

UPCC MINUTES 11/29/18
Prillaman Hall Room 1105
November 29, 2018
12:30 PM – 2:00 PM

Members Present:

Evelina Sterling (CHSS), Ryan Ronnenberg (CHSS), Arief Setiawan (CACM), Zeynep Kelani (Coles), Doug Moudie (Coles), Lee Langub (Bagwell), Shannon Howrey (Bagwell), Michelle Head (CSM), William Griffiths (CSM), Jennifer A. Wade-Berg (WHHS), Camille Payne (WHHS), Nancy Conley (COTA), Amanda Wansa Morgan (COTA), Pinder Naidu (UC), Carolee Larsen (UC), Julia Morrissey (HC), Sathish Kumar Gurupatham (SPSEET), D. Michael Franklin (CCSE), Susan Vande Van (CCSE), Susan Rouse (General Education Council), Valerie Whittlesey (Academic Affairs), Xueying Chen (KSU Library), Ana Edwards (Registrar's Office)

Guests:

Kevin Gwaltney (Institutional Effectiveness), Jamie Grimes (AAF), Amy Jones (Academic Affairs), Kris DuRocher (Academic Affairs), Tonya Jones (Integrative Studies), LaJuan Simpson-Wilkey (Integrative Studies), Shannon Shaw (Integrative Studies staff)

Call to Order by Jennifer Wade-Berg: 12:37pm

Review of Minutes from September 27, 2018

- Pointed out revisions
 - o Revision – 750 Contact minutes/hour: see note
 - o Jennifer Wade Berg stated that the minutes cannot change because they reflect the discussion from our meeting but we can add a note to *see the policy* referred to therein.
- Motion to APPROVE minutes from 9/27/18 with edits made by Michelle Head
- 2nd: Susan Vande Van
- **Approved by all**

NOTE: We did not have an October meeting because all items pulled – note website

UPDATES

- Update on Honors College Minors - pulled
- Update on BS in Culinary, Sustainability and Hospitality - pulled
- Update on GA Film Academy Courses – pulled

Bill Griffiths asked how these proposals will come back in. Answer from Jennifer Wade-Berg: they get sent to the Deans and they decide if they go to Val. Val monitors exceptions to approve moving forward.

New Business

Exemption for the BS in Integrative Studies- General Education track

Justification: The revision meets the exception criteria of addressing accreditation issues, since this proposal clarifies and formalizes in the KSU catalog and degreeworks what courses substitute for the major requirement courses.

presentation by Tonya Jones, joined by colleagues LaJuan Simpson-Wilkey & Shannon Shaw

- Gave overview of changes via powerpoint, providing background

- This program is designed to be flexible for science students who want to customize their path to career and goals
- Currently, the program serves 650 majors or major-interest
 - Students who cannot find a specific degree plan for their interest
 - Transfer students with courses that don't fit a degree plan
 - Students who are close to Completion & need to finish
 - Students in the middle of switching majors
- General Studies track – pick one area of focus, then pick pre-professional coursework
 - Current issue: we are processing too many course substitutions for the narrowly established accepted courses in Degreeworks
 - We'd like to provide a menu of options for each item in the major
 - These changes would address about 80% of the subs that go to Registrar office
 - They address accreditation issues
- Changes
 - INTS1198 – waive if the student enters the major with 90 credits
 - Offering a larger list of options for 2129
 - COM2129 or COM1100 course OR lower level COM or TCOM course
 - LDRS2000 or another lower level LDRS course
 - WRIT3140 – provides a list of options or any advisor approved course
 - Hours from ICT2101, etc with a grade of D can be used in Free Electives on the INTS plan if replaced by a substitution.
 - Susan Rouse (Gen Ed) – **Proposed Edit: why don't you specify “can be used in Free Electives”**
 - **Tonya Jones agreed on the change**
 - **Amy Jones made the change via Curriculog during the meeting**
- Jennifer Wade-Berg: can you define what the “competencies” are? This can be misconstrued, especially amongst pre-requisite work. Are we created an easy pathway or one with actual competencies?
 - Tonya Jones agreed this can be added
 - More discussion ensued about pathways and how a student ends up with Integrative Studies – the curriculum map or learning outcomes?
 - Pinder Naidu described the Capstone and the competencies within – 4490 – writing, communication, technology, leadership, etc.
 - Jennifer Wade-Berg just wanted to make sure the areas of outcomes are clearly defined
 - Tonya Jones said we have a plan to overhaul in 2020
 - Jennifer Wade Berg's response was that's why we are in this curriculum review pause; so that we can ask and answer these kinds of questions
 - Val Whittlesey– we have gotten so involved in smaller errors, we haven't gotten to review the pedagogical errors and questions
 - Discussion ensued around appropriate courses for “STEM replacement”
 - Why isn't PSYC or SOCI on the list of acceptable courses for ICT2101?
 - Answer: Various departments were contacted in consultation
 - Statement from dept – we are trying to help students, not steal them from other majors. Student rationales have to be signed off by advisors and department chairs. This is a process for them and they have approx.. 34 steps for a student – chances for them to ensure student success.
 - Jennifer Wade-Berg: The mapping out of these paths and outcomes will enhance the proposal

- Question from Amy Jones: Clarification – you’re trying to fix the substitution with a bandaid before CPOS (Course Program of Study) gets enforced? Tonya Jones said yes – we need a way for students to move through.
 - CPOS = Financial Aid coverage *only* for course in program of study.
 - If the institution errs in allowing a student to pass through with it, the institution (KSU) has to pay the US Dept. of Ed. Back.
- Tonya Jones: We need to get it (the proposal with these changes) documented so SACS sees it and Degreeworks makes sense
- Susan Vande Van: For your 2020 plan – WBIT courses have gone away from consolidation – but the Legacy students may have it
- Bill Griffiths – Do we have STEM defined in the catalog?
 - Suggestion – remove STEM from your proposal and just list the prefixes acceptable
- **MOTION to APPROVE: Pinder Naidu... No Second...**
- **MOTION TO TABLE PROPOSAL for edits and a return in Spring 2019: Bill Griffiths**
- **2nd to TABLE: Amanda Wansa Morgan**
- **DISCUSSION: Mike Franklin**– clarification of the motion – if they make the edits will it still be on track?
 - Yes if it makes it by Feb. (just won’t get implemented until Fall 2019)
 - Charge from Jennifer Wade Berg: What we want to see in Edits:
 - Explain competencies, define, and send to UPCC to get feedback
 - Query “STEM” definitions
 - Query Management & Leadership
 - Double check with other departments on the added courses
 - Go directly to department chairs
 - Also send ideas to UPCC to get feedback

MOTION TO TABLE PROPOSAL (BS in Integrative Studies Program Change) UNTIL ITS READY WITH EDITS: APPROVED BY ALL

(will need a motion to UN-table in the Spring)

Curriculum Review Process Task Force Recommendations – Val Whittlesey and Jennifer Wade Berg

- We were tasked to develop a more streamlined curriculum process
 - After consolidation, we were seeing proposals with way too many errors
- We want to make sure the proposals are catalog-ready upon leaving the department
- We want to make sure our changes are compliant with SACSCOC – they are the gatekeeper to the Financial Aid
 - 8 pages of errors in the catalog
 - We can be accused of falsely advertising which can result in having to pay money back to the US Dept. of Education
 - Examples
 - 14 program closures since 2015
 - Dual degree programs – there are examples of one discipline dominating over another
 - We have to protect the integrity of the credit that we award
 - In short: Our curriculum is a bit of a mess
- **SEE “Curriculum Review Recommendations” packet**
 - Overview of recommendations shared by Jennifer Wade Berg

- Questions
 - When will this all begin? When will we get that staff person?
 - If we can get approvals of all the bodies – we would put in an Interim Staff member and hope to get the moratorium lifted by February or March 2019
 - This is something we've been trying to get done for years
 - This person would accompany Amy and Jamie and have additional functions
 - Comments from Bill Griffiths – criticizing the hiring of another administrator to solve the problems, also pointing out that chairs and deans are the problem when they don't thoroughly examine and edit the proposals, letting them get beyond where they should.
 - Response from Val: this administrator would be there to lead them through
 - Mike Franklin – I'm happy with certain proposals (ie. Course descriptions, numbers, etc) happening at the dept. level but it should still be reported up the chain
 - Val Whittlesey: They still would need to send their Curriculum committee minutes
 - This new process may take longer but we only have to do it once
 - How does this impact UPCC?
 - This is still under discussion
 - The description of UPCC and GPC will be edited and cleaned up
 - Discussion of concern of faculty connectedness to the office of this staff person
 - Val: this person will work closely with Pam Cole (who is a faculty administrator)
 - Possible addition – this person needs to disseminate key policies we need to be aware of
 - Sub recommendation: faculty need to be a part of the conversations
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Unfinished Business

- Request from B.S. In Psychology (Due Date for Proposal Changes)

Did not get to Announcements on Forecast of Approved Proposals. Please see Agenda & below.

Forecast of Approved Proposals (For Your Information)

- **Exemption for the BS in Psychology revision**
Justification: The revision addresses bottlenecks in the degree program, thus facilitating student success.
- **Exemption for the BA in African and African Diaspora/Black Studies and the BA in Asian Studies**
Justification: The revision is to address bottlenecks for both of these degree programs, thus facilitating student success.
- **Exemption for BS in Human Services**
Justification: This proposal meets the exception criteria of addressing student delays in graduation.

Adjournment – 2:18pm