently limits course credit/challenge to AP and examinations. Before portfolio assessment can be included, a conversation needs to occur among all the undergraduate Colleges/Schools. Mindingall is asking the Associate Deans to consider this proposal and bring forth a recommendation. The recommendation can be taken directly to the Provost or it can be brought back to the UC for a vote. Pendleton meets regularly with a group of ADs. It will be important to include all ADs including Atlanta and RACs in this decision. The Registrars will also need to weigh in. Mindingall noted that an immediate question that she has is whether more specificity is needed regarding which Mercer courses would be eligible for portfolio assessment.

**C. Stetson School of Business and Economics Steven McClung**

 1. Finance

* SSBE seeks to add three new Finance courses:
* FIN 406, Seminar in Investments (1 credit hour)
* FIN 409, Market Analysis and Portfolio Management
* FIN 407, Fixed Income Securities
* A revision of major requirements was also proposed.

SSBE initially thought they would need to increase the number of credit hours in the degree in order to add an additional course, after a conversation with Malone, they have opted to increase the number of credits in the major and adjust credits in other areas. The number of credits for the degree will remain the same – 120.

2 hours of FIN 406 was proposed as a major requirement.

Discussion/Questions: Bratcher inquired about the length of the course titles and descriptions. Her focus was not on SSBE alone, but on all colleges/schools where we have begun to see titles and descriptions that contain an exorbitant amount of information. Bratcher suggested that at some point in the future colleges/schools might want to trim these and include uniformed content. McClung noted that the intention of SSBE was to clearly outline the course content to better enable students to understand the course offering.

**Motion to add FIN 406, FIN 407, and FIN 409 to the curriculum and revise major requirements was made by Blome and seconded by Roberts. Unanimously approved.**

2. Sports Business

* Change name of major to Sports Marketing and Analytics.

This name change reflects the recommendation of the SSBE Board of Visitors.

* A revision of major requirements is also proposed.
* SBM 401 and MKT 425 will be added among the required courses.
* ECN 436, SBM 321, MGT 420 are no longer required for the major, but will be offered as electives.

Discussion/Questions: SSBE had considered changing the course prefixes to match the new name change for the major, but after counsel of Wilson, SSBE decided to keep the existing prefixes of SBM. The new name will begin Fall 2017. Students may elect to keep the old name and requirements if they choose to do so.

**Motion to change the name of the Sports Business major to *Sports Marketing and Analytics* and revise the requirements was made by Blome and seconded by Lackey. Unanimously approved.**

3. Teach-out plan for Business Information Systems major (informational from previous

 meeting). No action or discussion required.

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

1. Art

* A revision of the Graphic Design major was proposed. The Art Department intends to:
* Increase the number of credit hours for the major from 57 to 60
* Revise the requirements by eliminating some options and courses and adding new options and courses
* A revision of courses was also proposed to include titles, numbers, and/or descriptions.
* ART 332, Typography

Renumber to *232*; Change title to *Typography I*; revise course description

* ART 333, Layout Design

Renumber to *233*; Change title to *Graphic Design I*

* ART 432, Advanced Typography

Renumber to *342*; Change title to *Typography II*; revise description

* ART 433, Advanced Layout Design

Renumber to *344*; Change title to *Graphic Design II*; revise description

* The addition of 3 new courses was also proposed.
* ART 346, Interactive Design
* ART 349, Packaging Design
* ART 455, Advanced Design

Discussion/Questions: Malone inquired about the impact these course number changes would have on the minor. Would the depth requirement still be met? Malone and Bratcher determined that it would.

**Motion to revise the Graphic Design major to include the increase in credit hours to 60, major requirements, and course additions and revisions was made by Blome, seconded by Lackey. Unanimously approved.**

2. Africana Studies

A course addition was proposed -- AFR 398, Internship in Africana Studies (1-3 hours).

Discussion/Questions: none

**Motion to add AFR 398 to the curriculum was made by Blome and seconded by Lackey. Unanimously approved.**

AFR 230, Religion and American Black Experience, was already added to the GenEd Religious Heritage block (informational) by the UGEC. No discussion or action required.

3. Preceptorship

* Add a preceptor course: \_\_\_ 397, Preceptorship (1-2 hours), in the following:

AFR, COM, IGS, LPP, PHI, PHY, REL, THR, SOC, WGS

* Delete preceptor course, WGS 390. The WGS 397, Preceptorship (1-2 hours), will be added in its stead.

Discussion/Questions: none

**Motion to add the preceptor course #397 to the 10 aforementioned majors and delete WGS 390 was made by Blome and seconded by McClung. Unanimously approved.**

 4. Global Ambassador Program

CLA proposed the deletion of this educational experience. No student has ever completed the program and currently there are no students enrolled.

Discussion/Questions: none

**Motion to delete the Global Ambassador Program experience and to delete it from the catalog was made by Blome and seconded by Butler. Unanimously approved.**

Mindingall made a few announcements. She noted that the Honor Council has revised the LAIR and these revisions will be reflected in the next edition of the document (Fall 2017). They have added the use of cell phones and iWatches among the methods for cheating. They also included self-plagiarism (recycling a paper or other work from one class to another without instructor approval).

Mindingall also noted that UC members will receive a listing of all the undergraduate curricular changes made by the UC and UGEC in 2016-2017. She thanked the Council members for all of their good work this academic year.

Adjourned: 3:10 p.m.

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

 03/21/2017