Undergraduate Council Meeting

February 9, 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.

Attendance was taken.

 Members present in Macon:

Marilyn Mindingall, Provost Office-chair Alba Rodriguez

Susan Malone, OIE Lucy Wilson, University Registrar

Sarah May, OIE Theresa Rhodes, LIB

 Gail Johnson, PEN Priscilla Danheiser

 Gary Blome, PEN Jay Pendleton, Academic Advising

 Doug Hill, MUS Vincent Youngbauer, TIFT

Andre’ Butler, EGR Steven McClung, SSBE

Laura Lackey, EGR Mary Mathis, CHP

Wade Shaw Leah Kelly (for Jessica Ellison), Bursar

Dee Bratcher, CLA Ed Weintraut, CLA

 Members via teleconference:

 Cynthia Rubenstein, NUR

 Michael Weber, SSBE

 Guests:

 Marna Burns, PEN Keith Howard, Graduate Council

 Kelly McMichael, OIE (teleconference)

Alba Rodriguez was acknowledged and welcomed as Mercer’s new University Registrar and an ex officio member of the Undergraduate Council. Mindingall explained the new structure of Office of the Registrar. A Registrar is now in place for Law, Medicine, Atlanta, RAC, and Macon. Lucy Wilson is the Macon Registrar. The University Registrar is the “umbrella” position that among the many duties will ensure collaboration and consistency.

Minutes from the December 1, 2016 meeting were reviewed. The minutes were approved as written.

**Proposal Using New Form**

 **School of Engineering – Andre’ Butler**

The School of Engineering proposes a new program/specialization in Civil Engineering. Butler explained that the School was seeking “intelligent growth”. He noted that the environmental engineering faculty were sometimes underused while the mechanical engineering faculty were often overused. At the national level the engineers most employed are in the area of mechanical with 37%. The next group at 20% are civil engineers with more jobs on the horizon. By 2022 civil engineers may take the lead among the specializations. Community needs have resulted in increased need. Butler further explained that civil engineering and environmental engineering students will follow the exact same path for the first two years of study before branching off in their respective courses. The special courses may be repeated for credit with the approval of the academic advisor and the Chair of the Environmental and Civil Engineering Department.

Discussion/Questions: Weintraut reported that EGR met with CLA to discuss course needs prior to the completion of this proposal. He described the meeting as very productive. As a friendly amendment Weintraut asked that one statement be changed to reflect the discussions between EGR and CLA during the meeting. Rather than state that additional faculty “may” be needed to support the program, the statement should read that additional faculty “will” be needed. Butler and Lackey agreed to make the change in the document and submit the revised version to Mindingall.

Weintraut views the conversation between EGR and CLA as a model of shared information and collaboration. The conversations at the deans level were very good, however he questioned whether chairs of departments need to be brought into the conversation or would the deans be responsible for extending the conversation to the chairs. Pendleton suggested that the associate deans could include program collaborations as part of its work. Weintraut asked if the UC has a protocol for such matters. Malone and Mindingall stated that the new curriculum form speaks specifically to contacts between/among academic units (as well as other units). Weintraut and Bratcher are very supportive of the new program.

Mindingall noted that there are a number of new courses with a CVE prefix that are proposed as part of this program.

**Motion to add the new engineering program/specialization of Civil Engineering was made by McClung, seconded by Blome. Included are the new courses and a tweaking of the language in the new program prospectus to state that: *“Finally the demand on key service courses in math, chemistry, and physics will increase such that those departments will require additional support.”* Unanimously approved.**

Brief discussion of new form:

Lackey, Bratcher, and Blome were thanked for testing the new form. They had extensive proposals that provided an opportunity to see how the form would address the many intricacies. It became clear very quickly that several course changes as part of a new program must be handled differently so that it is not overwhelming. It was also noted that a routing sheet requiring support/signatures from the Provost, Finance, and Enrollment Management will be necessary before a full proposal is completed. This will ensure commitment, including resources, prior to the investment of time in program development. McClung asked whether the use of the new form went smoothly overall. Malone stated yes. Blome reported that the current form bundles a lot of information and it doesn’t require that we think about certain issues. The new form deconstructs information and requires that we think more carefully about pertinent questions. Lackey, Bratcher, Blome, Howard, Malone, and Mindingall will meet within a couple of weeks to discuss the new form and the necessary processes. The new form is on track for implementation during the next academic year (beginning August 2017).

**Proposals Using Current Form**

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

Townsend seeks to revise course descriptions to clarify pre-reqs in the following courses:

MUS 209-210, Class Piano III and IV

MUS 254-255, Advanced Musicianship Skills I-II

MUS 256-257, Music Theory III-IV

MUS 402, Music History Seminar I: American Music

MUS 403, Music History Seminar II: Music of the 20th and 21st Centuries”

The changes in the pre-reqs require the inclusion of “a grade of C or higher” in one or two courses taken previously.

Discussion/Questions: Wilson stated that the Office of the Registrar plans to build a report to identify those who have met the pre-reqs. Lackey stated that Engineering may need the same for some of their courses.

**Motion to revise the pre-reqs in the course descriptions for the aforementioned MUS courses was made by Blome, seconded by Mathis. Unanimously approved.**

 **B. Stetson School of Business and Economics -- Steven McClung & Michael Weber**

SSBE proposes a revision to the Marketing major in Macon. The revision includes:

* The number of credit hours in the major which will increase from 18 to 21
* A new course, MKT 430 –Marketing & Digital Analytics, will to added to the major core

SSBE also seeks to add new sites for the Marketing major and minor to include: Atlanta,

 RAC/Henry, and RAC/Douglas.

Discussion/Questions: Mindingall asked whether the program is identical for all locations. It is, sans the general education courses that are particular to CLA and Penfield. Danheiser asked if new offerings would be expected from Penfield. Weber stated that there would be no new offerings. Weber clarified the use of “marketing management” in the narrative. It should read “marketing”. Wilson reported that the course number MKT 425 has been used for a previous course so the number was changed to MKT 430.

**Motioned by Blome, seconded by Hill to revise the Marketing major in Macon and add the Marketing major to Atlanta, and the RACs (Henry & Douglas). Unanimously approved.**

**C. Penfield -- Gary Blome**

Revisions to the Human Services program are proposed. These revisions include a degree change, an additional teaching format, revisions to the program requirements, and course additions/revisions/deletions. These revisions are noted as follows:

* Change degree from BSSS to BS
* Revise program format to hybrid
* Program revision
* Revise number of credits for major from 45 to 42
* Revise concentrations

--Add two new concentrations: Family Services, Gerontology

--Reduce number of required courses for each from 5 to 4

* Revise core requirements (Foundations)

--Delete HSRV 275, Field Services Practicum, as a requirement

--Add HSRV 380, Grant Proposal Development (internship)

* Course Additions
* HSRV 256, Introduction to Research Methods for Social Sciences
* HSRV 365, Dynamics of Family Violence
* HSRV 350, Family and Court Systems
* Course Revisions
* HSRV 380, title change to “Grant Proposal Development”
* HSRV 306, title/description change to “Applied Research Methods for Social Sciences”
* PSYC 365, Current Psychotherapies
* Course Deletion
* HSRV 476, Human Services Internship, no longer a program requirement

Blome noted the degree change is in line with similar changes to Penfield programs. Marna Burns reported that there have been recent changes in the field and Penfield is addressing these changes with revisions to the program. Grant justification has brought about some changes.

Discussion/Questions: Mindingall asked for clarity regarding the deletion of two courses, HSRV 275 and HSRV 476. She asked if they would be removed from the catalog. They will not. They are merely being deleted as program requirements. Malone discussed the teach-out related to the degree. All students currently enrolled or “stopped out” must be informed of the degree change. Students should be allowed to communicate the option they choose. The program currently enrolls about 180 students.

**Motioned by McClung, seconded by Bratcher to revise the Human Services program to include a degree change from BSSS to BS and the addition of a hybrid teaching format. Unanimously approved.**

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

1. Theatre

* The Theatre Department in CLA seeks to revise major requirements. The Department intends to:
* Add a course - THR 292, Theatre Practicum (3 hours)
* Add options to “additional courses from”:

THR 198, Special Introductory Topics in Theatre

THR 339, Stage Management

THR 398, Internship in Theatre

* A revision of the minor is also proposed by reducing the number of required electives from 3 to 2. THR 339 will be added as an option under the heading “additional courses from”.
* A new course, THR 339, Stage Management will be added.
* Several course revisions are proposed:
* THR 218, title change to “ Introduction to Acting”
* THR 292, Theatre Practicum, description and variable credit (1-3 hours)
* THR 338, Costume Design, course frequency to “occasionally”
* THR 337, Scene Design, add pre-reqs
* THR 302, Directing, add pre-reqs
* THR 336, title change to “Lighting Design” and add pre-reqs
* THR 398, Internship in Theatre, description

Discussion/Questions: It was noted that the number of hours for the major and minor will remain the same, 30 and 15 hours respectively. There was discussion regarding THR 292. The course description states, “Students are required to engage in projects or assignments requiring at least one contact hour, or equivalent, per week for every hour of credit.” The statement runs counter to the credit hour policy. Bratcher believes that the contact hour may refer to in class activity. Malone stated that clarity is needed and the statement should be consistent with the policy. Bratcher reported that there are other CLA courses that have used this same wording. Bratcher and Weintraut will seek to fix the language.

**Motioned by Johnson, seconded by Hill to revise the Theatre major and minor and to add/revise the aforementioned courses. The course description of THR 292 will be revised to make it consistent with the credit hour policy. Unanimously approved.**

2. History

* Revise major

Change introductory courses and reorganize course groups.

* Revise minor
* Delete courses (from catalog):
* HIS 110
* HIS 115
* HIS 165
* HIS 320, 321, 322, 325, 328, 332, 333
* HIS 481, HIS 491 (Special Topics)
* Add new courses:
* HIS 105, Western Histories, to replace introductory courses (HIS 110, HIS 115, HIS 165)
* HIS 220, Intermediate Topics in History: Subtitle
* HIS 390, Topics in History: Subtitle
* HIS 490, Advanced Topics in History
* Revise courses
* HIS 315, Early Modern Europe, change level/number to 215 and change description
* HIS 145, American Film as Art and History, change level/number to 245
* HIS 301, change level/number to 201, title to The Ancient Mediterranean, and description
* HIS 310, The Middle Ages, change description
* HIS 317, change title to Nineteenth-Century Europe
* HIS 318, Twentieth-Century Europe, change description
* HIS 295, The Historian’s Craft, change pre-reqs
* HIS 302, change title to “Ancient Rome”
* HIS 325, Revolution and Its Legacy in France, course frequency to “every 3 years”
* HIS 330, The First and Second World Wars, course frequency to “every 2 years”
* HIS 361, change title to “The Rise and Fall of Plantation Slavery in the South”
* HIS 395, Studies in Historiography, change pre-reqs
* HIS 401, change pre-reqs

Discussion/Questions: none

**Motion to revise the History major and minor to include course additions/revisions/deletions was made by McClung, seconded by Blome. Unanimously approved.**

3a. English

* Revise English major

Rename and revamp the area blocks: Author Study, Genre Study, Historical or Cultural Study, Language Study and Writing, and Experiential Literacy Study.

* Revise English minor
* Change narrative to “One ENG course numbered ENG 100 or above”
* Add ENG 221, ENG 263, and ENG 265
* Delete ENG 240 (deleted from catalog last year)
* Course revisions
* ENG 263, title change to “Survey of British Literature, Beginnings through the Eighteenth Century”
* ENG 264, title change to “British Literature Survey to Present” and frequency to “every other year”
* Change title and description: ENG 265, 307, 308, 309, 311, 312, 359, 360, 366, 368, 369
* Change course descriptions: ENG 335, 342
* ENG 367, title change to “Contemporary Drama” (delete subtitle)
* Course deletion – ENG 380, Special Topics in English Literature
* Course additions
* ENG 383, Special Topics in Author Study
* ENG 384, Special Topics in Genre Study
* ENG 385, Special Topics in Historical or Cultural Study
* ENG 386, Special Topics in Language Study or Writing
* ENG 390, Public Writing

Discussion/Questions: The English major will have a sliding total credit hour number (30-33). To allow more transfer credits to be included in the minor the statement “One course numbered above ENG 108” will be changed to “… ENG 100”. Mindingall corrected the incorrect course number included in the agenda for Special Topics in Genre Study. The correct number is ENG 384. Clarity was provided regarding ENG 263 and ENG 264 and there was discussion of the change from “English” to “British”. The periods of time covered were also clarified.

**Motion to revise the English major and minor to include course additions/revisions/deletions was made by Butler, seconded by Blome. Unanimously approved.**

 3b. Creative Writing

* Revise Creative Writing major
* To follow the revisions of the English major
* Rename and reorganize groups into: Poetry Writing Emphasis, Fiction Writing Emphasis, and Drama Writing Emphasis

Discussion/Questions: The changes follow the changes in the English major. The number of credit hours will change from 33 to “27-30”.

**Motion to revise the Creative Writing major to include course additions/revisions/deletions was made by Butler, seconded by Blome. Unanimously approved.**

4. Law and Public Policy

* Revise major
* Add SOC 304, Introduction to Social Science Research Methods, to core requirements
* Revise Elective Blocks
* Law Block – add CRJ 370, POL 330
* Policy Block – add GDS 301, GDS, 390, POL 333, POL 336, POL/AFR 365, PSY 256, SOC 225, SOC 325, SOC 350, SOC 360
* Ethics Block – add GDS 215, PHI 293, PHI 294, PHI 297
* Revise minor
* Course revisions
* LPP 290, Intercollegiate Mock Trial, change frequency to “occasionally”
* LPP 400, change title to “ Practicum/Internship”, description, and grading to S/U
* LPP 401, change title to “Research Project” and description

Discussion/Questions: Malone raised a question regarding LPP 400. The proposed title is “Practicum/Internship”. She suggests that these are not interchangeable experiences. Further, the description only mentions internships. She is asking that CLA review this.

**Motion to revise the LPP major and minor to include revisions to the core requirements, elective blocks, and courses was made by Butler, seconded by Blome. Unanimously approved.**

5. Women’s and Gender Studies

* Revise major requirements – Add WGS/PHI 237 (and WGS/PHI 237R) and WGS 220 to required electives in the Humanities
* Course revisions
* Cross list PHI 237/237R as WGS 237/237R
* WGS 398, Internship in Women’s and Gender Studies, change pre-reqs and description
* Add course – WGS 220, Fiber Arts and Culture
* Delete course from catalog– WGS 480, Internship

Discussion/Questions: Bratcher noted that the proposed information pertaining to the writing courses (R) may no longer be relevant depending on the UC decision on the writing requirement. Mindingall asked if WGS 480 is being deleted from the catalog. It is.

**Motion to revise the Women’s and Gender Studies major to include program requirements and course additions/revisions/deletions was made by McClung, seconded by Johnson. Unanimously approved.**

6. Philosophy

Add new course – PHI 296, Environmental Ethics

Discussion/Questions: none

**Motion made by Johnson, seconded by Mathis to add a new 3 hour philosophy course -- PHI 296, Environmental Ethics. Unanimously approved.**

7. Ethics, Leadership, and Service

Revise minor – add courses to the list of required electives: PHI 293 (Bioethics), PHI 296 (Environmental Ethics), and PHI 297 (Global Ethics)

Discussion/Questions: none

**Motion made by Blome, seconded by Mathis to revise the ELS minor. Unanimously approved.**

8. Environmental Studies

 Add minor (interdisciplinary housed in Sociology)

Bratcher explained that this 19 credit hour minor will be housed in Sociology. Fletcher Winston will be the program coordinator. She reminded the group that the Environmental Studies major was dropped by CLA a couple of years ago due to a lack of resources. CLA could not secure funding to hire a faculty member after the departure of a faculty member who taught the courses.

Discussion/Questions: Mindingall asked if this is now a “stand alone” minor. Bratcher reported that it is. Malone noted that an assessment plan is required. She stated that the old plan that was used for the major would be very helpful. McMichael agreed to make the plan available to the program coordinator.

**Motion made by Butler, seconded by Hill to add the interdisciplinary minor Environment Studies to the curriculum. Unanimously approved.**

 9. WRT/R Writing in the Disciplines Requirement

* Remove the WRT/R-designated course requirement for writing in the disciplines in the first year
* Delete all R-designated courses and WRT 120R from the catalog
* Revise pre-req for INT 201 to “a C or better in INT 101 or GBK 101”
* Position writing in the disciplines within the majors, not in the writing-instruction sequence

Bratcher noted that CLA voted to revise the writing requirement. This proposal represents the first phase of the change. The various colleges/schools impacted by this change were consulted and were all in agreement. The CLA general education committee was also in support.

Discussion/Questions: The teach-out plan was explained by Bratcher and Weintraut. The plan addresses those students who do not earn a C or better in a 4 hour R course in Spring 2017.

**Motion made by McClung, seconded by Mathis to revise the writing requirement by removing the WRT/R course requirement (writing in the discipline will now fall within the majors), deleting all R courses and WRT 120R from the catalog, and revise the pre-req for INT 201. Unanimously approved.**

10. Classical Studies

Revise the major

* Increase the number of hours from 39 to 42
* Revise HIS 301
* Increase the number of required electives from 1 to 2
* Requiring 21 total hours in the major at the 300-level or above
* Revise grouping of courses

Bratcher explained that a revision on course number and title is proposed for HIS 301. The course will change to HIS 201, The Ancient Mediterranean.

Discussion/Questions: none

**Motion made by Blome, seconded by Butler to revise the CLA major by increasing the number of hours in the major, increasing the number of required electives, requiring 21 hours in the major at the 300-level or above, revising the grouping of courses, and revising a course. Unanimously approved.**

11. Information Science and Technology and Computer Science: Cyber Security

Catalog revisions – Add notations regarding cyber security to the IST and CSC mastheads and list of course requirements in IST majors (BS, BA) and minor

Bratcher also noted that the reference made to the SSBE Personalized Program of Study (PPS) needed to be removed from the masthead as this program is no longer offered.

Discussion/Questions: none

**Motion made by Blome, seconded by Hill to make the catalog revisions for IST and CSC. Unanimously approved.**

 12. Economics

Catalog revisions – Remove Economics from the list of CLA majors and delete the ECN section from CLA portion of the catalog.

Bratcher noted that an “insert” statement would appear in the CLA section that refers readers to the SSBE section of the catalog for course listings and requirements for the minor.

Discussion/Questions: Although the CLA faculty approved this change, they asked Bratcher to bring forward to the UC a stern statement. We were to be cautioned and reminded that the curriculum belongs to the faculty. In Spring 2015 Dean Lambert (CLA), Dean Gilbert (SSBE), and the Provost determined that all Economics programs (BBA, BA) would be housed in SSBE. The faculty in CLA believes that this should not have been an administrative decision and they expressed their discontent with the process. They do not support the way this change was made. The faculty would like assurances that this will not happen again. Mindingall acknowledged and noted the CLA faculty concerns. She could not provide a guarantee regarding the process as the UC is advisory to the Provost, but she would make sure that all proper parties are informed of the concerns of the CLA faculty. Weber added that the BA in Economics had been housed in CLA, which is typical for such programs. However, all courses were taught by SSBE faculty and assessments were also done by SSBE. This may have contributed to the change. Weintraut inquired about minors for SSBE students. He asked if SSBE students can minor in CLA programs. Weintraut had received some information from students that suggested that SSBE majors were not allowed or discouraged from minoring in CLA programs. Weintraut was not sure if this was coming from a particular faculty member or if this was SSBE policy. Weber will seek answers.

**Motion made by Blome, seconded by Hill to revise the catalog copy regarding Economics, shifting the BA major and minor to the SSBE section. Unanimously approved.**

13. Cooperative Education

 CED 190-290-390-490, Cooperative Education

 Revise course description

Bratcher reported that the change brings these courses in line with the credit hour policy and states that “Students enrolled are required to engage in projects or assignments requiring at least 3 on-site hours per week for every hour of credit.”

Discussion/Questions: none

**Motion made by Johnson, seconded by Hill to revise the CED, Cooperative Education, course descriptions. Unanimously approved.**

**Discussion: Certificates**

With time far spent, Mindingall updated the group on the status of developing criteria and processes related to undergraduate certificates. An incomplete draft (02/09/2017) was e-mailed to UC members prior to the meeting. Members responded well to sharing their ideas. The draft incorporates these ideas along with what some colleges/schools are doing or envisioning for certificates. Malone noted that some certificates exist of which Mindingall may not be aware. Also, Malone reminded the group that some points related to the undergraduate and graduate certificates may need to intersect. The Graduate Council has a couple of proposed certificates on its 02/16/2017 agenda.

Rhodes sent good information which helped to outline what certificates “are not”. Since the term can be awarded for a number of experiences, clarity is needed to determine what the Mercer certificate(s) should include. McMichael, Malone, and Mindingall used particular schools as examples – Penn State, Wayne State, Furman, George Mason, Harvard, UGA.

Mindingall pointed to including a 5-year expiration on all certificates. Colleges/schools will have the opportunity to extend the certificate with UC/GC approval after addressing questions related to need, enrollments, costs, etc.

The Office of the Registrar was asked to design the document that colleges/schools may choose to give to students upon completion of the certificate. This will ensure quality and consistency. The college/school will be responsible for the order/printing, pay, and distribution of certificates. Certificates will not be given during the commencement ceremonies. The Office of the Registrar will also determine how the certificate will be noted on the transcript.

Mindingall expressed concern about completing our discussion of certificates this academic year. The UC is not likely to settle on criteria in time to address the Penfield Informatics certificate proposals. Mindingall asked Blome if these certificates could be considered during the next academic year so that they would begin Fall 2018. Blome will pose this question to his colleagues and let Mindingall know.

**ACTION: Review the current draft. Send all recommendations by e-mail to Mindingall before the next UC meeting. Be sure to include additional categories that need to be added to criteria.**

Adjourned: 3:59 p.m.

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

 02/17/2017