

MICHIGAN STATE UNIVERSITY
University Committee on Undergraduate Education
DRAFT MINUTES

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

Rm. 443, Administration Building

Attending: Brianna Aiello, Alexandra Allweiss, Glenn Chambers, Stephanie Bray, Andrew Corner, Georgia Frost, Mark Largent, Gina Leininger, Helen Mayer, Steve Shablin, Mariam Shimo, Emily Tabuteau, Nora Teagan, Antoinette Tessmer, Elizabeth Webster, Patty West, Scot Yoder, Matt Zierler

Attending via zoom: Jan Eberle, Madiha Ghous, David Gilstrap, Sejuti Das Gupta, Shawna-Marie Nantais

Absent: Deb Dotterer, Sheng-Mei Ma, Norbert Mueller, Jerry Urquhart

The agenda was approved.

Approval for the February 20, 2020 UCUE meeting will be deferred until the March 26 UCUE meeting.

Comments from the Chairperson

Chairperson Corner thanked UCUE members who served on the Academic Calendar Subcommittee and developed a proposal. The members are: Brianna Aiello, Sejuti Das Gupta, Jan Eberle, David Gilstrap, Patty West, Steve Shablin and non UCUE member, however a member of ASMSU, Oscar Garner.

Comments from the Associate Provost for Undergraduate Education

Associate Provost Largent spoke regarding recent developments on campus due to the COVID-19. He indicated that MSU will change their mode of operation and will move to online classes effective 3/11/20. Best practices for protecting ourselves from COVID-19 were discussed including washing hands, social distancing, not gathering in large groups, and to make extra cleaning a priority in and outside of the office. Associate Provost Largent indicated the importance of not overwhelming the health care system. Also discussed were the operating principles of health and wellness and student success.

Associate Provost Largent addressed the March 11 motion distributed via email from Chairperson Corner stating:

“In the case of the president declaring a temporary change of instructional operations due to COVID-19, UCUE supports the Associate Provost for Undergraduate Education and delegates their authority to the minimum extent needed to the Associate Provost for Undergraduate Education to take all effective measures to allow for a reasonable operation of the university’s instructional offerings with as little deviation from normal practices as possible.” After email discussion, Associate Provost Largent added: “I would also like to add to the resolution – either formally or formally – that I will very actively inform UCUE of any measures that need to be put in place during this very unusual time, that I will seek advice and approval whenever possible on matters relevant to UCUE, and that all of this is a temporary arrangement.”

A brief discussion was held regarding the Motion and a friendly amendment was made to state, *“that this authority will last until the first UCUE meeting of Fall semester, 2020.”*

Associate Provost Largent discussed if students will return to campus for graduation and the effects on the well being of student employees if they are unable to work. It was noted that housing contracts are still valid and students are not being forced to leave campus.

Request to Change the Admission Requirements for the Minor in Insurance and Risk Management (Action Item)

Mark Schroder, Director of Insurance and Risk Management Program, Broad College of Business

The committee granted voice to Dr. Schroder.

Dr. Schroder provided background indicating there are approximately 86 students in the Minor and due to space limitations, they would like to limit this number to 80. Admission is limited and includes an essay.

Dr. Schroder indicated the requested changes include: 1) instituting a competitive admission process with an essay, and 2) requiring a grade of 3.0 in the Statistics course and a 3.0 in the Finance course. Previously, an average of 3.0 in the two courses was required.

Voice was removed from Dr. Schroder.

The following motion passed unanimously.

The University Committee on Undergraduate Education duly considered and endorsed the request for the Minor in Insurance and Risk Management.

Final Exam Policy as reviewed by University Committee on Faculty Affairs (Action Item)
Andy Corner, Chairperson, UCUE

A discussion was held on the Draft document, Final Exam Policy – Clarification, Guidance, and Operationalization, Issue: Exams during Last Week of Class as reviewed by the Athletic Council dated 1/16/20.

The Final Exam Policy was discussed as written in the Faculty Handbook. It was stated that a student can speak with the Ombudsperson if faculty deviate from the final exam schedule that is stated in Schedule Builder.

Associate Provost Largent agreed to work with Brianna Aiello and Steve Shablin to review the Final Exam policy and make it a priority in the Fall.

Roundtable

Matt Zierler reported that students in the Honors College are concerned about completing their honors options. They are asking faculty to be as flexible as possible when working with students so they can complete their graduation requirements.

Brianna Aiello stated that ASMSU are doing all operations remotely.

Elizabeth Webster reported that the library is open and will be moving to summer hours starting Saturday, March 14. The areas of Maps, Art and Music, Digital Media, and the Turf Grass Information Center are closed. These service points will be closed however librarians are still there.

Nora Teagan announced that ASMSU was awarded Outstanding Student Government of the year at a recent national conference.

Scot Yoder stated that RCAH has cancelled recruitment events and advising is being done online.

David Gilstrap stated that the D2L helpline should be reopened for 24 hours. Associate Provost Largent stated that a set of online educational tools/resources will be launched next week for faculty to assist with online instruction.

Gina Leininger stated that College of Natural Science is feeling good about online classes, however are struggling with online research labs as well as the health and safety of the animals they work with. The College is seeking guidance on how to proceed and the challenges they face without undergraduate employees.

Jan Eberle reported that degree recitals will be taped for faculty review opposed to in person recitals.

Respectfully submitted by Lynne Frechen.