

WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE

UNDERGRADUATE STUDIES COUNCIL
Tuesday, 17 January 2012, 3 p.m.
Faculty Lounge, Bernhard Center

Members present: A. Anderson, N. Andreadis, R. Aravamuthan, K. Baldner, K. Hearit, K. Hillenbrand, E. Kaplan, P. Krawutschke, D. Ravotas, D. Reinhold, D. Sachs, C. Thralls, G. Whitehurst **Absent:** B. Ferrin, M. Kritzman, V. Torano
Guest: Louann Bierlein Palmer, Graduate Studies Council Chair **Also present:** Jeanine Bartholomew, academic advising liaison, Betty Dennis, Extended University Programs

Procedural Items

Council Vice Chair Ariel Anderson called the meeting to order at 3 p.m.

Acceptance of Agenda

Krawutschke moved acceptance of the agenda, seconded by Andreadis. Motion carried.

Approval of the Minutes

Aravamuthan moved approval of the minutes of 6 December 2011, seconded by Ravotas. Motion carried.

Chair's Remarks

Council Chair Bruce Ferrin is unable to be here today, so Vice Chair Anderson will be chairing this meeting.

(Note from the Recording Secretary: Since a number of agenda items today directly relate to our official charges from the Senate for this academic year, I have included those charges at the end of this document, as well as our official role statement. -- KB)

Discussion Items

Graduate Studies Council recommendations regarding the Academic Integrity Policy drafts and GSC recommendations on Credit Hour & Monitoring Enrollment approved by GSC on 12/15/2011 – Louann Bierlein Palmer, GSC Chair

Bierlein Palmer addressed the council regarding proposals adopted by the Graduate Studies Council regarding charges that have come to both councils stemming from recommendations made by the Higher Learning Commission. The GSC has adopted proposals regarding two of the three charges shared by both councils.

The first proposal from the GSC deals with the charge to the institution of adopting a uniform policy defining the standard workload for a credit hour of coursework. The Graduate Studies Council looked at policies of other institutions and attempted to construct a policy that met with HLC requirements but was still as general as possible. The gist of this proposal was that a credit hour should typically involve one hour of class time plus two hours of work outside class, for a 15 week term (or the equivalent amount of work). This is consistent with what many other universities do and has been approved by the HLC.

The second proposal stems from concerns regarding student reimbursement of financial aid for courses they fail or stop attending. The HLC now requires universities to require faculty to indicate the Last Date of Activity when submitting an 'X' or an 'E.' The GSC is proposing language requiring that faculty indicate the last date of *recorded* activity when submitting an 'X' or an 'E.' This would not automatically require faculty to take roll. The last day of recorded activity could be the last day (if any) any assigned work was turned in.

Discussion of Charge #2: Medical school issues pertaining to undergraduate curriculum, etc. Clarification: What contribution can existing undergraduate programs make to the medical school curriculum? What can the medical school contribute to existing undergraduate programs? What is WMU doing to prepare undergraduate students to thrive in any medical school, not just ours?

The council began a discussion of what impact a medical school might have on undergraduate enrollment, and what kinds of undergraduate courses it requires. The initial evidence is that the dean of the Medical School will seek integration with the undergraduate program, i.e., that all Medical School courses with assigned WMU course numbers have to go through our curriculum review process.

Discussion of Charge #4: Review the description of the role statement and standing charges and assess the effectiveness of council practices.

The role statement for this council is included at the end of this document. We began a discussion of our understanding of the stated functions of this council. It became clear that members of the council are not even aware of what our "standing charges" are. A first order of business is our learning this ourselves.

Discussion of Charge #5: Address any continuing or outstanding issues or initiatives as deemed necessary by the council. To the extent possible, conclude any outstanding initiative by producing a memorandum of action, report or resolution.

TABLED.

The meeting was adjourned at 5 p.m.

Respectfully submitted,

Kent Baldner

This year's charges to the USC from the Faculty Senate Executive Board

1. Four charges from the Higher Learning Commission that are required by the U.S. Department of Education.
 - Academic Standards and Satisfactory Academic Progress
 - Credit Hour
 - Repeated Coursework
 - Monitoring EnrollmentUSC is asked to review the Academic Program Integrity Policy Drafts (dated 19 July 2011) that was forwarded by Eileen Evans, Vice Provost for Institutional Effectiveness.
2. Begin discussion of medical school issues pertaining to undergraduate curriculum, etc.
3. Work with the Graduate Studies Council and the associate provost for Extended University Programs (possibly form an ad hoc committee) to:
 - compare the current Curriculum Change Guide for Offering an Existing Program at Another Location or On-Line (from November 2007) with a draft of proposed guidelines submitted by EUP.
 - isolate the proposed policy changes within the proposed guidelines that are inconsistent with the current Curriculum Change Guide for Offering an Existing Program at Another Location or On-Line.
 - provide specific rationale for any requested changes to the current policy that the councils support and recommend.
4. Review the scope and description of the role statement and standing charges and assess the effectiveness of council practices.
5. Address any continuing or outstanding issues or initiatives as deemed necessary by the council. To the extent possible conclude any outstanding initiative by producing a memorandum of action, report or resolution.

Functions:

1. To develop policy concerning undergraduate programs and curricula.
 2. To elect faculty members of the Committee to Oversee General Education (COGE); Conceptual Framework, Knowledge Base and Certification Committee; and Intellectual Skills Program Advisory Committee.
 3. To observe and assess all recommendations of the COGE, including recommended revisions to the University's General Education Policy, and to select other general education matters that USC believes require review.
 4. To consider questions of duplication of current course or program content, possibly delegating to an appropriate ad hoc subcommittee the consideration of specific areas, after which the USC can initiate remedial action.
 5. To consider possible deficiencies in programs or course offerings needed by students in other programs and, if necessary, to initiate remedial steps.
 6. To confirm that financial support necessary to initiate and maintain the proposed new programs or program changes has been considered by the appropriate University body.
 7. To initiate studies of existing programs that appear to be uneconomic or failing to meet students' needs, with the possibility of recommending program curtailment or elimination.
- To consider any other matters that it believes directly affect the undergraduate curricula and programs of the University.

Undergraduate Studies Council Role Statement and Functions

Role statement

The Undergraduate Studies Council (USC) is a policy-recommending and review body with oversight of any matter related to the undergraduate curriculum at the University. Thus, for example, it will be concerned with the establishment of new departmental programs, new interdisciplinary undergraduate programs, apparent duplication between existing programs or courses, and needs for additional or specialized instruction.