

# University Committee on Academic Policy (UCAP) ANNUAL REPORT 2002-2003

Chairperson: Bridget K. Behe

(Meetings every other Thursday throughout the academic year.)

All UCAP minutes and agendas are available on the UCAP web site: <http://ucap.cse.msu.edu/>

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## ***Executive Summary***

Major items held over from the previous academic year were (a) continued discussions on elevating the importance of instruction and (b) development of guidelines for group work.

Following recent UCAP practice, a number of subcommittees were organized at the beginning of the year. Each subcommittee was charged with considering a major UCAP item and with developing initial UCAP positions for discussion in the committee of the whole.

Major UCAP efforts in 2002-2003 were to (a) complete guidelines for group work, (b) begin conversations on academic integrity, (c) identify resources for conveying the importance and definition of academic integrity, (c) approve requests for actions by academic units.

It continues to be a challenge to have sufficient attendance at each meeting for a quorum.

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## ***Specific UCAP issues and actions discussed or finalized in 2002-2003***

(dates indicate UCAP meeting dates on which actions were taken)

1. UCAP unanimously approved a request from **College of Arts and Letters: 3+3 Program with MSU-DCL**: A request to establish in the CAL, in collaboration with MSU-DCL, a 3 + 3 option for selected CAL students to earn a bachelor's degree, after successful completion of a minimum of 91 credits at MSU and a minimum of 29 credits through subsequent enrollment at MSU-DCL. This plan would offer students the opportunity to earn a bachelor's degree and a Juris Doctor degree based on approximately six years of full-time study. The expected declaration of interest in such a program was set at eight students. This was not a new program, but followed acceptance of a similar program by James Madison College and MSU-DCL. (9/12/02)
2. UCAP approved a motion to **Request for Moratorium on Admissions to the Family Consumer Resources Program**. The intention of the department at this time is to "revive and revise" the program, thereby meeting the deadline of December 2003 (or later if needed, until such time that a final decision was made as to the program). (9/12/02)
3. UCAP did not approve a request to **require specific grades in courses for progression in the Clinical Laboratory Sciences Medical Technology program**. (9/12/02)
4. UCAP reviewed the percentages of **students graduating with honors and high honors** and found them to be consistent with the desired intent of these notations. (9/26/02)

## UCAP Annual Report for 2002-2003

5. **Guidelines for Unit Change Documentation** – Winston Wilkinson presented the subcommittee's results and proposed the following recommendations were approved unanimously by the committee recommendation: (a) That the guidelines UCAP employs in determining the adequacy of consultations and the nature of effects of program dissolution on students be employed also when UCAP is asked to review proposals for unit dissolution; (b) That UCAP be provided with documentation of appropriate and effective consultation with external reviewers, students, relevant faculty, units affected directly or indirectly, college groups and others if necessary or appropriate (e.g., alumni); (c) That UCAP members normally receive such documentation at least a month prior to scheduled discussion of a proposed dissolution; and (d) Recommend to the Provost that the practice of referring unit dissolution proposals to UCAP become standard procedure. (9/26/02)
6. **Importance of Teaching** – James Gallagher summarized a document prepared by his subcommittee entitled "Proposed Additions to the UCAP Report on Instruction: Learning to Understand and Apply Knowledge". It emphasized NSF's support for the idea that students do more than learn facts that will be tested on exams (particularly those with multiple-choice format). The question remains: how do we change the existing climate so that the important teaching goals are met and rewarded? Sub-committee work will continue. (10/24/02)
7. **Request for Changes in ESL Courses.** UCAP approved the request to change ENG 092, 093, 094, and 095 from non-credit to credit-bearing courses for undergraduates only. UCAP also approved a request to preserve current restrictions on course enrollment as they currently stood. A motion to shift ESL 090 to a 300-level was not approved. However, a motion to change ESL 090 to a 100 passed by a majority vote. A motion to change the ESL courses from P/N to numerical grading also passed as a recommendation to the University Committee on Curriculum. (12/5/02)
8. **Endorsement of Gender Identity Clause** proposed to be added to the MSU Anti-Discrimination Policy: The UCAP sub-committee that reviewed the document from ECAC and suggested modifying the proposal submitted by ASMSU to reflect Recommendations 1 and 2 as the core of the recommendation they presented to UCAP. UCAP voted in support of this recommendation. (12/5/02).
9. **Admission Requirement Change for Veterinary Technology B.S. Degree.** UCAP approved the request for a change in credits for admission from 56 to 28. It also approved a change in start date (fall semester), and the requirement of a 2.5 GPA for admission. (1/9/03)
10. **Subcommittee Report on Academic Integrity:** Patricia Mullan reported that the subcommittee reviewed materials from the office of the Assistant Provost for Undergraduate Education, "Student Guidelines" and "Spartan Life". She met with Howard Brodie, chair of the ethics committee, and examined information presented by Angela Todaro. Many course packs and syllabi already include sections on ethics and related topics, but the sub-committee suggested that class materials include information on academic integrity and what is expected. UCAP believes the existing policies are decentralized, and do not necessarily promote academic integrity. They recommend that the policies should be in the syllabus and that there should be a standard statement in the syllabus – a full disclosure/definition of professional conduct to be in the Handbook. There was a request to investigate an XF grade. (1/9/03).

## UCAP Annual Report for 2002-2003

11. **Request to Allow Credit Earned in MSU Co-Sponsored Study Abroad Programs** to be Regular MSU Credits Rather than Transfer Credit (Office of Study Abroad). Co-sponsored study abroad programs are treated as faculty-led programs with one exception: credit earned is calculated in a block of undesignated, ungraded transfer credit. UCAP approved a request to have the names of courses and the corresponding credits as taken in the co-sponsored program appear on the transcript. UCAP recommended grades for courses in co-sponsored programs should appear on transcripts (3/27/03). Another discussion took place on who is responsible for grade equivalencies. No changes were made to existing practices. Credits received from CSSAP will be used in the calculation of the GPA. If a program contains >15, the program must receive approval from UCC to have grades calculated in the GPA (3/27/03). UCAP did not approve the request to count Co-sponsored Study Abroad Programs (CSSAP's) for on-campus earned credit (2/20/03).
12. UCAP was presented the case for renaming the Department of Telecommunication (TC) as the "Department of Telecommunication, Information Studies and Media". The proposed name would better reflect the focus and emphasis of courses taught at the department. A motion to **approve a name change for the Department of Telecommunication, with a new name of Department of "Telecommunication, Information Studies and Media"** was passed. (4/10/30)
13. **ATL Mission and Departmental Name Change.** Dean Wendy Wilkins, College of Arts & Letters presented the case for a name change for the Department of American Thought and Language (ATL), and for the department to expand its mission in the university. Specifically, the College of Arts & Letters seeks four substantive changes, as follows: A motion to approve the **Department of American Thought and Language name change** to "Writing, Rhetoric and American Cultures" and approve the proposal that the mission of the Department be modified was made by George Cornell, seconded by Steve Dilley, and approved unanimously. (4/24/03).
14. A motion to approve **moratoria on accepting new majors into undergraduate programs in Ancient Studies, Latin Studies, and Art History** was made by George Cornell, seconded by Steve Dilley, and approved unanimously (4/24/03).
15. A request to **establish the School of Construction Management and the Built Environment** in the College of Agriculture was passed (5/8/03).
16. A request was made for UCAP to consider recommending moratoria be placed on admission to Art & Art History and Religious Studies. UCAP recommended that the faculty and administration of Art & Art History and Religious Studies be given until March 15, 2004, for study of the future of their respective departments before a moratorium would be considered by UCAP. The motion was approved unanimously (5/8/03).

Agenda items for the 2003-2004 academic year will include (a) continued monitoring of SOCT, (b) continued conversations on academic integrity, and (c) continued conversations on elevating the importance of instruction.

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Respectfully submitted  
Bridget K. Behe  
2002-2003UCAP Chairperson