

UCUI
Minutes
September 14, 2015
Lake Huron Room, Oakland Center
10:00 – 11:30 am

Attendees:

Susan Awbrey (Chair), Stephen Filler, Ellen Gajewski, Chhabi Govind, Cindy Hermsen, John McEneaney, Kim Serota, Sally Schluter Tardella, Irene Shabazz, Steve Shablin, Anne Switzer, Kana Taku, Virginia Uhley, Sara Webb, Tricia Westergaard, Lynne Williams

1. Welcome and Introductions
2. Assignment of Minute Takers
3. Review of Charge – Susan Awbrey
4. Special Credit Offerings
 - We reviewed the original guidelines from a June 1982 memo from the Senior Vice President for University Affairs and Provost.
 - Steve Shablin summarized the problems that arise from the existence of multiple numbers of “parts of term” credit offerings.
 - Course descriptions in Banner need to match course syllabi for accreditation purposes.
 - Time periods of courses need to be monitored for compliance with federal financial aid.
 - Course forms for courses with irregular meeting times need a rationale that will be provided to the Office of Undergraduate Education.
5. School of Nursing Program Modification Request
 - A request to modify the requirements for BSN Completion by dropping some of the required pre-major courses.
 - Ellen Gajewski explained the reason for this change. Generally the courses in question are already taken for the Associate degree. Other programs are not requiring these courses as prerequisites.
 - The modification was passed unanimously by UCUI.

6. Occupational Safety and Health (OSH) Name Change Update
 - A name change for the program, from OSH to Environmental Safety and Health, was approved by UCUI but this approval was postponed in the summer until clarification of accreditation issues can be reached. UCUI is waiting to hear from the Program Director of OSH.
7. Petitions of Exception
 - The Registrar has been providing reports on Petitions of Exception.
 - These reports in their current form are not complete, because they do not include the denials of POEs. This information is needed for internal auditing.
 - The Registrar will take this issue to Academic Counsel.
 - UCUI needs to confirm that this issue is in our charge.
8. Renewal of Moribund Course Discussion
 - The issue: how long should a course remain in the catalog without being offered before it is either removed or reinstated as a new course?
 - UCUI discussed this at some length, coming to a consensus that some guideline, e.g. that a course can remain in the catalog for 5 years until becoming moribund, and must be deleted after 10 years.
9. Program Review
 - The Assessment Committee has asked the Provost to notify units that have failed to provide assessment reports as required for accreditation.
 - UCUI has asked the provost to send similar letters to departments that have not completed Program Reviews in a timely manner.
10. Discussion of new student notification system that has replaced midterm evaluations
 - Instructors are to notify students in Banner between Weeks 2 and 5 of the semester.

Meeting adjourned 11:20

Respectfully submitted,

Stephen Filler