UCAP Sub-meet and Confer
Tuesday, November 17, 2015
3:00-5:00pm
Memorial Library Conference Room 2042

Documents: Attached in email and documents will also be placed in Sub-meet's Office 365 Shared OneDrive Folder

Present: John Lindberg (Co-Chair), Ginger Zierdt (Co-Chair), Vicki Schull, Queen Booker, Bobby Fleischman, Pat McKinzie, Kim Greer, Jennifer Turner (notes), Andrew Roberts , Pat Nelson (for SBS), Marcius Brock, Dan Cronn-Mills

Agenda:
Pre meeting discussion: is it possible to get a daily digest of CDS notification? Cronn-Mills will check.

- Welcome 3:07; Pat Nelson joining temporarily for SBS

- Additions or Re-order of Agenda Items: HCL discussion added (Booker)

    o Comments on HCL Criteria 3 & 4 in Assurance doc.
      FA question from dean: How soon are comments needed? Booker: Needed by next week (Nov. 25).
      FA comment: some parts of the document seem a little off. For example, in the labs section there seems to be more emphasis on gallery vs. science labs. Booker: This is an appropriate comment; please send, so there is rationale for changes.
      Admin comment: are there other examples to use? Other information to add to enhance sections?
      Booker: authors wrote about what they knew and what was available online. If you can give language to add, please do; also need PDFs for evidence.
      Admin: there are three questions to answer:
      Are there any errors of fact?
      Are there any gaps or missing information in the argument being made to address the criteria?
      Is the evidence linked within the argument complete, supportive of the argument, and current?
      FA: who would I talk to about access? Hasn't been able to sign in.
      Booker: Lynne Akey or Andi Lassiter.

- Review of October Sub-meet Notes (per J. Turner)—these were sent out.

- Curriculum Design System – Q&A w/ Dan Cronn-Mills
  FA: ability in existing programs to select a block of numbers and pull in to new proposals. This is very handy! Can't do this with new courses. If anyone

is looking for a major curriculum revision, as music has, they may find this cumbersome. DCM has an alternative approach that may make this easier… will chat after.

Admin: was out of this role last year, is it now possible to send a question to an author without sending the proposal back? DCM: correct, but don't assume something answered is set…changes/clarifications still need to get into the actual proposal.

FA: do we get notices for answers to questions? DCM: yes…also get notices if someone sends a question.

DCM: Going back to identify programs/course substitutions that may have been implemented through back channels (e.g. a course that substituted other classes, but never officially made options in the bulletin); try to make things clear; keep access to knowledge of curriculum equal for students. Make sure bulletin, CDS, ISRS are the same…make outside approvals more official. Make things transparent.

Admin: Transfer pathways…many programs may need to rethink how they are doing this; Bio, psych, business, theatre…. Would be good to have reps from this group come to talk to us about this

DCM: can tell people are starting to panic…more calls.

Admin: in first group of proposals from SBS, noticed many were listed as variable/on demand…will this be problematic? Not sure if this is unusual…will look at the next group to see if there are many or anything that seem unusual.

- Undergraduate Curriculum Approval Updates/Trends/Concerns/Opportunities from UCAP Faculty Committee
  - Question from a Dept. Chair: *"When a highly utilized, gateway course has a curricular change, is there a more expedient way to notify/seek approval from stakeholders? [e.g. One particular course impacts almost every undergraduate program as either a pre-requisite or a required course where a student takes "x" or "y." When searching through the Undergraduate Catalog, the course title/number appears in over 250 instances – is it the home dept.'s responsibility to have to seek through the entire University curriculum to notify other departments about where specifically the course shows up in their programs? There has to be a better way, for the current way encourages "work arounds" and no notifications due to the huge amount of scouring-work by the course's home dept."*
  - Zierdt: How do you facilitate getting input from so many departments? Is it the onus of the department? Some classes have upwards of 200 instances across the curriculum! What is enough support? If only 10/47 departments respond to the question, is that enough for UCAP?
    FA: you need to ask. Changes the department makes may impact other departments. Need to make initial communication clear, "if no response, that means you're ok with this."
    Admin: is this the recommendation we want to make to this chair?
    FA: possibility of making a change that impacts another departments'

curriculum—is there a way to make the system note these relationships?

Admin: do the chairs/deans ever go through the bulletin to see changes?

Admin: yes, when reviewing copy for the next AY; we could modify when this review occurs. In this situation, the chair tried diligently to get feedback.

FA: could this be another column in CDS—other programs using this course? Wouldn't be able to move the proposal ahead until all associated programs were looked at/modified.

Admin: could get into situation in which someone had done due diligence and then get hung up because the a person didn't respond.

FA: if people did nothing, the proposal would still be able to move forward, but they would need to fix their design.

Zierdt: This chair did go through the process, but noted its ridiculousness. How do we communicate the engagement? How do we communicate more widely about what this process entails?

DCM: more stuff keeps getting added due to HLC, etc.

Admin: need to make people more aware of the work needed.

FA: having other programs associated would help save time

DCM: system isn't set up to do this now, but maybe in the future it could be looked at.

Admin: what does this body consider to be sufficient evidence?

FA: contact dean, each program making use of course (give chance to respond),

FA: at the college level, we require every college to sign off. Not feasible in this situation…how much notification do we need at this level?

Admin: now says attachments expressing support or concern must come from EACH impacted department. This could be changed.

FA: require all, because don't want to see someone say, "I submitted a negative response, but I don't see it reflected." Even if it says, "no comment" in minutes, it would be reflected.

FA: If we're looking at a database, might include a poll to go to directors of each program to approve, not approve, add comments. But would need database first.

DCM: when doing this during a revision before, it was actually helpful to see all of the places the course is used. Insightful.

Admin: even the bulletin isn't foolproof. We need a more holistic approach.

Admin: still begs question—is lack of response a tacit acceptance? This proposal is coming this year.

Admin: how much conversation occurs at the college/department level? If they are having discussion, this might bring to light associated programs. These discussions aren't necessarily had…not everyone knows what is happening with curriculum changes. Discussions should occur at the ground level…help catch things. Not proposing more

meetings, but need regular meetings at college level with portions devoted to curriculum.

DCM: most colleges have curriculum committees…reps from all departments

Admin: conversations should happen in departments and reps bring to curriculum committee and back.

Admin: faculty should be on same page with information. Help with retention—advising students on what other programs to go to, if they can't get into a program due to GPA, etc.

DCM: if you ask all faculty to review all of their department's propsals, people will not be happy.

FA: students that don't get into nursing go to another school to try to get the degree. They may eventually end up in another program, but they try another school first…or the IA community college nursing assistant program.

FA: in my program we often find other programs at MSU for students that don't qualify.

FA: but that's a student that wants a degree from here.

Admin: brings up a lot of other questions about how widely we know the curriculum.

Admin: does this group eventually review proposals?

Admin: UCAP's faculty committee does this and then administration gets the UCAP proposals.

Admin: could be helpful to have a review from wide representation.

FA: Assumption that departments understand their program. UCAP makes sure policies were followed, rationale is there.

FA: I'm here to represent my college; if questions are raised, I bring those back to the departments.

- (Zierdt) Research & Information Collection Update for Curricular Policy Development Work: Custom Briefs from the Educational Advisory Board (EAB)
    - o "Differential Bachelors of Arts and Bachelors of Science Degree Requirements"
    - o "Undergraduate Academic Minors"
    - o "Strategies to Reduce Credit-hour Requirements in Academic Programs/Majors"
    (SHARED VIA EMAIL)
- (Lindberg) BA/BS Proposal 1.0
As we are looking at and refining, there's another level we are not getting to with the definitions. Liberal arts degree is a broad major with a focus on communication skills; BS is between a liberal arts and a professional degree (same gen eds as BA), but more credits in a major; then professional degrees (BFA, Engineering, other focused degrees). Professional degrees tend to be much more strict/discipline focused. Don't think we want to define what professional degrees are.

Looking at a few things for BA/BS: Any current programs will be grandfathered in; we wont' change existing designations/programs. Recommend only for new courses. Might not help with what HLC is looking for, but many programs created when people weren't thinking about these distinctions.

A BA degree would have roughly 40 credits in the major, so likely to include a minor or extensive electives.

BS has 60 credits in the major, so not likely to include a minor.

Mechanics of what is going on…BA more a broad major, critical thinking, transferable skills; BS is more specific content.

FA: So, my BS doesn't have critical thinking?

Lindberg: this is draft language. Not set. Critical thinking is something all Bachelors should include.

Admin: if John were to send his draft to our group; would we want to meet again in January with a concept?

DCM: has this gone to GCAP? Gen Ed?

Admin: not yet.

DCM: don't want to get to far in to this w/o these other groups

Lindberg: MA and MS has draft ideas…difference is MA as seminar, less likely to require a thesis; MS project based and requires a thesis.

DCM: what we say for BA and BS should flow up. That's not true now

Lindberg: learning outcomes should be distinct for BA and BS. This is problematic.

Admin: John will share a draft. In January we'll look at a draft concept.

DCM: talk with GCAP about joint session

- Minnesota State Mankato University Policies UNDER REVIEW for 2015-16 – Policies selected by the University Policy Consultation & Approval Committee [University Representatives to the UPC&A can be found at: https://www.mnsu.edu/policies/], policy drafters appointed, and first drafts of policy for Informal Review can be found at: https://www.mnsu.edu/policies/whatis/review/

  o Policy Highlights.
    Admin: Under review. Comment by Dec. 11.
    Grading and transfer credits seem especially of interest to UCAP.
    Any others we'd like to dig in to?
    Math and English Placement?

    1. "Acceptance and Evaluation of Transfer Credits" https://www.mnsu.edu/policies/whatis/review/iracceptanceandevaloftransfercredits.pdf
       International degrees are now being considered for transfer. This is new. Other notable items: specifying how these will be parsed out in a transfer. Policy contains procedural language.
       Admin question: will some of this be outdated with transfer pathways? Admin: could be.
       Admin: do we want to draft language with this in mind?

FA: since we know we are doing transfer pathways, is it possible to not have this wait until 2022 to be reviewed again?

DCM: can pull forward for review at any time.

Admin: minimum grade of C-; currently we accept all grades for transfer (unless it's a goal area with a grade requirement).

FA: how many colleges use +/- system?

Admin: ties into grading policy. Most institutions pick either shaded or unshaded across the board. We are unique…individual instructors can choose to use shaded grading or not.

FA: how many instructors choose to use shaded grading?

Admin: good question to send to the drafters of the grading policy.

FA: have we done an analysis of courses not accepted? Is there disproportionate impact on students of color?

DCM: are we required to accept all classes from MnSCU courses?

Admin: if the institution says it counts for Gen Ed.

FA: what is the drive for the change in letter grade (C- vs. D)?

Admin: right now we are mandated to take everything by policy. C- is based on a number of institutions. This particular piece may get a lot of commentary.

FA: still would like to see what the impact would have been, if this had been in place. Understand not accepting the Fs, but Ds at least get some credit for taking the class—it's a pass, not a fail. There is some precedence for not accepting these, but would like to know the impact.

Admin: please comment on this through policy review. Also, FYI, credit for prior learning is in a separate policy.

FA: "students GPA" section—seems like we are holding students' GPAs against them—think they are getting a fresh start, but are we discriminating against them? Seems like this is potentially misleading, since old and new GPAs are combined.

FA: COB does this to students on a regular basis.

Admin: we might want to have a comment on this.

FA: this is very grey-ish.

Admin: Policy will drive procedure in registrar's office—Ds are coming through as we speak.

FA: might have students suspended here because of transfer work.

DCM: seems like we need all university on the same page— financial aid and academics should be on same page.

Admin: transfer of occupational course credits section—this is in line with MnSCU (we were not aligned before). No longer need an articulation agreement in place.

FA: can we continue with articulation agreements?

Admin: yes.

Credit life: 10 years, unless approved by department/major. Gives some latitude.

Timeline: 10 business days, but may take longer. Allowance for Office of Registrar to serve as department's designee for review (allows for more responsiveness).
Admin: don't like 10 days….creates expectation.
Brock: there is a lot of grey involved here. Greyish…not sure how practical this is.
Admin: could be trying to address the lack of a minimum standard; prevent it from sitting at a department for weeks.
Admin: but who will get blamed for it? May not have anything to do with the office.
Brock: lots goes in to this.
FA: could say, "in a timely fashion"
Admin: but what does that mean? Look at what has some teeth, what has some flexibility. Think about what is reasonable.
FA: could have a concrete thing with more flexibility than the draft…don't have a clock start until all grades have been received by MSU ("10 days after all grades received").
Admin: think about your comments on this.

- "Grading" https://www.mnsu.edu/policies/whatis/review/irgrading .pdf
  Admin: put both policies side-by-side when reviewing (old and new). Provision of option to use shading is unique/uncommon. Individual instructors can decide—it's ripe for contention. Student in one class could get a C; student in same class by different instructor could get a C- for similar work.
  FA: hadn't really thought of it that way before.
  FA: or could say that C- would have been a D, if I didn't shade.
  Admin: please comment on this policy. Note there is language distinguishing between grad and undergrad. Incomplete and IP grades—now there are proposed end dates for both. If approved, this would go into effect with President Davenport's signature..
  FA: grade change—do we often see higher to lower grade? FA: If it's a mistake…

- (Zierdt) Minnesota State Mankato and MnSCU Undergraduate Academic Program Inventory Reconciliation Project Update.—not addressed

- (Zierdt) AgileGrad Update—not addressed

- For the Good of the Order—we do not convene in Dec. Thank you for your time on the HLC and policy comments and BA/BS investigation!

Adjourned: 5:00pm

2015-16 Sub-meet Membership:
John Lindberg, Co-Chair (College of Arts & Humanities)
Ginger Zierdt, Co-Chair (Administration)
Vicki Schull (College of Allied Health & Nursing)

Queen Booker (College of Business)
Bobby Fleischman (Administration)
Joel (Pat) McKinzie (College of Education)
Kim Greer (Administration)
Jennifer Turner (Library)
Andrew Roberts (College of Science, Engineering, and Technology)
Abdalla Battah (College of Social & Behavioral Science)
Marcius Brock (Ex-officio: Office of the Registrar)
Dan Cronn-Mills (Ex-officio: Curriculum Design System Coordinator)

Notes respectfully submitted by Jenny Turner.