Undergraduate Council Meeting

September 28, 2017

2:00 p.m.

Macon Campus, Godsey Administration Building, Room 310

The first UC meeting of the 2017-2018 academic year was called to order at 2:00 p.m. Mindingall welcomed all, including a few new members.

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 Alba Rodriguez, University Registrar

Fred Bongiovanni, PEN Lucy Wilson, Macon Registrar Laura Lackey, EGR Susan Codone, CTL

Dee Bratcher, CLA Theresa Rhodes, LIB Ed Weintraut, CLA Jessica Ellison, Bursar

Achim Kopp, CLA Sybil Blalock, Athletics

 Members via teleconference:

 Maura Schlairet, NUR

 Michael Weber, SSBE

 Gail Johnson, PEN

 Andre’ Butler, EGR

 Jeff Hall, TIFT

 Guests:

 Kelly McMichael, OIE - teleconference

Minutes from the March 16, 2017 meeting were reviewed. It was motioned by Blome and seconded by McClung that 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 2017-2018. The goals are:

1. *Refine the Academic Program Change and Pro Forma forms and processes.*

*No revisions will be made mid-year as any changes and replacements tend to cause confusion. All are asked to keep track of their recommendations for improvements and to submit them to Mindingall before the end of the academic year. Revisions will be implemented during the summer.*

*B. Develop definition/criteria for academic certificates.*

*Policy regarding certificates must also be developed. Although our work applies to the undergraduate colleges/schools, the final document will apply to undergraduate and graduate/professional colleges/schools. Mindingall hopes that the UC can vote on this work not later than the February meeting.*

*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.*

**Current forms and procedures – Marilyn Mindingall**

A. (New) Web-based Academic Program Change Form and Procedures

All forms related to curriculum change are now web-based. Old forms will not be accepted. Mindingall recommended that old forms should not even be used internally by the colleges/schools as those forms do not address all of the information that now has to be entered. Everything needed for curriculum change (forms, addenda, worksheets, procedures, etc.) is accessed through the Provost website and found under the “Curriculum” link.

Meeting dates and deadlines can be found on the website. Meeting dates for the four UC meetings occur in September (28th), October (19th), February (8th), and March (15th). Submission dates are 10 days prior to each meeting.

Throughout each year, Drs. Davis, Netherton, and Elkins will meet in September, December, and June to address Pro Formas. The next submission deadline for a fall 2018 implementation is December 4th. Pro Formas require a conversation with Malone and the submission of materials to Mindingall.

B. UC Documents (standards, policies, procedures, roster)

The group was reminded that the UC has several documents that will guide changes in the curriculum. These include: UC standards, major/minor policy, and credit hour policy. These can be found in the 2016-2017 UC Dropbox. Malone offered to place them on the website as well.

**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).

Malone noted that only members of the UC/GC/UGEC can submit curriculum change information. Most colleges/schools have their curriculum chairs as members of these committees and have designated that person to enter the information on the form. This person will collect relevant information from department or program chairs via the worksheets. Information submitted by others will not be processed. Department and program chairs’ names can be included on the documents, but Malone recommends that the UC/GC/UGEC committee member’s name be entered first when asked who is submitting the information.

Mindingall recommends that materials be submitted prior to the submission deadline if one wants to ensure enough time for an early preview to allow time for possible tweaking of the documents.

Material sent on the date of submission is not likely to be previewed and will only be accepted or rejected for inclusion.

There is quite a gap between the October and February meetings. Mindingall cautioned that curriculum work should not idle during the gap. She has asked that changes be submitted when they are ready and she hopes to see submissions in November, December, and early January.

B. Pro Forma – Mindingall

Program changes (new or revised) that request new financial resources will require the submission of a Pro Forma with an administrative review (Provost, Enrollment, Finance).

Lackey asked what was considered to count toward the “new” undergraduate student population. This question began during the curriculum form training held on September 21st. During that meeting Keith Howard explained that the traditional student population has a set number. That number does not change, only how the colleges/schools contribute to that overall number. Malone reiterated this. It is not likely that new programs will impact that number; however a new program for traditional students can call for a redistribution of resources by a college/school.

C. SACSCOC information and new deadlines – Malone

In recent months, Malone reported that SACSCOC has implemented new reporting deadlines for substantive changes. That information was reported about a year ago, but is noted here for your convenience:

*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.*

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

Malone informed the UC that SACSCOC has revised its principles. She reviewed the changes that are relevant to the academic units and distributed a handout (*SACSCOC Principles Revision*) that has been added to UC Dropbox. The changes were approved by the SACSCOC Board on June 15, 2017 and forwarded to the College Delegate Assembly for final approval in December 2017. The changes from the 2012 to the 2017 versions are listed below:

|  |  |
| --- | --- |
| **2012 Version** | **2017 Version** |
| 3.4.11 | 6.2.c (look beyond degree credentials) |
| 2.123.3.2 | No longer a core requirement and may be eliminated |
| 4.1 | 8.1 (relevant to work on certificates) |
| 3.3.1 | 8.2 |
| 3.3.1.1 | 8.2.a |
| 3.3.1.2 | 7.3 |
| 3.3.1.3 | 8.2.c |
| 3.3.1.43.3.1.5 | 7.1 |
| 3.5.1 | 8.2.b |
| 2.7.1 | 9.2 |
| 3.4.63.4.8 | 10.7 |
| 3.4.4 | 10.8 |
| 3.4.73.13.2 | 10.9 (impacts Study Abroad) |
| 3.4.2 | -- |
| 3.4.12 | -- |
| 3.5.4 | -- |

D. Certificates – Mindingall

The latest draft of the certificates document is dated 09/01/2017. This draft incorporated the information submitted after the previous draft. The document includes a compilation of what we are currently doing with certificates at the undergraduate level. The first part of the document serves to define terms and outline areas in the context of Mercer. The approval process is outlined, as is the admission of students, financial aid, and documentation.

Sarah May noted that the section on levels needed to be revised to correctly represent the IPEDS standard. Levels will be modified to:

* Postsecondary - requires post-secondary degree or equivalent; content at undergraduate level
* Post-baccalaureate – requires a bachelor’s degree; content beyond bachelor’s level
* Post-master’s – requires a master’s or post-baccalaureate professional degree; content beyond master’s level

May explained that the length issue, for IPEDS, only relates to postsecondary certificates. She further shared that the Registrars will need to know if the certificate is imbedded in a degree program only, if it’s a stand-alone (non-degree, not eligible for FA), or if its offered both ways. If offered both ways then it needs to be clear that a student cannot discontinue the degree and earn the certificate.

Weintraut raised a couple of questions. He asks, “Can a student earn a certificate in a program in which she has a minor or major? If so, can courses that are used for the minor or major also be used to satisfy a certificate requirement?” These questions speak to the issue of double-dipping. The 09/01/2017 certificate document states: *“No more than 1/3 of the required courses for the certificate can be used to meet other academic requirements (major, minor, emphasis, specialization, emphasis, track, etc.).”* The minor in Ethics, Leadership, and Service (ELS) and the certificate in Leadership and Ethics allow for double-dipping. The minor is a minimum of 19 credit hours and the certificate is a minimum of 10 credit hours. 7-9 credit hours (37% to 47%) are double-dipped. This question will require further deliberation in light of the ELS certificate.

Weintraut also asked whether or not a student can earn more than one certificate. Those who spoke to this issue did not have a problem with students earning more than one certificate. Colleges/schools may want to determine their own parameters on the number of certificates permissible.

**Proposals**

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

1. Course Deletions (5)

* MUS 164, Composition
* MUS 264, Composition
* MUS 364, Composition
* MUS 464, Composition
* MUS 170, Applied Music

Discussion/Questions: The applied composition lessons are being replaced with a composition course sequence. This will address staffing issues and allow for student interactions.

**Motion to delete the aforementioned applied composition courses was made by Blome, seconded by Weintraut. Unanimously approved.**

 2. Course Revisions (2)

* MUS 402 – change title and course description

 New title: Music History Seminar I

* MUS 403 – change title and course description

 New title: Music History Seminar II

Discussion/Questions: The method used here for avoiding a change in course title each year as rotating topics and regions are addressed is acceptable. Malone, Wilson, and others noted that using “subtitle” as is often the case for topics courses would have accomplished this and allowed for the “subtitle” to appear in the course title which would be placed by the Registrar. Example: Music History Seminar II: (subtitle)

**Motion to revise MUS 402 and MUS 403 was made by McClung, seconded by Blome. Unanimously approved.**

 3. Course Additions (4)

* MUS 278, Intermediate Composition I
* MUS 279, Intermediate Composition II
* MUS 338, Advanced Composition I
* MUS 339, Advanced Composition II

These course additions serve to replace the composition lessons.

Discussion/Questions: Bratcher recommended the following related to the catalog copy – Roman numerals are to be used after “Composition”, “Prerequisites” should be changed to “Prerequisite” as only one course is named, and list the correct course as the continuation in the descriptions (example: MUS 279, “A continuation of Intermediate Composition I…”

**Motioned by Youngbauer, seconded by McClung to add the aforementioned composition courses and to include the recommendations noted during the discussion. Unanimously approved.**

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

SSBE outlined plans for a Program Revision impacting delivery method. An online BBA would be added to the evening program. Currently, the program is offered face-to-face and hybrid.

Discussion/Questions: Codone asked what percentages of the program would be synchronous and asynchronous. Weber did not know at this time. May noted that students would have to be assigned to one specific program version although it was likely that they would move about between the face-to-face, hybrid, and online versions. Ellison stated that the program version could impact the insurance requirement for the students. It was noted that the students in this program are considered RAC students. May asked about tuition between the Atlanta and RAC students for this program. Weber stated that SSBE tuition is the same for Atlanta and RAC students.

**Motion to revise the SSBE/BBA program to include an online version was made by Blome and seconded by Weintraut. Unanimously approved.**

**C. Penfield College – Gary Blome**

 1. Course Revision (1)

COMM/SOCI 240 – change title and course description, add online delivery

 New title: Topics in Popular Culture and Society

Discussion/Questions: Bratcher noted that the course description suggests that varied topics will be explored from term to term. It is also noted that students are allowed to enroll in additional sections of the course with differing topics. Use of “subtitle” after the course title could be used [example – Topics in Popular Culture and Society: (Subtitle)]

**Motion to revise the COMM/SOCI 240 course was made by McClung and seconded by Youngbauer. Unanimously approved.**

2. Program Revision

A program revision for the BA-Communications is planned. The number of credit hours for the major would increase from 33 to 36. Also, the required courses and course options would change. Specifically, one course would be added to the requirements and one course choice option would be removed.

Discussion/Questions: There was some discussion about the total number of hours in the “Relational Communication” section of courses. Bongiovanni noted that faculty approval for specific courses would be important to ensuring that students earned the requisite number of credits in each section.

**Motion to revise the Penfield Communication program was made by Weintraut and seconded by McClung. Unanimously approved.**

With no further business, the UC meeting was adjourned.

Adjourned: 3:36 p.m.

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

 10/03/2017