

MICHIGAN STATE UNIVERSITY
University Committee on Undergraduate Education
DRAFT MINUTES

Thursday, February 20, 2020
10:15 A.M. to 12:00 P.M.

Board Room, 4th Floor Administration Building

Attending: Brianna Aiello, Alexandra Allweiss, Glenn Chambers, Andrew Corner, Deb Dotterer, Jan Eberle, Georgia Frost, Madiha Ghous, David Gilstrap, Sejuti Das Gupta, Mark Largent, Gina Leinninger, Sheng-Mei Ma, Helen Mayer, Norbert Mueller, Shawna-Marie Nantais, Steve Shablin, Mariam Shimo, Emily Tabuteau, Nora Teagan, Antoinette Tessmer, Jerry Urquhart, Elizabeth Webster, Patty West, Scot Yoder, Matt Zierler

Absent:

The agenda was approved.

The minutes were approved for January 23, 2020.

Comments from the Chairperson

Chairperson Corner stated that at the Faculty Senate meeting members reviewed the Office for Civil Rights Report (OCR). Chairperson Corner reminded members to check their meeting schedule since two of UCUE's upcoming meetings will be held in Rm. 443 Administration Building. He also noted that Board of Trustees member, Diane Byrum is scheduled to join the UCUE meeting on April 9.

Comments from the Associate Provost for Undergraduate Education

Associate Provost Largent gave the following comments:

- Some international students may arrive after the start of Fall semester 2020 because of a backlog of visa processing due to the coronavirus.
- Referencing a recent memo, Mark Largent and Thomas Jeitschko will oversee the SIS landscape items.
- President Stanley is committed to having a pilot fall break for Fall, 2020 to be followed by input and deliberation. The longer term issue is changing the academic calendar. The Steering Committee is recommending future fall breaks happen on the Monday and Tuesday prior to election week (October 26 and 27). Having a fall break scheduled on November 2 and 3 does not support the goals of a fall break which is a student's health and wellness as well as their ability to participate in the election process.

Request to Phase Out and Discontinue the Disciplinary Teaching Minor in Italian available for Secondary Certification (Action Item)

Chairperson Corner reported that after consultation with Cara Cilano, Associate Dean of Arts and Letters, they determined Dr. Cilano's attendance was not necessary at the meeting due to the nature of this discontinuance. This Teaching Minor has been discontinued since it is no longer compatible with the State of Michigan teaching requirements.

The following motion passed unanimously.

The University Committee on Undergraduate Education duly considered and endorsed the request to Phase Out and Discontinue the Disciplinary Teaching Minor in Italian available for Secondary Certification.

Request for a New Bachelor of Arts Degree in Communication Leadership and Strategy (Action Item)

Ann Hoffman, Assistant Dean, College of Communication Arts and Sciences
Amanda Holmstrom, Undergraduate Program Coordinator, Communication
Shawn Turner, Professor of Practice, College of Communication Arts and Sciences

The committee granted voice to Assistant Dean Hoffman, Amanda Holmstrom, and Professor Turner.

Professor Turner indicated the new degree was developed based on increasing trends from the practice side of the communication field. Current employers are looking for a core set of foundational skills in leadership, critical thinking, and the ability to develop and see a strategy through to completion. This is an applied degree which combines communication research, communication theory, and teaching students how to apply these skills to a real world scenario. Employers have indicated that graduates need to be able to operate in the modern information environment which involves new and emerging challenges. Discussion was held on this becoming a destination major.

Voice was removed from Assistant Dean Hoffman, Amanda Holmstrom, and Professor Turner.

The following motion passed unanimously.

The University Committee on Undergraduate Education duly considered and endorsed the request for a New Bachelor of Arts Degree in Communication Leadership and Strategy with a friendly amendment in 4.b. to read: “Complete a minimum of 8 credits, with 1 course chosen from each of the following areas”.

Request for a New Bachelor of Arts Degree in Information Science (Action Item)

Ann Hoffman, Assistant Dean, College of Communication Arts and Sciences
Valeta Wensloff, Undergraduate Program Coordinator, Media & Information

The two proposals from the College of Communication Arts and Sciences will be discussed together, however voted on separately.

The committee granted voice to Assistant Dean Hoffman and Valeta Wensloff.

Ms. Wensloff discussed the three concentrations in the BA degree in Information Science: 1) Games/Interactive Media, 2) Film/Video Production and, 3) Information and Society and that this request is to divide these into separate degrees. The video portion has been moved to Journalism. The Information and Society as well as the Games/Interactive Media will be moved into their own BA degrees.

A discussion was held regarding reasons why this BA degree has not been put into moratorium. A discussion was held on the proposed name of the degree program. It was noted that all pertinent parties have signed off and approved the proposed name for the new degree.

Voice was removed from Assistant Dean Hoffman and Valeta Wensloff.

The following motion passed unanimously.

The University Committee on Undergraduate Education duly considered and endorsed the request for a New Bachelor of Arts Degree in Information Science.

Request for a New Bachelor of Arts Degree in Games and Interactive Media (Action Item)

Ann Hoffman, Assistant Dean, College of Communication Arts and Sciences
Valeta Wensloff, Undergraduate Program Coordinator, Media & Information

Ms. Wensloff stated that a large number of courses in the department are game specific and all of these courses cannot fit into a minor. Interest for this degree has come from current and potential students as well as parents. The minor in game design and development will remain. It was noted that MSU's game design program is ranked the highest of all the public institutions in the United States.

The following motion passed unanimously.

The University Committee on Undergraduate Education duly considered and endorsed the request for a New Bachelor of Arts Degree in Games and Interactive Media.

Request for a New Linked Bachelor of Science Degree in Urban and Regional Planning and Master of Urban and Regional Planning Degree in Urban and Regional Planning (Action Item)

Mark Wilson, Professor, School of Planning, Design & Construction

The committee granted voice to Professor Wilson.

Professor Wilson stated this linked program is being requested due to student interest, recruitment, and the fact that a growing number of peer institutions offer linked degrees in this area.

Voice was removed from Professor Wilson.

The following motion passed unanimously.

The University Committee on Undergraduate Education duly considered and endorsed the request for a New Linked Bachelor of Science Degree in Urban and Regional Planning and Master of Urban and Regional Planning Degree in Urban and Regional Planning. A friendly amendment was made under "Admission to the program," requires a minimum gpa of 3.5, the phrase, in all urban planning courses, should be added.

Request for a New College of Social Science/College of Law 3 + 3 Option (Action Item)

Walter Hawthorne, Associate Dean, College of Social Science

Associate Dean Hawthorne explained that the new 3 + 3 option expects that students will complete 91 credits during their freshman, sophomore, and junior year. During a student's senior year, they will begin law school. The first year of law school will count toward the completion of a BA degree. It was noted that this option works best if a student knows their academic direction early in their academic career. A brief discussion was held on allowing AP credits as part of the 91 credits.

Associate Dean Hawthorne explained that a correction was needed in the Request document to indicate that students need to complete a total of 91 (not 90) credits during their freshman, sophomore, and junior years and a minimum of 29 (not 30) credits through the College of Law their 4th year in the program.

Voice was removed from Associate Dean Hawthorne.

The following motion passed unanimously.

The University Committee on Undergraduate Education duly considered and endorsed the request for a New College of Social Science/College of Law 3 + 3 Option.

Academic Calendar Subcommittee Report

Chairperson Corner listed members of the subcommittee: Brianna Aiello, Oscar Garner, David Gilstrap, Steve Shablin, Patty West, Sejuti Das Gupta, Jan Eberle, and himself.

Chairperson Corner reported that he offered a motion to implement a pilot fall break in fall, 2020 at a recent Steering Committee meeting and the motion passed. The motion will move forward to the University Council for deliberation, and if passed, becomes an advisory recommendation to President Stanley.

This subcommittee was charged with looking at the full academic calendar to determine how to accommodate a permanent fall break. If fall break becomes permanent, it would not begin until fall 2021. Parameters that this subcommittee operated under were the following:

1. Honor the request from Associated Students of Michigan State University (ASMSU) to permanently implement a Fall Break beginning in AY 2020-2021.
2. Honor the request from ASMSU to permanently cancel classes on the November Election Day.
3. Preserve at least two weekdays prior to the first day of classes in Fall semester to accommodate move-in activities.
4. Address the chronic issues of travel pressures on students wishing to celebrate the Thanksgiving Holiday at home, and related poor attendance, on the Wednesday of Thanksgiving week.
5. Equalize the number of instructional days between Fall and Spring semesters.
6. Impact the fewest number of faculty and students.

A Motion was made that the UCUE Academic Calendar subcommittee makes the following recommendations beginning AY 2021-2022:

- Set both Fall and Spring semesters at 14 weeks of instruction with one week for Final Exams.
- Equalize the number of instructional days between Fall and Spring semesters, and to the extent possible, ensure an even distribution of instructional days of the week throughout each semester (e.g., ensure an equivalent number of days carrying classes scheduled for M-T-W-R-F per semester).
- Begin Fall semester four weekdays earlier than it does now (two Thursdays prior to Labor Day).
- Implement a variable two-day Fall Break as follows:
 - Fall Break would always occur on a Thursday and Friday in October.
 - Fall Break would always occur after Midterm.
 - Fall Break would not be scheduled for a Thursday and Friday that precede a home football game.
 - Classes would be canceled during Fall Break, but the University would remain open (as the University does for MLK Day).
- Cancel classes on the first Tuesday after the first Monday in November (Election Day). Again, the University would remain open.
- Cancel classes on the Wednesday before Thanksgiving (University remains open).
- Begin Spring Semester on the Monday of the second full week of January.
 - There will always be at least one full week between New Year's Day and the first day of classes.
 - If New Year's Day is a Monday, Spring Semester would start Jan. 15.
 - If New Year's Day is a Friday, Spring Semester would start Jan. 11.

- Maintain Spring Break as a full week with no classes.
- Preserve the number of instructional days before Spring Break by scheduling it for one week later than we do now.
- Observe a Monday schedule on the final Friday of Spring Semester, such that there are 14 occurrences of classes that meet Monday.
- If the pattern of holidays forces modification of the calendar, the subcommittee recommends that such modifications be imposed on Summer Semester.

The subcommittee discussed and decided not to recommend any of the following.

- The subcommittee is not recommending that Spring Break be moved to coincide with local K-12 spring breaks. Consensus is that is too late to be an effective rest period, and it would be too difficult to coordinate the break since K-12 spring breaks vary by county.
- The subcommittee is not specifically recommending the creation of a “J-term,” although the subcommittee encourages further discussion of that possibility. The additional week between Fall and Spring semesters would create enough time to offer short-stay Education Abroad or “study away” programs, short duration field research experiences, and even short-semester classes.
- The subcommittee is not recommending the implementation of a “President’s Day Break” in Spring Semester.
- The subcommittee is not recommending the addition of “Reading Days” to either Fall or Spring semesters.

Discussion items included: ending dates for fall and spring semester, how this might affect faculty on a 12 month contract, how this might affect international student orientation, encouraging students to attend class during a half week, scheduling a fall break on a weekend of a home football game, and one full summer semester vs. two half summer semesters. A motion to modify bullet point #4, sub bullet point #3 did not pass.

A vote was taken for those in favor of the proposal as presented above. In favor: 19; opposed: 1. The original proposal will be presented to the Steering Committee in March.

SIRS Subcommittee Report

Members include David Gilstrap, Gina Leininger, Antoinette Tessmer, and Alexandra Allweiss. Dr. Tessmer reported that the committee has had two meetings to determine the scope of their responsibilities. The committee is focusing on testing and funding platforms that would replace the current SIRS system.

Missed Exams for Students Away on University Business Subcommittee Report

Chairperson Corner reported on a motion that the Steering Committee assigned to a joint subcommittee of the University Council on Faculty Affairs (UCFA) and UCUE, with UCUE being the lead. UCUE representatives to this subcommittee consists of Matt Zierler, Jan Eberle, and Brianna Aiello. Once reviewed, this is returned to UCFA for consideration, then forwarded to the Steering Committee.

Chairperson Corner provided background stating that athletes as a group feel disadvantaged by certain class policies. For example, policies that allow the drop of a certain test or assignment, and when forced to miss a day when that test or assignment is due or takes place, instructors insist that that be the one test or assignment that they drop, even though it is an excused absence. Theoretically, these students should have the same opportunity as any other student to pick from all of the assignments when they pick which one they would like to drop.

The joint UCUE-UCFA subcommittee moves that the following statement be added as a second paragraph Under **V. INSTRUCTION (Cont.)**, **CLASS ATTENDANCE in the** section on **Faculty Relationships with Student Athletes in the MSU Faculty Handbook** (https://hr.msu.edu/policies.../faculty.../student_athlete_relationships.html):

“The faculty and staff should be sensitive to the absences so that students who absent themselves from classes on these days are not seriously disadvantaged. It is the responsibility of those students who wish to be absent to make arrangements in advance with their instructors. Some instructors attempt to cover all reasons for student absences from required academic events such as quizzes or exams with a blanket policy, e.g., allowing the student to drop one grade or two quizzes without penalty. If this is meant to extend to athletic events, the instructor should state this clearly at the beginning of the term. If instructors require make-up exams, they retain the right to determine the content of the exams and the conditions of administration, giving due consideration to equitable treatment.”

Motion passed.

Joint Services Transcript (JST) policy (Discussion Item)

Glenn Chambers, Associate Dean, Undergraduate Education

Associate Dean Chambers led a discussion regarding a proposed policy change to make a Joint Services Transcript (JST) credit similar to CLEP or Advanced Placement (AP) credit, where the student has the option to decline the credit after it is reviewed within their first semester at MSU. Students may request to transfer these credits to MSU. The student would make the decision to remove credit within the first semester of their enrollment at MSU. After the first semester, requests for JST credit will be handled on a case by case basis and requires the approval of the major department and the Registrar’s Office (RO).

JST credits could also be awarded in an area that is not aligned with the students’ degree program, which means that the student would bring in excess course credits which could result in: 1) advancing their student status and fee rate without benefiting them toward degree completion, and 2) lead to financial aid problems in terms of their satisfactory progress toward a degree because they will have exhausted their electives.

Currently, if the JST is reviewed and credit is awarded, MSU does not allow students to remove or “deny” the credit awarded. APUE, Student Veterans Resource Office, Registrar’s Office, and Financial Aid are supportive of extending the ability to rescind or deny a transfer credit to students with military service. Treating JST credit similar to the current policy for CLEP and AP students removes a significant barrier to veteran students’ matriculation through the university and overall success.

UCUE endorses the idea of allowing military veterans that are coming to MSU to be selective about what credits they want to count toward their degree and to receive substantial advice on that selection both in terms of meeting with an advisor and being able to see direction on a website.

Motion passed unanimously.

Roundtable

It was noted that the March 12 meeting will be held in Room 443, Administration Building.

Respectfully submitted by Lynne Frechen.