Undergraduate Council Meeting

October 27, 2016

2:00 p.m.

Macon Campus, Godsey Administration Building, Room 310

The first UC meeting of the 2016-2017 academic year was called to order at 2:00 p.m. Mindingall welcomed all, including several new members and guests.

Attendance was taken.

Members present in Macon:

Marilyn Mindingall, Provost Office-chair Lucy Wilson, University Registrar

Susan Malone, OIE Sarah May, OIE

Gail Johnson, PEN Jay Pendleton, Academic Advising

Gary Blome, PEN Vincent Youngbauer, TIFT

Priscilla Danheiser, PEN Leslie Taylor, CHP

Andre’ Butler, EGR Mary Mathis, CHP

Dee Bratcher, CLA Jim Hunt (for Steven McClung), SSBE

Ed Weintraut, CLA Theresa Rhodes, LIB

Doug Hill, MUS Jessica Ellison, Bursar

Maria Hammett, Financial Planning

Members via teleconference:

Cynthia Rubenstein, NUR

Patricia Troyan, NUR

Michael Weber, SSBE

Guests:

Keith Howard, Graduate Council Fred Bongiovanni, PEN

Kelly McMichael, OIE Colleen Stapleton, PEN - teleconference

Sarah McCommon, RAC Registrar Marna Burns, PEN

Cameron Miller, PEN

Minutes from the March 17, 2016 meeting were reviewed. It was motioned by Blome and seconded by Johnson that minutes of the last meeting be approved. Minutes were approved as written.

**UC Goals – Marilyn Mindingall**

Mindingall noted that there are basic goals for 2016-2017. The goals are:

1. *Refine the Academic Program Change form and process.*

*Rather than compile all types of changes into one document and process, our aim is to separate each of the specific types of curricular change, the relevant form, and the specific process (i.e. course change form and process, program change form and process, new program form and process, etc.).*

*B. Make determinations regarding the undergraduate curriculum to include courses, programs, and policy*

*(sans the areas under the auspices of general education).*

*C. Develop definition/criteria for credit-bearing certificates.*

*The definition and criteria would apply to all undergraduate colleges/schools and should consider and not run counter to the graduate definitions.*

Goal A has been on-going for a few years. On December 15, 2015 Malone and Mindingall began work on the new curriculum form. The group was reminded that during the February 4, 2016 UC meeting the work was previewed and comments and recommendations were shared. In September, Keith Howard was added to the work team. Howard currently serves as the interim chair of the Graduate Council. The goal is to complete the form in time to have a few volunteers test run the new form next semester. We hope to transition to the new form by August 2017.

Goal B is also on-going and is basic to the function of this committee.

Goal C is an outgrowth of a proposal by Penfield that would be discussed later in the meeting. Penfield is seeking to offer a credit-bearing certificate. This topic must be discussed at the University level so that we are better equipped to offer such programs.

**Current forms and procedures – Marilyn Mindingall**

Mindingall asked all to review and become familiar with the current University curricular forms, procedures, and documents. These include:

1. Academic Program Change Form
2. Proposal Attachment Form
3. Distance Learning Addendum
4. UC Documents (standards, policies, procedures, roster)

A-C are found on the Provost web site. The UC documents have been added to Dropbox. All should review these materials as they direct curricular changes.

**Revised Academic Program Change Form (draft): Demonstration – Susan Malone**

Malone demonstrated the new form. She noted that similar demonstrations were done for the Graduate Council and the University General Education Committee. Course and program changes specific to the UC were demonstrated. She also provided a couple of links for the members to use as they further explore the new form –

Course Change Form: <https://merceruniversity.co1.qualtrics.com/jfe/form/SV_6yR6fAdnXb6eQ7j>

Program Change Form: <https://merceruniversity.co1.qualtrics.com/jfe/form/SV_3UykxrgduRRW7Xv>

Malone indicated that the questions asked branch to address specific areas. The information can be tracked and gathered via a spreadsheet. Also, attachments will be provided to allow for narrative information and descriptions. Unfortunately, there is no back button. A worksheet will be provided to allow those gathering information for the form to do so prior to direct work on the form. If one goes through all or part of the form, but then determines that he/she wants to start over, the form will have to be submitted. The person can indicate right before submission whether or not the form is good or needs to be omitted.

The new form is designed to answer all/most of the questions we need at the outset. These questions are pertinent to various organizations and units such as SACSCOC, OIE, Finance, GC, UC, UGEC, etc. For example, questions are included that pertain to faculty resources. These questions help to ensure that courses are being taught by faculty qualified to teach the courses. Also, catalog copy is outlined along with the specific catalog(s) impacted. Once the form is completed and prior to submission, a PDF of the information can be created for one’s records.

Mindingall thanked Malone and Howard for their work on the form. A special thank you was given to Malone for employing Qualtrics to create the form. It was made clear that the UC had no other resources or opportunities to develop this form, as this project is not an IT priority.

**Informational Items and Discussions:**

SACSCOC information and new deadlines – Malone

Malone noted that SACSCOC has implemented new reporting deadlines for substantive changes.

*The ones that could have the biggest impact on us are their new due dates for submitting a prospectus. We used to be able to notify them of the change 6 months prior to implementation and send the prospectus 3 months prior. The new policy requires that both the notification AND the prospectus be submitted by January 1 for any changes that are to take place between July 1 and December 31, and by July 1 for any changes to be implemented between January 1 and June 30. That means, if any academic units are planning any new programs for next fall that SACS would consider a significant departure from what we are currently approved to offer, those will need to be approved by the relevant curriculum committee and the Board of Trustees this fall, so that we can submit the prospectus by the January 1 deadline.*

*We don’t tend to have a lot of these – the BFA was the most recent one – but it will be imperative that program representatives discuss any plans for new programs with me [Susan Malone] asap so that we can determine if we have to meet that Jan. 1 deadline. Any that do not get approved until the Spring term will have to wait for a January start date (although we can put them in the new catalog, with the note that SACS approval is pending). (If we ever have a substantive change program that we want to start in the summer, we would have had to submit the prospectus by the previous July 1 deadline.)*

*[This information is taken directly from an e-mail sent by Malone to Mindingall, et. al. on 08/03/2016.]*

Submission of documents (complete, edited, correct course numbers) -- Mindingall

Mindingall stated that the Provost expects all proposals to be complete and properly edited. The Provost Office is not responsible for editing documents before they go to the Board of Trustees. She also noted that it is often last minute before a decision is made as to what documents will be sent forward. Therefore, all documents must be in good order when they are submitted.

Also, any new courses noted in the proposals must have the exact course number rather than an mere indication of course level (incorrect examples – CRJS 4XX, EDUC 2XX, ACC 3XX). The exact course number must be approved by the Office of the Registrar.

Distance Education Committee – Codone

Mindingall reported that Susan Codone now chairs the Distance Education Committee. Proposals that have distance education components should be vetted by Codone prior to being submitted to the UC.

Status of ECN in Macon Catalog – Weintraut & McClung

The BA in ECN is now offered by SSBE. The degree still appears in the CLA section of the catalog. It is also referenced in the SSBE section and refers students to the CLA section. Students seeking to complete this degree are required to complete the CLA general education.

The CLA section needs to be clear that the degree is offered by SSBE. SSBE needs to be clear that a different GenEd (CLA) is required. Is the catalog presentation clear enough? Does it remain confusing to students?

**Homework for SSBE and CLA** **– Review the references to the ECN program in the Macon Catalog. Determine if additions or revisions are in order to lend clarity. Report back during the December UC meeting.**

**Proposals**

**A. Penfield College – Gary Blome / Marna Burns**

1. Add on-line format for the BA in Communications

Mindingall reminded the group that on February 6, 2014 the BA in Communications was reinstated in CCPS. On March 17, 2016 this program was revised. Penfield now seeks to add an on-line format for the degree.

Discussions/Questions: This additional format will make the program more accessible to students. Bongiovanni and Thompson Biggers worked on the proposal. Bongiovanni reports that he has worked with Condone to better develop the on-line format and to complete the Distance Learning Addendum. Trained faculty members are able to teach using this format.

A discussion regarding the format options ensued. It is possible that students seeking the degree within the face-to-face format might decide to take some courses on-line and vice-versa. The different formats represent different program versions in Campus Nexus. Students will have to be admitted to the program in a specific program version. However, taking some courses in a different format will be acceptable.

Mathis inquired about fees associated with the on-line format. Overall, there are none; however, McCommon noted that proctoring fees are often associated with on-line programs.

**Motion to add an on-line format for the program, BA in Communications, was made by Mathis, seconded by Bratcher. Unanimously approved.**

2. Add certificate in Rehabilitation Services

Mindingall noted that Penfield is currently offering this certificate as a pilot program. This pilot program will extend through the academic year 2016-2017. The proposal that we are considering today pertains to the actual program which will begin Fall 2017.

Burns was asked to give us some highlights of the pilot. How many students? What are their academic backgrounds? What courses are they taking? How are they doing? She was then asked to review for us the proposal, noting that it may differ somewhat from the pilot.

Burns explained that the State of Georgia Department of Rehabilitation Services received a grant to train employees in 230 Georgia schools to provide services to students. Danheiser noted that there is a shortage of clinical rehabilitation counselors across the state. This certificate would specifically train workers already placed in the schools to provide services to help address the need.

The pilot began Fall 1 session with 23 master’s or BA degree participants who needed this specialized cluster of courses. The group will complete the work at the end of Spring 1 session. Six courses are required (3 credit hours each) for 18 credit hours. Four courses are already part of the Penfield curriculum. Two new courses are proposed. For the pilot, they are offered as “special topics”. Three of the participants had work-related difficulties during the first session, but the remaining 20 are progressing well. Students meet face-to-face once every eight weeks.

McCommon has already added the course numbers for the proposed courses:

* HSRV 326, Disability Awareness in the 21st Century
* HSRV 327, Career Development and Employment Models

McMichael noted that because this is a “for credit” certificate, assessment is required. Burns will serve as the coordinator and he will work directly with her.

Bratcher asked that the prerequisites waiver request form be sharpened.

Malone asked about admission requirements. In the pilot it is noted that the participants go beyond the academic requirement for students in the Regional Academic Centers. She asked if it was likely that this certificate could be offered to some people with less than a BA degree. Burns reported that participants don’t have to have a BA degree, but they must have the pre-requisites or the waiver. It is also possible that students can earn the certificate as a stand-alone certificate or imbedded in a degree program.

Noted from the discussion – (1) for admission, students do not have to have a BA, but the prerequisites must be met, (2) this certificate is a hybrid offering, (3) the pre-requisite waiver catalog description needs to be sharpened [The second paragraph under “Admissions Requirements” should indicate to whom it applies and the “Note” should end with - *…in order to* ***begin*** *the certificate.*]

Mindingall expressed concern that we have yet to have a general discussion of undergraduate certificates. We should already know what a certificate program at Mercer should look like, but we have not had that conversation (i.e., How many credit hours are necessary for a certificate? What is the transfer course policy? Do policies differ between graduate and undergraduate certificates?). This type of discussion will need to take place as soon as possible.

**Motion to add the certificate in Rehabilitation Services to the Penfield curriculum was made by Taylor, seconded by Mathis. Unanimously approved.**

**B. Stetson School of Business and Economics – Jim Hunt / Michael Weber**

1. Add new course – SBM 401, Sport and Entertainment Marketing

Discussion/Questions: This course is an elective for the sports business major. SSBE expects a solid demand for this offering. The course number has been approved by the Registrar.

**Motion to add SBM 401, Sport and Entertainment Marketing, to the SSBE curriculum was made by Blome, seconded by Johnson. Unanimously approved.**

2. Delete program – Business Information Systems major (BIS)

The major coursework for the program is taught outside of SSBE and is only offered occasionally. Hunt reported that there is a lack of student interest in this program. OIE and the Office of the Registrar report that there are 4 active majors (3 with a 2020 graduation date and 1 with a 2019 graduation date). OIE also noted that there are 3 prospective students who plan to major in BIS.

Discussion/Questions: A teach-out plan will be required and it must extend for quite a while unless the current and prospective students change majors. Students will need to be contacted. Admissions should be contacted immediately so they can stop recruiting students for this major. As long as majors remain, at least a notation regarding the major should appear in the catalog and include a note that no new majors are being added. The deletion will become effective Fall 2017, but recruiting should end immediately. Susan Malone must be consulted for SACSCOC requirements and the teach-out plan.

**Motion to delete the Business Information Systems (BIS) program was made by Blome, seconded by Johnson. Unanimously approved.**

3. Revise program/major name – from Personal Portfolio of Study (PPS) to General Business

This major is not recognizable in schools/profession of business. PPS causes confusion in terms of the meaning and application.

Discussion/Questions: This program is offered on the Macon and Atlanta Campuses and in the Regional Academic Centers. These three catalogs will have to be revised to reflect this change.

Weber noted that the name is the only change to this program. General Business is more recognizable and is consistent with other institutions.

Students will have to be notified. They should sign a statement of agreement regarding the name change and understand that it will be reflected on their transcripts. There is the possibility that students may want to keep the PPS name. If this is the case, some method for accommodating them should be outlined.

After an inquiry by Wilson, it was determined that the name change would become effective Fall 2017.

4. Increasing on-line Atlanta BBA programs – informational item (draft)

Weber informed the UC that the Atlanta BBA program is moving toward an on-line format. There is a high demand for this format and AACSB schools are trending in that direction for completion programs. SSBE will move gradually and deliberately, hoping to have 50% of the program on-line in a few years. To prepare for the on-line format, faculty training and appropriate assessment practices will need to be determined.

Discussion/Questions: Weintraut asked if Macon students would be able to take the on-line courses. Weber replied that they could in the summer. Hunt added that all of the Macon SSBE courses will be offered on-line this summer. The campuses will have to work in concert to ensure that cross-over between Macon and Atlanta works and does not create issues.

Weber will keep us posted as they move forward. He will confer with Codone and submit the requisite documents to the UC.

Adjourn: 3:34 p.m.

Submitted by: Marilyn P. Mindingall

November 2, 2016