Undergraduate Council Meeting

September 27, 2018

2:00 p.m.

Macon Campus, Godsey Administration Building, Room 310

The first UC meeting of the 2018-2019 academic year was called to order at 2:00 p.m. Mindingall welcomed all members and noted that there were some new members and some rejoining the Council.

Attendance was taken.

 Members present in Macon:

Marilyn Mindingall, Provost Office-chair Doug Hill, MUS

Susan Malone, OIE Steven McClung, SSBE Sarah May, OIE Vincent Youngbauer, TIFT

Gary Blome, PEN Tony Kemp, Academic Advising Gail Johnson, PEN Theresa Rhodes, LIB

Stephen Hill, EGR Jessica Ellison, Bursar

Dee Bratcher, CLA Sybil Blalock, Athletics

Achim Kopp, CLA

Alba Rodriguez-Mitchell, University Registrar

 Members via teleconference:

 Priscilla Danheiser, PEN

 Maura Schlairet, NUR

 Linda Mason Barber, NUR

 Arte Kent, SSBE

 Jeff Hall, TIFT

Leslie Taylor, CHP

 Guests Admin. Bld.

 Sarah McCommon, Registrar

 LaShunda Walker, Registrar

Guests via teleconference

 Kelly McMichael, OIE

 Diana Hill, Registrar

Minutes from the March 15, 2018 meeting were reviewed. It was motioned by Blome and seconded by Youngbauer that the minutes of the last meeting be approved. Minutes were approved as written.

**UC Goals – Marilyn Mindingall**

Mindingall noted that there are three basic goals for 2018-2019. The goals are similar to the ones from the previous year.

1. *Continue to refine the Academic Program Change Form, the Pro Forma, and processes.*

During the summer some revisions were made based on feedback. Recommendations for improvements are to be kept by members then submitted to Mindingall at the end of the academic year. Again, recommendations will be reviewed with revisions made during the summer.

*B. Complete work on the definition/criteria/policy/procedures for academic certificates.*

The UC has been working on the certificate policy for over a year.Mindingall is hopeful that the UC can complete and approve the work this fall.

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

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

This is the usual and basic work of the UC.

**Resources – Marilyn Mindingall**

The resources for the UC are located on the Provost Website and can be accessed by clicking on “Curriculum”.

A. Meeting Dates and Deadlines

Meeting dates and deadlines can be found on the website. Meeting dates for the four UC meetings are September 27, October 18, February 7, and March 14. Submission dates are 10 days prior to each meeting.

The deadlines for pro forma submissions are Sept 4 for a fall 2019 start date that requires SACS approval, December 4 for a spring 2020 start date that requires SACS approval, and January 29 for a fall 2019 start date that requires BoT approval. A June pro forma submission/meeting will occur if requested. Pro formas require a conversation with Malone and the submission of materials to Mindingall. Drs. Davis, Elkins, and Netherton meet regarding approval and requested resources for the proposal.

B. Web-based Academic Program Change Forms

Everything needed for curriculum change (forms, addenda, procedures, etc.) is available.

Theresa Rhodes noted that section #6 (Library and Learning Resources) of the New Program Prospectus form needed to be corrected. The University Library no longer reviews collections through various college/school liaisons. The colleges/schools are to contact the Assistant Dean for Collection Services (Rhodes). Also, she recommends that the notation on collection references made in #6g should be removed as it is unclear as to what these suites of resources refer.

C. Pro Forma

D. Worksheets

These are critical to completing the forms and addenda correctly. Those entering the information on the forms should have the department/program chair or faculty member provide the requisite information via a worksheet.

E. UC Documents (standards; policies/procedures pertaining to the major/minor and credit hour;

 membership roster; etc.)

The group was reminded that the UC has several documents that will guide changes to the curriculum.

**Informational Items and Discussions:**

A. Submission of curriculum information – Mindingall

 Mindingall cautioned that if asked a question on the curriculum form, one must answer.

 Addenda must be well written and edited (also, no PDFs only Word documents).

The earlier one submits the proposed change, the more likely it will be previewed with an opportunity to tweak/revise prior to the UC meeting. Material sent in on the submission deadline date is not likely to be previewed and will only be accepted or rejected for inclusion during the meeting.

Mindingall cautioned that curriculum work should continue during the gap when UC meetings are not scheduled (late October through late January). She has asked that changes be submitted when they are ready and she hopes to see submissions in November, December, and early January.

Mindingall asked if colleges/schools were working on new programs that would be submitted during this academic year. Nursing plans to bring forward an accelerated program and SSBE plans to add a track to an existing program. These changes will not require SACS involvement and can be viewed as extensions to the current curriculum. CLA is expecting new minors and new certificates. These will likely follow the existing formats for these programs and should be familiar. Dean Danheiser noted that Penfield is in conversation with Provost Davis and VP Elkins regarding a new program. The conversations are in their early stages and Danheiser does not feel comfortable commenting on the program at this point. She will let the UC know more as those conversations take shape.

B. 2018-2019 Revision of curriculum form, addenda, pro forma, etc. -- Malone

Malone reviewed the changes made to the curriculum forms and addenda over the summer. Many of the changes were included to bring clarity to the process. The areas that were incorrectly completed last year helped guide the revisions.

Malone noted changes pertaining to all forms, the course change form, the course change addendum, the program change form, the new program prospectus, the new certificate addendum, the new minor addendum, the new special program addendum, the new combined program addendum, the program termination addendum, the program credit hour change addendum, and the revised program requirements addendum. Malone reported that Keith Howard made the changes to the pro forma and questions related to those changes could best be answered by him.

Mindingall stressed the importance of having consultations with offices and colleges/schools that would be impacted by a program or course change. The offices should be noted, and their response to the change should also be reported.

*(See document “Changes to Curriculum Forms and Addenda for AY1819” now available on the Provost Website).*

C. Training and/or Refresher

Mindingall asked if UC members wanted a training session on the use of the curriculum forms and resources. If needed one could be held in November or December. The following new UC members asked for training: Linda Mason Barber (NUR), Stephen Hill (EGR), and Pam Brewer (EGR). Malone stated that she would contact these individuals regarding training. All others who want to participate in training should contact Mindingall or Malone.

D. Certificates – Mindingall

The latest draft of the certificates document is dated 09/05/2018. The UC has been working on the document for over a year. The policies and procedures outlined in this University document pertain to credit-bearing certificates at the undergraduate and graduate levels. Approximately 29 exist. During the summer Susan Malone, Keith Howard, Marilyn Mindingall,

Alba Rodriguez-Mitchell (Registrar), and Maria Hammett (Financial Planning) contributed to sections of the document. Mindingall asked that UC members carefully review the requirements, approval, and admission sections. Members are asked to share the document within their college/school or unit.

Mindingall reminded the group that units must seek re-approval of certificate programs from the UC or GC every five years. If the program is not approved for continuation for any reason, a teach-out must be considered. Blome asked about certificates that violate the current policies. Mindingall noted that at the five-year mark programs would be evaluated on several dimensions (enrollment, relevance, resources, outcomes, etc.) including adherence to policy. A review timeline for existing certificate programs will need to be established.

Sarah May noted parts of the document that require clarification. These include: (1) the distinction between academic, vocational, and continuing professional education as they pertain to credit-bearing certificates; (2) clarification that IPEDS organizes by length the post-secondary certificates only; (3) continued confusion over certificates that are both stand-alone and embedded [What happens if students who are in a degree-seeking program and an embedded certificate finish the certificate courses but not the degree?].

Mindingall is hopeful that the UC can soon take action on the certificate document.

E. Special Consideration and Accelerated Special Consideration Programs

Mindingall reported that the catalog sections which outline the Special Consideration Programs (SCP) and Accelerated Special Consideration Programs (ASCP) must be consistently presented in the “Academic Information” and college/school sections of the catalogs. It was specifically noted that in the “Academic Information” section a SCP appears for the MD, but no accelerated (90 hour) program. The CLA section references the ASCP program on pages 123-124 of the Macon Catalog.

Also, the Fast-Track Pharmacy program outlined in the “Academic Information” section (page 110) was not approved by the UC.

Finally, in March Carol Bokros contacted Mindingall to express her desire to condense the SCP and ASCP sections of the catalog. Mindingall invited her to the UC to discuss further.

Follow up is required on these matters.

*[Note: Carol Bokros, Susan Malone, Sarah May, Leslie Taylor, and Marilyn Mindingall met on 10/02/2018 regarding these matters. Bokros will share the outcome of the meeting during the next UC meeting.]*

**Proposals**

**A. Townsend School of Music – Doug Hill**

Course Additions (2)

* MUS 195, Mercer University Marching Band
* MUS 199, Mercer University Pep Band

Discussion/Questions: These student opportunities are now courses housed in the School of Music. Bratcher inquired about the grading. D. Hill reported that the course would be letter graded. Mindingall noted that these courses would be located in Penfield, one of the few remaining locations for flexible events space. These courses would take priority over events requesting the same space. Bratcher inquired about possible space conflict with PED 151, PED 152, and PED 153 courses also taught in that space. The PED courses are typically offered during the day, while the MUS courses would be offered in the evenings.

**Motion to add MUS 195 and MUS 199 to the curriculum was made by McClung, seconded by Blome. Unanimously approved.**

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

New Program – Middle Grades/Secondary Education

POSTPONED

Adjourned: 3:40 p.m.

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

 10/02/2018