

MICHIGAN STATE UNIVERSITY
University Committee on Undergraduate Education
DRAFT MINUTES

Thursday, December 6, 2018
10:15 A.M. to 12:00 P.M.

Board Room, 4th Floor Administration Building

Attending: Rich Bellon, Andrew Corner, Deb Dotterer, Jan Eberle, Kathy Forrest, Mary Juzwik, Mark Largent, Gina Leininger, Norbert Mueller, Salim Nuhu, India Plough, Robert Richardson, Katie Ruger, Steve Shablin, Jiahao She, Emily Tabuteau, Antoinette Tessmer, Elizabeth Webster, Matthew Zierler

Absent: Stephanie Cohen, Katie Gray, Mary Ann Laboe, Sheng-Mei Ma, Janette Vani

The agenda was approved.

The minutes were approved for November 15, 2018.

Comments from the Chairperson

Chairperson Bellon apologized for getting the Proposal to establish the Department of African American and African Studies late to UCUE members.

Comments from the Interim Associate Provost for Undergraduate Education

Interim Associate Provost Largent stated two current projects of the Associate Provost's office are block tuition and the implementation of a new Student Information System (SIS). He reminded members that there will be a larger than usual amount of information to process over the next sixteen to twenty months. A discussion took place with examples of some of the changes that will occur using a new SIS.

Request for Changes to the Admission Requirements for the Bachelor of Science Degree in Veterinary Technology (Action Item) tabled at October 4, 2018 meeting

Taylor Epp, Director, Management, College of Veterinary Medicine

The committee granted voice to Ms. Epp.

Ms. Epp referenced the concerns UCUE had at the October 4th meeting regarding the request and directed members to an updated document showing the changes in blue text. The updates are:

- Under the heading Admission, paragraph 4, at the end of sentence stating ...last 12 credits completed, add, "with a minimum course grade of 2.0 in all math and science courses."
- Under the heading Admission, Requirements for the Bachelor of Science Degree in Veterinary Technology, 1., paragraph 3, remove course numbers 410, 411, 412, 413, and 415 and replace with 410 and 413. Both courses have had course change forms submitted to require Tier I as pre-requisite courses.
- Under the heading Admission, Requirements for the Bachelor of Science Degree in Veterinary Technology, 2.b. add edits in blue to Insert 1 as shown on the handout from Ms. Epp.

Voice was removed from Ms. Epp.

The following motion passed unanimously.

The University Committee on Undergraduate Education duly considered and endorsed the request for Changes to the Admission Requirements for the Bachelor of Science Degree in Veterinary Technology.

Proposal to create a Department of African American and African Studies (AAAS) (Action Item)

Sonja Fritzsche, Associate Dean, College of Arts and Letters

Glenn Chambers, Director, AAAS Program

The committee granted voice to Associate Dean Fritzsche and Dr. Chambers.

Dr. Chambers provided background on the proposal stating he and colleagues have been working on the initiative for over three years. Faculty retreats were held, experts were consulted, and a speaker series was held through the Dean's Office to determine a direction. This research led to a self-study followed by an external review.

Dr. Chambers stated benefits of creating the department would be that there would be faculty with dedicated time opposed to faculty only being able to dedicate a small portion of their time, a curriculum could be established, and they could mentor students. He stated there would be six full time faculty and a department chair hired.

Voice was removed from Associate Dean Fritzsche and Dr. Chambers.

The following motion passed unanimously.

The University Committee on Undergraduate Education duly considered and endorsed the proposal to create a Department of African American and African Studies (AAAS).

Block Tuition Updates and Effects on Drop/Add and Refund

Renata Opoczynski, UIA Fellow

Walter Hawthorne, Associate Dean, College of Social Science

Kimberly Blair-Chambers, Registrar Associate

Dr. Opoczynski, Dr. Hawthorne, and Ms. Blair-Chambers facilitated a rich discussion on the current and proposed drop/add and refund policy as part of the work of the Academic subcommittee for block tuition.

Dr. Hawthorne referenced a PowerPoint slideshow showing two Proposals for a revised drop/add and refund policy and discussion followed on the effects of each policy. Items discussed include:

- Managing the requests of students who need a course to graduate versus the students who are taking additional classes;
- Differences and similarities in Proposals 1 and 2
- How a new drop/add and refund policy will interface with a new SIS;
- The possibility of charging a fee when dropping a class;
- Financial aid implications;
- Waiting lists to add a class;
- Communicating this policy change to students;

Some potential drop/add policies, particularly involving course waitlists, would be difficult to implement given the technical limitations of the current SIS. Any policy has to be compatible with the current SIS, with the possibility for reform under the new SIS. Some UCUE members expressed concern that the University would not revisit the policy after a new SIS is implemented and the result would be the retention of a suboptimal policy designed around a superseded SIS. Concern was also expressed by some

faculty who felt by extending the add period would remove the ability of instructors to restrict adds to their courses based on pedagogical considerations.

UCUE recommends the following motion to the Block Tuition Drop/Add and Refund Subcommittee:

- During the first through fifth days of the semester, students can drop or add classes without any penalties or permissions.
- From the sixth day of the semester through the quarter term, students may add a class only with the permission of a professor. On the sixth day through quarter term, students may drop without permission and with no grade reported but with a penalty of some type yet to be determined amount or kind.
- From the quarter of term through the end of term, students may drop only with the Dean's permission and a "W" on their transcript.
- For students whose class changes result in them moving in to or out of the 12 to 18 credit block, on days one through ten of the semester they can do so with one hundred percent refund/no additional costs.
- For students whose class changes result in them moving in to or out of the 12 to 18 credit block after the tenth day of the semester, they will do so with no refund.
- UCUE also recommends a thorough reevaluation of the drop add dates and the possibility of adding a centrally administered wait list to the policy within one year after the full implementation of a new SIS.

The majority of UCUE members approved the recommendation; one member abstained.

Recommendations on Proposed Bylaw Changes for Faculty Governance

Rich Bellon, UCUE Chairperson

Due to a lack of time, the item was tabled until the next UCUE meeting.

Roundtable

There were no roundtable items.

Respectfully submitted by Lynne Frechen.