**DRAFT** Undergraduate Council Meeting

March 14, 2019

2:00 p.m.

Macon Campus, Godsey Administration Building, Room 310

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

Attendance was taken.

 Members present in Macon:

Marilyn Mindingall, Provost Office-chair Doug Hill, MUS

Vincent Youngbauer, TIFT Mary Mathis, CHP Gail Johnson, PEN Dee Bratcher, CLA Gary Blome, PEN Achim Kopp, CLA

Pam Brewer, EGR Susan Malone, OIE

Stephen Hill, EGR Sarah May, OIE

Theresa Rhodes, LIB Alba Rodriguez-Mitchell, Registrar

Tony Kemp, Academic Advising Maria Hammett, Financial Planning

 Members via teleconference:

 Leslie Taylor, CHP Arthur Kent, SSBE

 Linda Mason Barber, NUR Jeffrey Hall, TIFT

 Jessica Ellison, Bursar

 Guests:

 Kelly McMichael, OIE -- teleconference James Hunt, SSBE -- Macon

 Colleen Stapleton, PEN – Macon Sarah McCommon, Registrar – Macon

 Marna Burns, PEN -- teleconference LaShunda Walker, Registrar -- Macon

 Cameron Miller, PEN – teleconference Feng Liu, PEN – teleconference

 Carol Bokros, Academic Advising --Macon

Minutes from the February 7, 2019 meeting were reviewed. No additions or corrections were noted. The minutes were approved as written.

Review Course Descriptions: Repeatable for credit and maximum number of credits

Mindingall shared a concern from the Registrars. There are a number of courses that do not indicate in their course descriptions that they are repeatable for credit, but students are taking them more than once. These courses are typically topics courses, research work, or seminars. However, other types of courses are also included. The course description should state if the course is repeatable for credit, and if so, for what maximum number of credits. Two of many good examples of a clear description found throughout the curriculum are THR 292 and CSC 485 (Theatre and Computer Science, respectively).

**ACTION ITEM**: Each college/school is to review its catalog course descriptions to ensure that the ability to repeat the course and the maximum number of credits are clearly noted were appropriate. If revisions of the course description are warranted then they must be brought before the UC during the fall semester.

Pre-Program Policy: Financial Aid Guidelines (Hammett & Bokros)

Hammett and Bokros presented a summary of pre-programs and the implications for federal financial aid. Pre-programs are non-degree programs that consist of a set of prerequisites required to be admitted into an undergraduate or graduate degree program. Those that are not part of an eligible program and do not guarantee admission into a program do NOT qualify for federal aid. By definition, Mercer has NO guaranteed programs.

The policy differentiates between preparatory coursework and a pre-program. Both are non-degree but for preparatory coursework students may be eligible for Direct Loans for a specified period of time.

A careful review of pre-programs at Mercer revealed that Mercer does not guarantee admission in any of its 16 pre-programs. Also, there is not guaranteed admission for any of Mercer’s Special Consideration Programs.

Three requirements of pre-programs in order to qualify for federal aid were noted: (1) successful completion of a pre-program guarantees the student admission into the full program, (2) the pre-program is embedded within a degree program, and (3) preparatory coursework is a non-degree option (only qualifies for direct loans for a period of 12 consecutive months).

Pre-programs must be approved by the Undergraduate Council. Consultation with Financial Planning is part of the approval process.

Proposals

**School of Engineering Stephen Hill**

*General Engineering*

Revise requirements/curriculum. EGR 251, Introduction to Professional Ethics, will be added. Also, EGR 244, Electric Circuit Analysis, will reduce in hours from 4 to 3. There will be no change in the total number of hours in the program as EGR 251 is one credit which will be taken from the EGR 244 course.

**Motioned by Blome, seconded by Mathis to revise the General Engineering requirements by adding a one credit hour course and reducing an existing course by one credit hour. Unanimously approved*.***

 *Civil Engineering*

Program

 Revise requirements/curriculum

 Earn a grade of C or better in 5 courses

Earn 2.0 in all EVE and CVE courses

 Courses

 Add (3)

* CVE 325, Civil Engineering Materials
* CVE 325L, Civil Engineering Materials Lab
* CVE 425, Construction Management

 Revise (4)

 CVE 410, 421, 422, 423

Civil Engineering will be revised to include minimal grade requirements. Also, three new courses will be added and four courses will be revised. Malone asked that in the future, the Faculty Roster form be used rather than just list the faculty members who will teach new courses. The form provides more information such as the faculty degrees. [Note: The Faculty Roster form was submitted and received on 03/14/2019].

**Motioned by Mathis, seconded by Blome to revise the Civil Engineering program; add CVE 325, CVE 325L, and CVE 425; and revise CVE 410, CVE 421, CVE 422, and CVE 423. Unanimously approved*.***

**Tift College of Education Vince Youngbauer**

*Early Childhood Special Education*

 Program

 Revise requirements/curriculum

Courses

 Add (2)

* EDUC 457, Teaching Math for ECE: Number, Sense, and Operations
* EDUC 458, Teaching Math for ECE: Geometry, Measurement, and Data Analysis

 Delete (2) [Note: not deleted from the catalog\*]

* EDUC 211
* EDUC 454

 Revise (1)

* EDUC 330

The Early Childhood Special Education program will revise the curriculum and course requirements. EDUC 457 and EDUC 458 are new courses in the area of mathematics that will be added. EDUC 330 will be revised. \*EDUC 211 and EDUC 454 will be deleted from the program requirements, but will not be deleted from the catalog.

**Motioned by S. Hill, seconded by Blome to revise the Early Childhood Special Education program, to add two courses (EDUC 457 and 458), revise one course (EDUC 330), and delete two courses (EDUC 211 and 454) from the program requirements. Unanimously approved*.***

*BSED Secondary Education*

New Program

Courses

Add (6)

* EDUC 275A, Field Component I A
* EDUC 275B, Field Component I B
* EDUC 374, Integrated Methods and Curriculum for 6-12th grade
* EDUC 453, Disciplinary Literacy and Differentiation
* EDUC 441, Collaboration, Interdisciplinary Planning and Special Education Methods
* EDUC 487, Educational Assessment

A new program, BSED in Secondary Education is proposed to offer a degree program that connects course work with an increased amount of field experiences in 6-12 schools. It is intended to be similar to the Holistic Child program. This program replaces the Macon Middle Grades BSED and the current minor in Secondary certification program. A teach-out will be required, but Tift plans to wait until 2020-2021 as they need to wait upon the arrival of their new dean. However, in 2019-2020 the recruitment of new students will end. An appropriate statement will need to be written for the catalog. The new program will begin in fall 2019. Ellison asked if there would be additional fees as preparation would be required to get them ready for early registration. No fees will be required for the fall start. Mindingall asked about any impact on CLA. There is none as the number of students has been small in the previous programs.

McCommon noted that the pre-reqs for the courses need to be included. Bratcher stated that references to CLA courses needed to be updated. Malone indicated that this program would have to go to the Board of Trustees (via the Educational Policy committee) for final approval.

Mindingall asked that Tift address the teach-out, stop-out, course information, and other areas that would bring clarity to the proposal. Tift will work with Malone on a revised document that will be submitted in Qualtrics to replace the current document.

**Motion to add the new program BSED Secondary Education to the curriculum was made by Mathis and seconded by Blome pending a revision of the proposal to address the aforementioned issues. (OIE will approve readiness for the BoT.) Unanimously approved.**

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

***SSBE Honors Program***

 Revise requirements: curriculum, admission, program completion

No one from SSBE who could present the Honors Program proposal was in attendance. The UC decided to take action on the proposal after other Honors Program revisions from CHP and CLA were reviewed. All Honors Programs are becoming more college/school specific and making changes to the curriculum, admission requirements, and program completion.

**Motion to revise the requirements for the SSBE Honors Program were made by Mathis and seconded by Bratcher. Unanimously approved.**

**College of Health Professions Leslie Taylor**

*CHP Honors Program*

Program

Revise requirements: curriculum, admission, program completion

Courses

 Add (3)

* PBH 489, Independent Study for Honors Capstone Preparation in Public Health
* PBH 491, Independent Study for Honors Capstone in Public Health
* PBH 399, Current Topics in International Health: (Subtitle)

Revise (1)

* PBH 101 –course description

Included among the CHP Honors Program revisions is the addition of three courses and the revision of one. The three new courses are offered for variable credits with a high of three. In the catalog copy it is presented as “(3 hours, variable)”. Bratcher noted that the variable credits should be expressed as “(1-3 hours)”. The course description will note the maximum number of credits allowed for the course. CHP was asked to make those course corrections in the proposal, then resubmit the document in Qualtrics.

**Motion to revise the curriculum, admission, and program completion for the CHP Honors Program; add three new courses; and revise one course was made by Johnson and seconded by Youngbauer (pending correction of the variable credit designations for the new courses). Unanimously approved.**

*Public Health*

 Program

Revise requirements: curriculum and program completion

 Minimum grade of C in PBH 101; expand GenEd options

The Public Health program will be revised making adjustments to the curriculum/program completion. A minimum grade of C will be required in PBH 101, Systems and Services of Public Health. Also, the general education options will be expanded in Humanities/Fine Arts and Religious Heritage. The GenEd piece will need to be considered by the University General Education Committee.

**Motion to revise the Public Health requirements (curriculum and program completion) was made by Blome and seconded by S. Hill. Unanimously approved.**

*Accelerated Special Consideration Program – BS in Public Health/Doctor of Psychology (BSPH/Psy.D.)*

New Program

An ASCP program between the BSPH and the Psy.D. is proposed. The BSPH degree will be awarded after 106 credits in the BSPH and 14 elective credits in the first two semesters of the Psy.D. are completed. No transfer credits will be accepted. CHP will monitor this among their students. Malone noted that this program will go before the BoT as a point of information.

**Motion to add the ASCP—BSPH/Psy.D. was made by Blome and seconded by Bratcher. Unanimously approved.**

**College of Liberal Arts Dee Bratcher**

*CLA Honors Program*

 Program

Revise requirements: curriculum, admission, program completion

Courses

Add (2)

* HON 395, CLA Honors Program Junior Seminar
* HON 495, CLA University Honors Senior Research Colloquium

**Motion to revise the curriculum, admission, and program completion for the CLA Honors Program and add two new courses was made by S. Hill and seconded by Mathis. Unanimously approved.**

*Global Health Studies*

 Program

Revise curriculum requirements in major and minor

Courses

Add (9)

* GHS 325, Mental Health Around the World
* GHS 326, Thanatology: Mortality, Dying, and Death
* GHS 327, Non-communicable Disease and Aging
* GHS 331, Introduction to Demography
* GHS 332, Qualitative Methods for Health Research
* GHS 371, Health in Asia
* GHS 372, Health in Latin America
* GHS 374, Vulnerable and Oppressed Populations
* GHS 400, Senior Capstone in Global Health

Revise (2)

* GHS 350 – title and description change (new title: Global Health Policy and Diplomacy)
* IGS 402 – pre-req change

The Global Health Studies department has added a faculty member to better accommodate the growth of the department. In about five years the number of majors has grown from 20 to 70. The structure of the major and elective options are proposed. GHS now has three subject areas. This along with the additional courses will reduce the bottle neck of required courses that students must take. The number of credit hours for the major is presented as a range (42-53). This takes into account the foreign language requirement where students can test out of lower level language courses.

**Motion to revise the curriculum requirements for the Global Health Studies program to include nine course additions and two course revisions was made by Blome and seconded by D. Hill. Unanimously approved.**

*Spanish*

Program

 Revise curriculum requirements in major

Courses

 Delete (2)

* SPN 303, Spanish Literature I
* SPN 417, The Golden Age of Spanish Literature

 Revise (14)

* FLL 195
* SPN 325
* SPN 326
* SPN 304
* SPN 306
* SPN 310
* FRE 485
* SPN 485
* GER 485
* LAT 485
* FRE 495
* SPN 495
* GER 495
* LAT 495

Adjustments to the description of the Spanish major, major requirements, and course changes are proposed. Malone introduced a brief discussion on foreign language competency testing and the impact on credits in the major. Bratcher noted that the current practice has been in effect for decades.

**ACTION ITEM**: During the next academic year Mindingall would like for CLA to review their total number of credits in the Foreign Languages and Literatures majors in light of the University policy on majors (*The Undergraduate Major and Minor*, 02/05/2015).

**Motion to revise the curriculum in the Spanish major, delete SPN 303 and SPN 417 from the catalog, and revise a total number of 14 courses across FLL, SPN, FRE, GER, LAT was made by Mathis and seconded by Blome. Unanimously approved.**

*Biology*

 Courses

Revise (13)

* BIO 205
* BIO 300
* BIO 315
* BIO 361 and WGS 361 (cross-list)
* BIO 381
* BIO 382 and ANT 382 (cross-list)
* BIO 398
* BIO 421
* BIO 460L
* BIO 480
* BIO 482

The course revisions pertain to the scheduling frequency for all the courses with the exception of BIO 430. BIO 430 will be added as a pre- or co-req for BIO 460L.

**Motion to revise 13 Biology courses was made by Youngbauer and seconded by Johnson. Unanimously approved.**

*Anthropology*

 Courses

Add (3)

* ANT 362, Anthropology and Activism
* ANT 275, Cross-Cultural Psychology (cross-list with PSY 275)
* ANT 345, Health and Gender (cross-list with GHS/WGS 345)

Delete (3)

* ANT 198, Special Introductory Topics in Anthropology
* ANT 352, Cultures of the Americas
* ANT 356, Archeology of the Goddess

Revise (2)

* ANT 101 -- description
* ANT 350 – description and frequency

**Motion to add three Anthropology courses, delete three, and revise two was made by D. Hill and seconded by Johnson. Unanimously approved.**

**Penfield College** **Gary Blome**

*Leadership Studies*

Program

 BS Human Resources Administration and Development

 Revise requirements/curriculum

 Courses

 Add (1)

* HRAD 325, Diversity in the Workplace

Delete (1)

* PSFT 305, Crime and Difference

The curriculum requirements will be revised for the Human Resources Administration and Development program. A new course will be added and course options will be removed from the core. Also, PSFT 305 will be deleted from the catalog.

**Motion to revise the curriculum for the BS in Human Resources Administration and Development program, add HRAD 325, and delete PSFT 305 from the catalog was made by S. Hill and seconded by Youngbauer. Unanimously approved.**

*Mathematics/Science/Informatics*

**\*[Note: The M/S/I department in Penfield College is proposing three new programs. Pro-forma reviews have not occurred as of this date. Actions taken by the Undergraduate Council on these programs are pending approval by the Provost who intends to review the pro-formas with the Executive Vice President of Administration and Finance.]**

***[The three new Penfield programs were approved by the Provost on 04/01/2019.]***

 Program

 BS Informatics – Terminate

 Stop admitting students in 06/30/2019

 Teach-out completed Spring 2, 2021

Malone indicated that the information pertaining to the teach-out is not sufficient. SACSCOC requires that the proposed communications (letters) to students be included. Penfield will work with Malone on a revised document that will be submitted in Qualtrics to replace the current document.

**Motion to terminate the BS in Informatics pending the submission of a teach-out plan to include student communications was made by Mathis and seconded by Kopp. Unanimously approved.**

 Program\*

 BS Software Application Development and Human Computer Interaction – New

Courses – Add (6)

* INFM 2xx, Introduction to Software Application Development and Human Computer Interaction
* INFM 313, Database Design and Data Processing II
* INFM 3xx, Mobile Applications Development
* INFM 4xx, Agile Methodologies and Usability Testing
* INFM 475, Technology Internship
* INFM 4xx, Capstone Project for Software Application Development and Human-Computer Interaction

This new program will be offered on-line and hybrid in Atlanta. By year 3 Henry County will be added. A new faculty position is required in year 2. Malone asked who the program coordinator would be as it is not noted in the document. Feng Liu will serve in that capacity.

Six new courses will be added. Five of the courses (sans INFM 475) pertain to this new program. Several of the courses have not been assigned numbers.

Malone indicated that this program would have to go to the Board of Trustees (via the Educational Policy committee) for final approval.

Mindingall asked that Penfield address all program and course information that is missing and/or would bring clarity to the proposal. Penfield will work with Malone on a revised document that will be submitted in Qualtrics to replace the current document.

**Motion to add the BS in Software Application Development and Human Computer Interaction to the curriculum -- pending Provost approval, the inclusion of missing information, and clarification of specific portions of the proposal -- was made by Barber and seconded by Youngbauer. Unanimously approved.**

 Program\*

 BS Health Informatics – New

 Courses -- Add (4)

* INFM 1xx, Introduction to Informatics in Healthcare
* INFM 2xx, Computerized Information Technology in Healthcare
* INFM 4xx, Research Methods and Project Planning/Management for Health Informatics
* INFM 4xx, Capstone Project for Health Informatics

This program will be offered on-line and hybrid. New faculty will be required in year 2 and year 5. Four new courses will be added. Numbers for the courses have not been included as of this meeting. Malone inquired about the program coordinator. It will be Vikraman Baskaran. Malone also had questions regarding the CIP code. The selected code was more relevant to a technician than an administrator. Blome noted that the code may need to be corrected.

Malone indicated that this program would have to go to the Board of Trustees (via the Educational Policy committee) for final approval.

Mindingall asked that Penfield address all program and course information that is missing and/or would bring clarity to the proposal. Penfield will work with Malone on a revised document that will be submitted in Qualtrics to replace the current document.

**Motion to add the BS in Health Informatics to the curriculum -- pending Provost approval, the inclusion of missing information, and clarification of specific portions of the proposal -- was made by Youngbauer and seconded by Mathis. Unanimously approved.**

 Program\*

 BS Information Technology and Informatics – New

 Courses – Add (5)

* INFM 3xx, Network Defense
* INFM 325, Management of Computer and Information Systems
* INFM 340, IT Innovation and Informatics: Problem Solving In Your Field
* INFM 4xx, Research Methods and Project Planning/Management for Information Technology and Informatics
* INFM 4xx, Capstone Project for Information Technology and Informatics

This program will be offered on-line and hybrid in Atlanta for a couple of years, then expanded to Henry County. An emphasis will be placed on cyber security and management of systems. Five new courses will be added. Three of the five courses have not been assigned numbers as of this meeting. The program coordinator is not included in the document. It will be Feng Liu.

Malone indicated that this program would have to go to the Board of Trustees (via the Educational Policy committee) for final approval.

Mindingall asked that Penfield address all program and course information that is missing and/or would bring clarity to the proposal. Penfield will work with Malone on a revised document that will be submitted in Qualtrics to replace the current document.

**Motion to add the BS in Information Technology and Informatics to the curriculum -- pending Provost approval, the inclusion of missing information, and clarification of specific portions of the proposal -- was made by Youngbauer and seconded by Mathis. Unanimously approved.**

 Courses

 Add (3)

* BIOL 245L, Anatomy & Physiology I Lab
* BIOL 246L, Anatomy & Physiology II Lab
* BIOL 256L, Microbiology Lab

Revise (4)

* FDLS 115 -- course description
* BIOL 245 -- course description/credit hours
* BIOL 246 -- course description/credit hours
* BIOL 256 -- course description/credit hours

Three new Biology courses are proposed as are revisions of three Biology courses and one Foundations for Liberal Studies course (math). Malone asked McCommon if there was an issue in changing the credit hours for a course, but maintaining the same course number. McCommon responded that in this case, no.

**Motion to add the three aforementioned BIOL courses and revise the four courses (BIOL and FDLS) was made by Kopp and seconded by Youngbauer. Unanimously approved.**

*Human Services and Psychology*

 Program

*Accelerated Special Consideration Program – BS in Human Services / MS in Human Services (BS/MS)*

New Program

This ASCP in Human Services from BS to MS will share six hours. Ellison received clarification on the intended tuition rate. There will be no change in rate. The two courses in the MS will have the undergraduate pay rate. Malone noted that this program will go before the BoT as a point of information.

**Motion to add the ASCP in Human Services was made by S. Hill and seconded by D. Hill. Unanimously approved.**

*Liberal Studies*

 Courses

 Revise (1) – RELG 110 [course description]

**Motion to revise the course description for RELG 110, Introduction to Religion, was made by Mathis and seconded by Kopp. Unanimously approved.**

The review of proposals concluded. Mindingall asked that all re-submissions to Qualtrics be completed by the end of next week.

Johnson reported that the Associate Deans have reviewed the policy regarding the change of IC or ICSU to “F” or “U”, respectively. The current policy states:

 *…work in an undergraduate class must be completed no later*

*than mid-term of the following semester, or the IC grade will be*

*changed to a grade of F, and grade of ICSU will be changed to U.*

(Mercer University 2018-2019 Catalog)

The Associate Deans in Macon and Atlanta wanted to account for 8-week sessions. As a point of clarification, the IC/ICSU will turn to F/U by mid-term of the following semester for students on the semester system. The IC/ICSU will turn to F/U by mid-point of the following session for students on 8-week sessions. Hammett cautioned as to the wording of this as terms, sessions, and semesters are not synonymous.

UC members were thanked by Mindingall for their work this year.

Adjourned: 4:50 p.m.

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

 03/22/2019