

WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE

UNDERGRADUATE STUDIES COUNCIL
Tuesday, 8 October 2013, 3 p.m.
Faculty Lounge, Bernhard Center

Members present: K. Ackerson, A. Anderson, R. Aravamuthan, J. Atkin, K. Baldner, M. Cahill, L. Coons, K. Hillenbrand, C. Koretsky, M. Kritzman, C. Peña, D. Reinhold, D. Sachs, C. Tremblay, D. Walcott, G. Whitehurst

Absent without substitution: None

Guest: Shawn Tenney, Coordinator, Office of Service Learning

Also present: Janice Anderson, Faculty Senate; Jeanine Bartholomew, academic advising liaison; Betty Dennis, Extended University Programs

Procedural Items

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

Acceptance of Agenda

Kritzman moved acceptance of the agenda, as amended, seconded by Atkin. Motion carried.

Approval of the Minutes

Ackerson moved approval of the minutes of 10 September 2013 (noting one misspelled name—sorry Tracey!), seconded by Atkin. Motion carried.

Chair's Remarks

Anderson noted that Kritzman has agreed to be Anderson's permanent representative to the Faculty Senate. Kritzman gave a brief report of the 3 October Senate meeting.

Discussion/Action Items

Approve New Member of Committee to Oversee General Education from the College of Aviation

The council elected Willem Homan as the member of COGE representing the College of Aviation.

Service Learning – Shawn Tenney, Coordinator, Office of Service Learning

Oversight of Service Learning is one of the council's charges. Tenney addressed the council regarding how "experiential learning," and other crucial terms, came to be defined within this office. She distributed a draft recommendation of definitions

of these terms for the council to consider. These definitions would then determine curricular policy for programs that include a service learning component. The council made several suggestions for changes. Reinhold indicated that he and Tenney would work with our suggestions to eventually make a policy proposal for this council to consider.

Accelerated Degree Program – Review Proposed Changes from the Graduate Studies Council in Response to USC ADP Recommendations

Kritzman, who has been this council's liaison to the GSC on this matter, brought our recommendations for the ADP to the GSC. Today the council reviewed the further changes the GSC made in response to our proposal. The council discussed these proposed changes. (A copy of the revised proposal follows these minutes.) Hillenbrand moved acceptance of this proposal for an MOA to the Faculty Senate for an Accelerated Graduate Degree Program, seconded by Aravamuthan. Motion carried.

Ad Hoc Committee on General Education – David Reinhold, Associate Provost for Assessment and Undergraduate Studies

Reinhold reviewed the purpose of this ad hoc committee. The committee was established to review proposed changes to the General Education program, trying to bring it in line with the University's Academic Strategic Plan. The committee is pursuing a three-phase plan, beginning with an underlying definition of "general education." The second phase involves coming up with learning outcomes based on these definitions. The third phase will look at what kind of structure will best deliver these outcomes. The committee will seek input from the faculty throughout all three phases.

Report from Cahill about Veteran Transfers

Cahill, one of our Western Student Association members, talked with us about her meeting with the Student Veterans Organization. Right now, credit for military service is at the discretion of individual faculty, and the SVO expressed a desire for a uniform method for assigning credit for military service.

Address 2013-2014 Charges

There was no new discussion of our charges.

The meeting was adjourned at 4:45 p.m.

Respectfully submitted,

Kent Baldner
(The AGDP proposal follows.)

Official Memorandum of Action regarding revisions to MOA-09/03 and 11/03

ACCELERATED GRADUATE DEGREE PROGRAM

The Accelerated Graduate Degree Program (AGDP) allows students to begin accumulating credits towards completion of a Master's, Specialist or Doctoral degree while still enrolled as undergraduates. Undergraduate students admitted to an AGDP, with senior standing, could take 5000 and 6000 level courses for graduate credit. Up to 12 hours of designated 5000 and/or 6000 level courses could be used in both the Bachelor's degree and the Master's, Specialist or Doctoral degree. All departmental programs must be approved in advance through the regular curricular process, i.e., departmental curriculum committee, college curriculum committee, dean, Undergraduate Studies Council, and Graduate Studies Council.

Admission Procedure

1. Minimal criteria for admission will include: a cumulative undergraduate GPA of at least 3.0 based on at least 30 ~~56~~ 45 earned hours, 15 of which shall be earned at Western Michigan University, and additional criteria as determined by the department.
2. The student must apply through the Office of Admissions-Graduate Admissions and must also apply for admission to the graduate degree granting department. After admission into the AGDP, the student's record will indicate the AGDP status.
3. International students must clarify their visa status with the Office of International Student and Scholar Services before submitting an application for AGDP.
4. Students intending to enroll in any AGDP must maintain a 3.0 GPA throughout their baccalaureate degree, or their admission to the AGDP will be revoked.

Academic Advising, Records, and Program Requirements

Departments that want to participate in the AGDP will develop a clear admissions and advising process for the AGDP. The department will send the student and the registrar a letter stating which graduate courses may be counted in both degrees. A copy of this letter will be placed with the student's undergraduate records, and the change will be incorporated into the student's undergraduate and Master's, Specialist or Doctoral program as outlined below. Graduate courses substituting for required courses within the undergraduate degree must be designated by the program as equivalent in content but delivered with graduate level rigor. Current 5000 level courses (required or elective) in the bachelor's degree must be taken at the graduate level to be double counted. The courses for the AGDP may be used to complete the undergraduate degree credit hour requirements. **Those students completing an AGDP related to a specialist or doctoral degree must meet the minimum number of required credits for that degree under the graduation requirements in the graduate catalog.**

Administration of the program will include the following:

1. Students with senior standing who have been accepted into an AGDP could take 6000 level courses for graduate credit while undergraduates. This registration

would be done by the Registrar's Office, with permission of the department and the student. This would occur in the same way that we dually enroll students as undergraduates and graduates under current policy.

2. Students would pay undergraduate tuition for these 6000 level courses as long as they are undergraduates. The 6000 level courses would be included in the flat rate for tuition purposes.
3. Students would be considered undergraduates for financial aid purposes until they receive the baccalaureate degree.
4. The 6000 level courses, taken while the student is still an undergraduate, will appear on the student's graduate transcript. The grades earned in these courses will be reflected in the graduate GPA.
5. At the time when a student completes his/her bachelor's degree, the Registrar's Office staff will manually add the hours earned in the 6000 level courses to the student's undergraduate transcript. The undergraduate GPA will also be adjusted to include the grades earned in these courses.
6. The department will need to clearly identify for the Registrar's Office on the original proposal which 5000 and 6000 level courses are available to be double counted. Individual students will have specific courses identified to be double counted when they are admitted into the ADP.
7. The 5000 and 6000 level courses which are double counted will be identified as such on the graduate transcript.
8. The transcript key, which is on the back of the transcript paper, will explain the double counting.
9. Both undergraduate and graduate transcripts will show that the student has completed an accelerated degree program.
10. If a student completes his/her bachelor's degree and then stops attending the ADP, the graduate transcript will show the graduate courses completed.
11. It is expected that the baccalaureate degree will be awarded within one calendar year after initial enrollment in the AGDP or as determined by the department.
12. In order to progress automatically into the graduate program, a student must achieve a grade of "B" or above in each of the graduate courses being counted for the undergraduate degree, **as well as maintain a 3.0 GPA overall.** Students who do not meet this criterion will have the earned grade applied to their undergraduate program only, and must apply for readmission into the graduate program. ***"If the student is readmitted to the graduate program, the department and graduate dean will determine if any credit from the bachelor's degree will be carried forward for the graduate degree."*** Students who complete the undergraduate degree including a "B" or above in the specified graduate courses will be admitted as graduate students (with the relevant graduate credit) in the next semester or session after receiving the bachelor's degree.