MICHIGAN STATE UNIVERSITY
University Committee on Undergraduate Education
DRAFT MINUTES
Thursday, March 26, 2020
10:15 A.M. to 12:00 P.M.
Meeting held via Zoom

Attending: Brianna Aiello, Alexandra Allweiss, Glenn Chambers, Andy Corner, Deb Dotterer, Jan Eberle, Georgia Frost, Sejuti Das Gupta, David Gilstrap, 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: Stephanie Cohen, Madiha Ghous

The agenda was approved.

The minutes were approved for February 20, 2020 as amended by adding a missing parentheses.
The minutes were approved for March 12, 2020 as amended in the Comments from the Associate Provost for Undergraduate Education to read that "MSU has moved to online classes effective 3/11/20."

Comments from the Chairperson
Chairperson Corner reported that the University Council did meet Tuesday and approved the ad hoc committee to explore changes to the academic calendar University Council will form an ad hoc committee and charge it to report recommendations by the deadline of February, 2021.

The University Council also discussed a Satisfactory/Not Satisfactory (S/NS) grading system which has been announced to all.

Academic Governance will function throughout the rest of the semester and will meet as scheduled.

Chairperson Corner reported that the Provost indicated that students are having especially high levels of anxiety due to the rapid switch of online instruction, isolation, and uncertainty about progress during the semester. She is asking faculty to check in with students more often and remind them of the services available through MSU's Counseling and Psychiatric Services (CAPS). Chairperson Corner reminded members to be aware of different time zones when teaching now that most students have returned home.

Comments from the Associate Provost for Undergraduate Education
Associate Provost Largent stated that two major efforts are underway to reduce stress for faculty and students. For the students, a Satisfactory/Not Satisfactory (S/NS) policy will be enacted and is officially being announced today. Separate emails will go out to undergraduates, graduate students, and faculty briefly describing the S/NS policy and linking to a set of online FAQs. One reason for the S/NS policy is to alleviate students' stress

Discussion included the possibility of sending an email to parents regarding the S/NS policy. Social Media will be used for the communication of this policy as well as other communication tools.

When students receive their grades on May 5, they can choose, on a class by class basis, to either have a grade or a S/NS on their transcript. Regarding the University's repeat policy, anyone taking the S/NS for a class can repeat any of the classes they took as a S/NS class, regardless of the underlying grade, and without counting toward the 20 credit cap for retakes.   The S/NS grading policy allows the department to

see a students' progress in a program and cannot be used for secondary admissions. It was noted that faculty should grade as they normally would. The numeric grade is preserved in the Registrar's Office separate from the student's transcript. Students may need an actual numeric grade in the future for application to graduate school.

Associate Provost Largent stated that the Provost and President are extremely appreciative how quickly faculty and staff have moved to online teaching and working. It was noted that the Library is providing excellent support to faculty and students.

Associate Provost Largent stated that no faculty member should be evaluated for reappointment, promotion, and tenure based on the unexpected events that have occurred this semester.

A brief discussion was held on the need to address concerns that faculty have regarding SIRS being an ineffective evaluation tool. Jeff Grabill's office is leading this project.

Request for a New Minor in Digital Cultural Heritage and History (Action Item)
Walter Hawthorne, Associate Dean, College of Social Science
Ethan Watrall, Associate Professor, Anthropology

The committee granted voice to Associate Dean Hawthorne and Associate Professor Watrall.

Associate Professor Watrall provided background to UCUE stating that this Minor will provide students with a solid grounding in how digital methods and computational approaches can be used to document, preserve, analyze, manage, and share cultural heritage materials collections data. The Minor will address issues and problems in the field of cultural heritage. For students interested in continuing in this field, they could work in museums, archives, and libraries.

For students not interested in continuing in the Digital Cultural Heritage and History field, the Minor provides transferable technical and professional skills such as programming, project and data management, etc. The Minor meets the college requirements for an interdisciplinary minor and appeals to students across the University in a variety of departments such as anthropology, history, geography, visual culture, art history, humanities, religious studies, computational sciences, and community sustainability.

A brief discussion was held on whether or not additional library materials would need to be requested for the Minor.

Minor corrections were noted on page 16 of 22 to update a list of Minors under the section, "Introduction to the College Minor." On 2nd page under 1.a.Background Information, at the end of 3rd line, the word "advanced" should read "advances." Minor typographical errors were brought to the attention of Associate Professor Watrall.

Voice was removed from Associate Dean Hawthorne and Professor Watrall.

The following motion passed unanimously.

> *__The University Committee on Undergraduate Education duly considered and endorsed the request for a New Minor in Digital Cultural Heritage and History.__*

Request to Change the Admission Requirements for the Bachelor of Arts Degree in Hospitality Business and List of Courses that Require a Grade-Point Average of 2.00 (Action Item)
Carl Borchgrevink, Director, School of Hospitality Business

The committee granted voice to Dr. Borchgrevink.

Dr. Borchgrevink announced that the School of Hospitality Business has done a serious curriculum review and have realized that their students need a stronger qualitative and analytical skill set. New courses have been developed that are more current, responsive, and relevant.

Voice was removed from Dr. Borchgrevink.

The following motion passed unanimously.

> ***The University Committee on Undergraduate Education duly considered and endorsed the request to Change the Admission Requirements for the Bachelor of Arts Degree in Hospitality Business and List of Courses that Require a Grade-Point Average of 2.00.***

Roundtable

Jan Eberle reported that the Music building has postponed their opening ceremony for the new addition.

Elizabeth Webster stated that the Library is making masks using their 3D printer and collaborating with Sparrow on design. The turnaround time for a request for library materials is 48 hours. Interlibrary loans are closed. The Library is purchasing many new items and trying to buy E-books where possible.

A brief discussion was held among members about the balance of restructuring current courses that are now online while keeping the rigor of the course.

Associate Provost Largent noted that the University is making contingency plans for spaces on campus in the event quarantine spaces are needed.

Respectfully submitted by Lynne Frechen.