

WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE

UNDERGRADUATE STUDIES COUNCIL
Tuesday, 2 December 2014, 3 p.m.
Faculty Lounge, Bernhard Center

Members present: K. Ackerson, A. Anderson, R. Aravamuthan, J. Atkin, K. Baldner, M. Bracey, L. Coons, J. Cousins, K. Hillenbrand, C. Koretsky, M. Kritzman, S. Mead, D. Reinhold, D. Sachs, D. Walcott

Absent without substitution: C. Tremblay, G. Whitehurst

Guests: Steve Butt (Chair, Department of Industrial and Entrepreneurial Engineering and Engineering Management), Mark Hurwitz (Political Science and Special Assistant to the Provost)

Also present: Sue Davenport (Faculty Senate)

Procedural Items

Council Chair M. Kritzman called the meeting to order at 3 p.m.

Acceptance of Agenda

Atkin moved acceptance of the agenda, seconded by Ackerson. Motion carried.

Approval of the Minutes

Anderson moved approval of the minutes of 11 November 2014, seconded by Atkin. Motion carried.

Chair's Remarks

No Faculty Senate meeting to report. Kritzman noted she was invited to participate at the Senate Executive Board to discuss our MOAs. They were supportive, but suggested some changes. These will be discussed during today's meeting.

Action Items/Curriculum Proposals

1. **College of Engineering and Applied Sciences** – Department of Industrial and Entrepreneurial Engineering and Engineering Management [CEAS14-IEE&EM-010] Delete the Manufacturing Engineering Program – Steve Butt, Chair

S. Butt addressed the council. The MFE program was designed to serve the needs of manufacturers in southwestern Michigan. The target audience is full-

time working adults who complete the pre-engineering and general university requirement of the program at one of the community college partners. Despite the investment of \$40,000 by Extended University Programs (EUP) to market the MFE program, the enrollment average was 11.4 students (over the past eight years) and degrees awarded averaged 1.8 (over the past 7 years). The proposal is to delete the program, as it is no longer economically sustainable. Aravamuthan moved acceptance of the motion, seconded by Atkin. Motion carried.

2. **College of Fine Arts – School of Music** – Lisa Coons
Council Member L. Coons addressed the council regarding these proposals.

- a. [M9.14-15] Change name of bachelor of music in composition to bachelor of music in music composition

L. Coons explained that the current major title "Composition" can be confused with majors and courses called Composition that refer to writing programs or classes. The School of Music believes that the title change for the major is both sensible in that it best reflects the program and that changing all references to the major on the website to "Music Composition" will help with recruitment, since that will be the search term that prospective students are likely to enter in their browsers. Anderson moved acceptance of the motion, seconded by Atkin. Motion carried.

- b. [M1.14-15] Two-Time Course Policy – Music proposes to limit to TWO the number of times a student can enroll in an undergraduate MUS course in an attempt to earn a passing grade (C or better). This affects students taking the following General Education courses:

MUS 1480 Direct Encounter with the Arts
MUS 1500 Live Music Appreciation
MUS 1510 Jazz/Pop Appreciation
MUS 1520 Rock Music: Genesis and Development
MUS 3120 Explorations in World Music (proposed new course)
MUS 3500 American Music
MUS 3520 Non-Western Music
MUS 4500 Music Appreciation – The Symphony

The School of Music proposes that the number of times a student can enroll in an undergraduate MUS course in an attempt to earn a passing grade (C or better) is limited to TWO. Courses repeatable for credit are exempt from this policy. A withdrawal ("W" grade) will not count toward this limitation. The School of Music believes that students should be sufficiently equipped to pass a course by the second attempt. Students will be presented with the two-attempt policy through advising and its inclusion in the School of Music Student Handbook. Precedent has been set in the School of Communication and the School of Nursing. Discussion centered around whether or not W's

should count towards this limitation, and whether or not the proposal should include General Education courses. Hillenbrand moved acceptance of the motion, seconded by Ackerson. Motion carried.

Information/Discussion Items

1. WMU / Cooley Affiliation – Mark Hurwitz, Professor of Political Science and Special Assistant to the Provost

Hurwitz addressed the council regarding the WMU-Cooley Affiliation. He explained that Western has not merged with Cooley. Rather, Cooley has changed its name to the Western Michigan University Cooley Law School. In the short term there is nothing that Western has to do, but questions remain about the long term and how Western wants to proceed with this affiliation. The option of merging with Cooley at some time in the future is something that we may want to consider.

2. Continued Discussion of the Resolution from the Western Student Association to create a consistent course schedule

Last month we began a discussion of WSA's resolution that Western create a consistent course schedule. WSA is still working on comments we made last month. We will come back to this at our February meeting.

3. MOA-14/05 Experiential Learning, Service-Learning, Co-Curricular Learning, and Volunteerism

The council recently approved an MOA regarding Experiential Learning, but, Kritzman reported, the Senate Executive Board had some questions regarding our rationale. Language about our rationale has been added to the MOA. The Executive Board also wanted to make it clear that credit for experiential learning only take place for experiences while students were actually enrolled at Western. Anderson moved approval with the changed suggested, seconded by Atkin. Motion carried.

4. MOA-14/02 Undergraduate Certificate Programs

The Executive Board suggested a number of clarifications to our existing MOA. Aravamuthan moved approval with the changes suggested, seconded by Anderson. Motion carried. The MOA as amended follows these minutes.

5. Review Council Charges

Kritzman discussed our official charges, and suggestions from the Executive Board, and from council members, for topics we may wish to add as charges. The council agreed to some changes to our charges, including hearing reports from our standing and ad hoc sub-committees. We also discussed the role of this council in trying to address issues regarding student recruitment and retention.

6. Report on the University Assessment Steering Committee – Dianna Sachs

D. Sachs addressed the council and gave a preliminary report of her involvement on this committee. The committee is still trying to clarify the nature of their responsibilities. Assessment in Action workshops will take place on April 3rd.

The meeting was adjourned at 5 p.m.

Respectfully submitted,

Kent Baldner

Official Memorandum of Action – MOA-14/02 Undergraduate Certificate Programs

Certificate program

An undergraduate certificate is awarded for the satisfactory completion of a non-degree undergraduate program designed around a narrow, applied, and coordinated curriculum with a professional focus. Any new course that is developed for an undergraduate certificate program must be approved through the university curricular process. An undergraduate certificate program may be either multidisciplinary or uni-disciplinary in organization and may be taken separately or in conjunction with an undergraduate degree program. The undergraduate certificate is not an award of license, accreditation, or certification to render professional services; rather, it signifies that a student has satisfactorily completed an approved undergraduate certificate program curriculum. Certificates generally focus on necessary professional training requirements in a specific area of study and may serve as enhancements to existing undergraduate degree programs. Certificate programs range from a minimum of 15 hours to a maximum of 24 credits/semester hours.

Admission

Admission to an undergraduate certificate program is typically for students who are **not** seeking an undergraduate degree. Hence, applicants will obtain "Non-Degree Admission." Students seeking non-degree status who have been enrolled in any academic institution within the preceding five years must meet the same admission criteria as degree-seeking students. **Acceptance for non-degree status does not constitute degree admission to WMU.** If a non-degree admitted student subsequently decides to apply to a specific WMU undergraduate degree program, the applicant will be expected to meet all University and

program-specific admission requirements. The time period for any “Non-degree Admission” status may not exceed six years for the time such admission status is granted. Applicants for non-degree admission should:

1. Complete an Application for Undergraduate Admission along with a non-refundable application fee of \$40;
2. Request that each academic institution attended within the preceding five years send an official transcript to the Office of Admissions;
3. Register for any course for which the prerequisites and/or course restrictions have been met; and,
4. Enroll in subsequent terms for up to six years in non-degree status, providing they meet University probation and dismissal standards.
5. Be a high school graduate or have earned the equivalent degree.

Certain University courses and financial aid may not be available to non-degree students.

Courses taken for an undergraduate certificate program may be counted towards a subsequent WMU undergraduate degree program, if approved by the appropriate academic advisor and/or academic program unit.

Acceptance of transfer credits from another institution towards the completion of an undergraduate certificate program at WMU is not permitted.

Delivery methods

Undergraduate certificates may consist of traditional instruction, hybrid, or fully online instruction. Applicants should check with their academic advisor or program director of the academic unit for specific information regarding delivery methods in their choice of certificate programs.

Non-degree Undergraduate Certificate Program

The academic advisor or program director of the academic unit or program must submit an outline of the Undergraduate Certificate Program requirements for each student to the Registrar’s Office. The undergraduate certificate program of study will then be audited in the same manner as a degree program. For a student concurrently pursuing a degree program and an Undergraduate Certificate Program, the outline of the undergraduate certificate program would be submitted separately from the undergraduate degree program of study. For a student not pursuing an undergraduate degree, the outline of the undergraduate certificate program alone would be submitted to the Registrar’s Office.

A student must apply, through the Registrar’s Office, to be awarded an Undergraduate Certificate. The following general requirements must be met:

1. Completion of the requirements, as stated on the program of study, of the Undergraduate Certificate Program with a “C” (2.0) or better average within a six-year period;
2. A grade of “C” or better must be earned in every required course listed on the program of study; and
3. Completion of departmental requirements, if any.

To signify that a student has satisfactorily completed an approved curriculum in an Undergraduate Certificate Program, a certificate of completion is awarded.