

WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE

UNDERGRADUATE STUDIES COUNCIL
Minutes of Tuesday, 6 December 2016, 3 p.m.
International Room 205, Bernhard Center

Members present: K. Ackerson, A. Anderson, J. Atkin, R. Aravamuthan, K. Baldner, S. Carlson, L. Coons, B. Drummer, S. Hasenick (fall semester substitute for Geoff Whitehurst), K. Hillenbrand, M. Kritzman, E. Martini, D. Paul, D. Reinhold

Absent without substitution: J. Baas, Diane Riggs (fall semester substitute for James Cousins), D. Sachs, T. Hall (Western Student Association), T. Fischman (Western Student Association)

Guests: Marilyn Duke, Chair, Intellectual Skills Program Advisory Committee; Tim Greene, Provost and Vice President for Academic Affairs; Olivia Gabor-Peirce, World Languages and Literatures; James Demello, Chair, Finance and Commercial Law; Kyle Brink, Management; Gary Bischof, Chair, and Karen Blaisure, Francisco Cordero, Rick Zinser, Family and Consumer Sciences, and Jeffrey Jones, Teaching, Learning and Educational Studies; Ann Tyler, Interim Chair, Speech, Language and Hearing Sciences; Robert Wertkin, Director, and Robert Bensley, Jennifer Harrison, Nancy Cretsinger, Interdisciplinary Health Programs

Procedural Items

Call to Order

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

Acceptance of Agenda

Reinhold asked that curricular proposal CEHD 771 (Item C.4.c.) be withdrawn from the agenda. Kritzman asked that MOA-16/13 Revise Undergraduate Catalog Non-Degree Certificate Program be added to the agenda as D. Action/Discussion Item 1. Kritzman asked that the request from the Intellectual Skills Program Advisory Committee be added to the agenda as D. Action/Discussion Item 3. Anderson moved acceptance of the revised agenda, with second by Atkin. Motion carried.

Approval of the Minutes

Hasenick moved approval of the minutes of 8 November 2016 as they stand, with second by Ackerson. Motion carried.

Chair's Remarks – Marilyn Kritzman

Kritzman addressed the council, lauding long-time USC members Baldner and Aravamuthan for their service, as this is the last meeting before they begin phased retirement; both will be off spring semester. Congratulations were expressed to guest Gary Bischof, new dean of the Lee Honors College. Kritzman will send to members summary notes from the 1 December Faculty Senate meeting via email. She noted that MOA-16/13 was returned to USC with changes recommended by Provost Greene, on the agenda for today's meeting.

Informational/Discussion Items

Plagiarism

Provost Greene addressed the council regarding the revised University policy on plagiarism. USC requested clarification regarding implementation of the policy to students, particularly those coming from a different culture. Provost Greene reported that plagiarism is a component of the Responsible Conduct of Research online training that is required for all graduate students. Undergraduate students receive information about plagiarism through course syllabi; with reminders/suggestions about syllabi content sent to faculty/instructors at the beginning of each semester by the Faculty Senate and by the provost. Provost Greene suggested that, in the future, one reminder be sent to faculty/instructors from the Faculty Senate together with the Provost's Office, to speak with one voice. The council expressed concern that students need to hear information as a group as well as from individual faculty; it was requested that plagiarism information be addressed with groups of students frequently, e.g., Fall Welcome orientation, matriculation ceremonies, First Year Experience classes. Provost Greene stated that this information could be added to the topics currently presented to new students. There was discussion about the need to operationalize distribution of the plagiarism information for undergraduate students.

Current university policy gives 100% of authority to instructor of record for the penalty when plagiarism is committed. Provost Greene stated that the policy has no means for a student to appeal a grade assigned after plagiarism has occurred; the student has no recourse. The provost would like the University to revisit the policy to determine whether a student can appeal a decision made by the instructor of record. Kritzman will add this to a future USC agenda for discussion/advisement.

Provisional Acceptance of Credit Policy

Reinhold addressed the council. The Transfer of Credit Committee has revised the policy so students get transfer credit upon arrival to campus rather than after taking 26 credits successfully at WMU. The revised policy also states that departments can approve for transfer specific courses "or as a block" when similar content has been covered in courses that do not have direct transfer equivalents at WMU. Motion to approve revised policy was made by Aravamuthan, with second by Hasenick. Motion carried.

Action/Discussion Items

Curricular Proposals

[CAS 17-64] Create a minor in German Study Abroad
Olivia Gabor-Peirce, World Languages and Literatures, addressed the council. This new minor will provide students an opportunity to study abroad with fewer class requirements than the existing minor; this minor will not replace the existing minor which is completed entirely on campus. The rationale is to provide students a study abroad experience within a minor.

After discussion about whether a study abroad "track" could be offered through the existing minor, it was recommended that the words *study abroad* be added to the

title of the new minor, to reduce confusion about original/traditional (non-study abroad) minor. Motion to approve minor in German Study Abroad was made by Baldner, with second by Atkin. Motion carried.

[HCoB1608] Eliminate Insurance Minor
James Demello, Chair, Finance and Commercial Law, addressed the council. The existing minor offers one class in insurance, taught by adjuncts, and there are no plans to recruit a full-time instructor to satisfy the professional accreditation standards for coursework in this minor. Demand for the class is low (two students). Motion to approve elimination of minor was made by Aravamuthan, with second by Atkin. Motion carried.

[HCoB 1626] Create a minor in Human Resource Management
Kyle Brink, Management, addressed the council. The rationale for a new minor is to provide students - particularly those earning majors outside of the Haworth College of Business – coursework focused on human resource management. It is currently difficult for students to get this content easily if they're not a HCoB major. The proposed catalog copy and list of courses for the proposed minor were not provided to USC; Brink read these aloud. Discussion clarified the pre-requisite courses and availability of courses to students who are non-business majors. The council requested that the learning outcomes in the proposal be written more objectively, replacing "should" verbs (#9), and editing and re-submitting the last page of the proposal (catalog copy and list of courses). Motion to approve new minor, with the requested changes, was made by Atkin, with second by Ackerson. Motion carried.

[CEHD 765] Create a bachelor of science in Youth and Community Development
Gary Bischof, Karen Blaisure, and Rick Zinser, Family and Consumer Sciences, and Jeffrey Jones, Teaching, Learning and Educational Studies, addressed the council. A major in Youth and Community Development is proposed for students who want formal training and credentialing for work in youth development programs; there is movement to "professionalize" work in this area and documented need for a well-prepared workforce. This major is a collaboration between the departments of Family and Consumer Sciences and Teaching, Learning, and Educational Studies, with courses covered by faculty from the two departments. The major will capitalize on a strong network of community partners in Kalamazoo. Motion to approve new program was made by Anderson, with second by Aravamuthan. Motion carried.

[CEHD 770] Change title of Food Service Administration program (FADJ) to Food Service Operations and Sustainability (FOSJ)
Gary Bischof and Francisco Cordero, Family and Consumer Sciences, addressed the council. This name change has been discussed since revision of the curriculum a few years ago. The current name does not adequately reflect the curriculum being taught. Motion to approve name change was made by Aravamuthan; seconded by Ackerson. Motion carried.

[CEHD 771] Create a major titled Workforce Development and Leadership
Deleted from agenda

[CHHS 53-16] Create an American Sign Language Studies minor
Ann Tyler, Interim Chair, Speech, Language and Hearing Sciences, addressed the council. Courses in ASL have been offered since 2007, with increased growth in these courses and student demand for a minor in ASL studies. A new course in Deafness will be created. The council raised questions about the number of credits that can be transferred in for the minor, as several community colleges teach ASL courses. The council requested that the catalog copy be revised to stipulate the number of courses/credits that can be transferred. Motion to approve minor, with requested changes, was made by Baldner, with second by Hasenick. Motion carried.

[CHHS 57-16] Change name of Speech-Hearing Processes minor to Speech-Language-Hearing Processes
Ann Tyler addressed the council. Renaming the existing minor more accurately reflects the scope of the profession (speech, language and hearing) and provides consistency with the new name of the Department of Speech, Language and Hearing Sciences. Motion to approve name change was made by Aravamuthan, seconded by Ackerson. Motion carried.

[CHHS 12-16] Create a Public Health program and major
Bob Wertkin, Robert Bensley and Jennifer Harrison, Interdisciplinary Health Programs, addressed the council. This new public health program is a collaboration between community health education and College of Health and Human Services faculty and will address the competencies required of an entry-level health educator, with two emphasis tracks. The current CHE program is being phased out, replaced by this new program that will be interdisciplinary, meet the Council on Education for Public Health accreditation standards, and align with the new MPH program. Faculty will come from CHE and CHHS resources. This proposal reflects a recommendation from Academic Program Review and Planning. Motion to approve new program was made by Hasenick, with second by Anderson. Motion carried.

Action/Discussion Items

1. MOA-16/13 Upon the provost's suggestion, Kritzman moved to add a final statement to the last paragraph of the MOA, edited by the council to read, "However, courses taken at WMU to meet the requirements for an undergraduate degree cannot subsequently be used for a certificate". The council recommended adding the statement, "Certificates previously approved (Dance, Chemical and Paper Engineering, Computer Science) are exempted from this stipulation". Motion to approve edited language to MOA-16/13 made by Atkin, second by Baldner. Motion carried.
2. Transfer of Credit Committee elections. Reinhold presented the following recommendations for the committee: Kelley Patterson (CHHS Bronson School of Nursing) and Nick Gauthier (Academic Advisor, College of Fine Arts, Frostic School of Art). Motion to approve elections was made by Anderson, second by Atkin. Motion carried.

3. Intellectual Skills Program Advisory Committee. Marilyn Duke addressed the council to request a liaison position from ISPAC to the Transfer of Credit Committee. Motion to approve this position made by Reinhold, second by Baldner. Motion carried.
4. 2016-17 Council Charges. Kritzman recommended that review of the plagiarism policy be added to the charges, to address whether a student can appeal a decision made by the instructor of record.

Other

None.

Adjournment

A motion to adjourn was made by Anderson, supported by Ackerson. Motion carried. The meeting was adjourned at 4:55 p.m.

Respectfully submitted,

Kathryn Hillenbrand

Kathryn Hillenbrand