

UCUI Meeting Minutes
Oakland Center 129-30
10:00-11:00 AM, January 11, 2016

Attendees: Susan Awbrey (Chair), Eddie Cheng, Stephen Filler, Darrin Hanna, Cindy Hermesen, David Lau, John McEneaney, Adina Schneeweis, Kim Serota, Irene Shabazz, Steve Shablin, Anne Switzer-Zacharias, Virginia Uhley, Sara Webb, Tricia Westergaard, Lynne Williams

1. Minutes from the 11/23/15 and 12/7/15 UCUI meetings were approved as submitted.
2. Three proposed program modifications from the Department of Political Science were discussed. All three proposals seek to remove PS 303 and add two other courses (PS 250 and PS 255) in three programs (International Relations, Public Administration and Public Policy, and Political Science.) A concern was raised about the potential impact of these changes on students who planned to seek secondary teaching certification. John McEneaney agreed to follow up on this issue with Tuf Francis whose area is secondary social studies in SEHS. A motion was made, seconded, and approved accepting the proposed changes contingent on assurances that the changes will not interfere with students who are seeking secondary social studies teaching certification.
3. A number of questions forwarded to UCUI by the Senate Steering Committee regarding the proposed moribund course policy were discussed. A number of minor changes were proposed to clarify the intent of the policy. Susan Awbrey will respond to the steering committee questions.
4. There was discussion about the university policy that tests not be administered during the last week of the term before the final examination period. There was consensus that the term "examination" should be understood to refer to any quiz, test, or examination.
5. Jackie Wiggins asked the committee about the most appropriate way for the Department of Music Theater and Dance to add a Dance major to their BA and BFA degrees. This will require adding one additional course to these programs. After discussion, there was consensus that this change will require a new program proposal and budget since it creates a new major and adds credits which may have implications for financial aid.
6. Tricia Westergaard reported on a proposed change to the Lean minor in the Human Resource Development degree removing SBA and SECS courses from the list of allowable courses to satisfy the minor. There was consensus that a change of this sort would require a program modification proposal. John McEneaney agreed to follow up with colleagues in HRD about this matter.
7. The committee discussed the current policy on repeating courses. Minor revisions were proposed to more explicitly indicate how many repeated attempts would be allowed and to add material to assure the policy aligns with federal regulations regarding financial aid. Irene Shabazz will bring the final revised policy back to the committee for review.
8. There was discussion about the proposal to transition from the OSH program to the EHS program. There was concern that the OSH termination memo that had been forwarded might jeopardize accreditation for students. There was consensus that the EHS program should be approved before the OSH program is terminated. Darrin Hanna agreed to meet with Charlie McGlothlin to discuss the proposed changes and provide the committee an update at a later meeting.

The meeting adjourned at 11:00 AM.

Minutes prepared and submitted by John E. McEneaney.



University Committee on Undergraduate Instruction

Request to Modify an Approved Undergraduate Program

118926

Academic Units, modifying the curriculum of an existing undergraduate program or renaming, merging, or splitting a program must submit this for UCUI approval.

All requests for program modifications must be submitted by December 1st for the current catalog.

Effective Term ☒ Fall Year: 2016
 Select One ☐ Merge program ☐ Split program ☐ Rename program ☒ Modify

Name of Current Program(s) Majors in International Studies

Name of Proposed Program(s)

Department International Studies Program

College/School Arts and Sciences

Please describe the reason for the proposed change

To increase the stated credit hour requirements for the Chinese Studies, Japanese Studies, and Latin American Studies majors from 40 to 44 credits by specifying the required IS capstone course in the major.

Characters remaining: 193

- 1) Is there a change to credit hours? ☒ Yes ☐ No If so, change credit hours from 40 to 44
- 2) Are you eliminating the Pre-Major? ☐ Yes ☒ No If so, elimination of Pre-Major
- 3) Are you adding a minor? ☐ Yes ☒ No If so, name of minor
- 4) Are you deleting a minor? ☐ Yes ☒ No If so, name of minor
- 5) Are you changing the rubric for all courses? ☐ Yes ☒ No If so, change rubric from: to
- 6) Will courses be added? ☐ Yes ☒ No

If you provide the courses to be added (note: all courses must be in Banner prior to completion this

request and no modifications are allowed to this section after submission).

If yes, provide the courses to be removed (note: all courses must be in Banner prior to completing this request and no modifications are allowed to this section after submission).

Subject	CRN	Title	Effect	Credits	Status	Pre Major / Major Core / Elective
			☐		☐ Pre Major	☐ Major Core ☐ Elective
			☐		☐ Pre Major	☐ Major Core ☐ Elective
			☐		☐ Pre Major	☐ Major Core ☐ Elective
			☐		☐ Pre Major	☐ Major Core ☐ Elective
			☐		☐ Pre Major	☐ Major Core ☐ Elective
			☐		☐ Pre Major	☐ Major Core ☐ Elective
			☐		☐ Pre Major	☐ Major Core ☐ Elective
			☐		☐ Pre Major	☐ Major Core ☐ Elective
			☐		☐ Pre Major	☐ Major Core ☐ Elective
			☐		☐ Pre Major	☐ Major Core ☐ Elective

8) Do any of the courses being deleted effect other degree programs? ☐ Yes ☒ No

If yes, please explain which programs are impacted and who has been consulted.

The International Studies Program's majors in Chinese Studies, Japanese Studies, Latin American Studies.

Characters remaining: 146

9) Is the program professionally accredited? ☐ Yes ☒ No

If yes, identify the accrediting body and discuss how the proposed change may effect accreditation.

Characters remaining: 250

10) Do any of the proposed changes impact current students? ☒ Yes ☐ No

If so, describe how it affects the current students. (Include details about time-to-degree, enrollment)

The program received approval for their IS 490 Directed Research course to serve as the Gen Ed capstone course for the majors. Previously, students in these majors were required to take two knowledge application courses or another program's capstone.

Characters remaining: 0

11) Does the proposed change effect faculty workload? ☐ Yes ☒ No

If so, please describe the impact of the proposed changes on faculty workload.

Characters remaining: 250

12) Provide an explanation for how students enrolled in the program prior to effective date of any curriculum change may complete their program under old requirements - if they so desire. (The courses required must remain available, or suitable substitutions be specifically designated).

Students already enrolled in the program can continue to take two knowledge application courses or can choose to take IS 490 Directed Research.

classroom space, library holding, etc.)

Before submitting this form, please attach the following:

- 1. A word document with a detailed description of:
 - a. A copy of the current program(s)
 - b. List proposed program changes and a copy of the proposed program
 - c. Please provide a budget if you answered yes to question 14
 - d. Any other information that you believe would be useful to the committee

Routing Instructions

This form should be routed in the following order for electronic approvals:

Program Director

Department Chair (if applicable)

Chair of College/School Curriculum Committee

Undergraduate Education - After all approvals are received, route to: ug_education@oakland.edu

COMMENTS

Use the space below to enter additional comments needed for processing. These will be listed in the Signatures table next to your action, and included in email communications for the next recipient.

Name of person approving this form: Susan Awbrey

The approver can enter the email address of the next approver and press **APPROVE**, or select **DISAPPROVE** (no email required, original submitter will be notified) or press **LOCK** to lock the form.

request and no modifications are allowed to this section after submission).

If yes, provide the courses to be removed (note: all courses must be in Banner prior to completing this request and no modifications are allowed to this section after submission).

Subject	CRN	Title	Effect	Credits	Status	Pre Major / Major Core / Elective
			☐		Pre Major	☐ Major Core ☐ Elective
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			☐		Pre Major	☐ Major Core ☐ Elective
			☐		Pre Major	☐ Major Core ☐ Elective

8) Do any of the courses being deleted effect other degree programs? ☐ Yes ☒ No

If yes, please explain which programs are impacted and who has been consulted.

9) Is the program professionally accredited? ☐ Yes ☒ No

If yes, identify the accrediting body and discuss how the proposed change may effect accreditation.

N/A

10) Do any of the proposed changes impact current students? ☒ Yes ☐ No

If so, describe how it affects the current students. (Include details about time-to-degree, enrollment.)

Students will need to search for courses under a new rubric. Since this will coincide with the roll-out of the 4-digit numbering system, there should be an equivalency guide in place anyhow, so that will assist students in locating the new # & rubric

11) Does the proposed change effect faculty workload? ☐ Yes ☒ No

If so, please describe the impact of the proposed changes on faculty workload.

12) Provide an explanation for how students enrolled in the program prior to effective date of any curriculum change may complete their program under old requirements - if they so desire. (The courses required must remain available, or suitable substitutions be specifically designated).

Rubric change will not affect requirements.

classroom space, library holding, etc.)

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University Committee on Undergraduate Instruction
Request to Modify an Approved Undergraduate Program

118418

Academic Units, modifying the curriculum of an existing undergraduate program or renaming, merging, or splitting a program must submit this for UCU approval.

All requests for program modifications must be submitted by December 1st for the current catalog.

Effective Term ☒ Fall Year: 2016
Select One ☐ Merge program ☐ Split program ☐ Rename program ☒ Modify

Name of Current Program(s) Creative Writing

Name of Proposed Program(s)

Department English

College/School Arts and Sciences

Please describe the reason for the proposed change

To add a fourth track to the creative nonfiction major along with the existing tracks of fiction, poetry, and screenwriting.

Characters remaining: 276

- 1) Is there a change to credit hours? ☐ Yes ☒ No If so, change credit hours from to
- 2) Are you eliminating the Pre-Major? ☐ Yes ☒ No If so, elimination of Pre-Major
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- 5) Are you changing the rubric for all courses? ☐ Yes ☒ No If so, change rubric from: to
- 6) Will courses be added? ☒ Yes ☐ No

If you provide the courses to be added (note: all courses must be in Banner prior to completing this

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If yes, provide the courses to be removed (note: all courses must be in Banner prior to completing this request and no modifications are allowed to this section after submission).

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				☐ Pre Major ☐ Major Core ☐ Elective	

8) Do any of the courses being deleted effect other degree programs? ☐ Yes ☒ No

If yes, please explain which programs are impacted and who has been consulted.

Characters remaining: 250

9) Is the program professionally accredited? ☐ Yes ☒ No

If yes, identify the accrediting body and discuss how the proposed change may effect accreditation.

Characters remaining: 250

10) Do any of the proposed changes impact current students? ☐ Yes ☒ No

If so, describe how it affects the current students. (Include details about time-to-degree, enrollment.)

N/A

Characters remaining: 247

11) Does the proposed change effect faculty workload? ☒ Yes ☐ No

If so, please describe the impact of the proposed changes on faculty workload.

See explanation in attachment.

Characters remaining: 220

12) Provide an explanation for how students enrolled in the program prior to effective date of any curriculum change may complete their program under old requirements - if they so desire. (The courses required must remain available, or suitable substitutions be specifically designated).

N/A

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Sandra Dykstra	Office of the Senior Assoc Provost	dykstra	1/20/2016 12:31:43 PM	Active Forward	Sent to: fox@oakland.edu Irene, I'm sorry - I misread item #8. There will not be any courses deleted with the addition of this program. CIN and WRT could see additional students in their courses specified by the new track (CIN 311, CIN 366, AMS 300, WRT 386), but these courses are open to all students who have the appropriate prereqs who are not majors). The CIN and WRT programs are aware of their course use in this track. Sent to: dykstra@oakland.edu Thank you Sandy.
Irene Shabazz	Undergrad Curriculum Serv. Mgr Office of the Senior Assoc Provost	fox	1/20/2016 1:04:20 PM	Active Forward	Sent to: awbrey@oakland.edu To UCUI Committee members: for your review, for the next meeting
Irene Shabazz	Undergrad Curriculum Serv. Mgr Office of the Senior Assoc Provost	fox	1/20/2016 1:19:48 PM	Active Forward	Sent to: admiches@oakland.edu To UCUI Committee members: for your review, for the next meeting
Irene Shabazz	Undergrad Curriculum Serv. Mgr Office of the Senior Assoc Provost	fox	1/20/2016 2:02:37 PM	Active Forward	Sent to: schneewe@oakland.edu To UCUI Committee members: for your review, for the next meeting
Irene Shabazz	Undergrad Curriculum Serv. Mgr Office of the Senior Assoc	fox	1/20/2016 2:03:34 PM	Active Forward	To UCUI Committee members: for your review, for the next meeting

This form was last sent to wright2@oakland.edu