

University Committee on Academic Policy (UCAP) ANNUAL REPORT 2003-2004

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/>

Executive Summary

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.

Two sub-committees provided substantial progress for MSU were (a) academic integrity and (b) learning importance. The academic integrity sub-committee discussed and proposed the adoption of an **XF grade**, denoting failing a course due to a lack of academic integrity. The ECAC can act on this request, also endorsed by UGC, in the fall of 2004. The learning importance sub-committee discussed and brought to the full committee a policy to **require a written or electronic syllabus** and the items that syllabus should contain. This action was also endorsed by UGC and can be acted upon by ECAC in the Fall of 2004.

UCAP sent the arepresentative to an **AAUP/NCAA Athletic Reform Conference** at Ohio State in October, 2003. Steve Dilley, UCAP Liaison to the Athletic Committee, reported that MSU was in a lead role because many of the proposed changes suggested or discussed at the conference were already adopted at MSU.

Specific UCAP issues and actions discussed or finalized in 2003-2004

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

1. Approved College of Education Request to change the minimum GPA from 2.5 to 2.75 for admission to **Teacher Preparation Program** (9/11/03).
2. Approved request by the College of Education request to change the GPA required to apply to the **teacher education programs** from 2.50 to 2.75 (9/11/03).
3. Elected Steve Dilley to serve as a **Non-voting Member of Athletic Council** at the request of Interim President Simon (9/11/03).
4. Approved a request for a **Moratorium on admission to B.S. Degree in Geophysics** (9/25/03).
5. Approved a request for **General Requirement Change** for All Bachelor's Degree Programs in the **School of Music** to combine Jazz and Classical Applied Studies. This change requires that students who combine jazz and classical private lessons to pass an audition in both areas (9/25/03).

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6. Approved a request to **change the name of Women's Studies** to "Women, Gender, and Social Justice" to better represent the focus of the program (10/23/03).
7. UCAP clarified language in a review of the **Maximum Transfer Credit Acceptance Policy from a Community College**: The policy concerning credit acceptance from a community college was stated in three different ways. UCAP voted to support new language that would state that the maximum number of transfer credits accepted from a community college is 60 semester (90 quarter) credits (11/20/03).
8. UCAP reviewed the **Minimum GPA required for Transfer Credit Acceptance Policy**. The former policy allowed a student to transfer credits as long as the *cumulative* GPA from the transfer institution is at least a 2.0. UCAP voted to change the language to show that a minimum of 2.0 must be earned in *the individual course*, not an average of a number of courses, for it to be transferred (11/20/03).
9. UCAP approved a request to extend a **Moratorium on admission to the major in Family & Consumer Resources** (12/04/03).
10. UCAP endorsed a change to the Code of Teaching Responsibility to require instructors to **submit Grades in Timely Manner**: "they will be submitted in accordance with University deadlines so students are informed promptly of their academic progress." (12/04/03).
11. No change was made in the policy on **Graduating with Honors/High Honors** although the review showed >20% were earning these accolades. UCAP reviewed honors/high honors policies at other universities, the academic strength of incoming classes, and debated the role of grade inflation in contributing to this trend (1/15/04).
12. Approved a request to require a 2.0 grade in JRN 306 to advance in the **Journalism Program** (1/15/04).
13. No policy change was made after a **Review of Policy on Dean's Honors List** (1/15/04). In a subsequent meeting (1/19/04) a motion carried to maintain the GPA for the Dean's Honor List at a 3.5 GPA and add a percentile ranking at graduation. This ranking would appear on the final student transcripts. However, this action was rescinded at another meeting (2/26/04) because it would cause great difficulty in implementation at the Registrar's Office.
14. UCAP approved a proposed change to the current policy on **transfer credits** to replace the current text in Academic Programs with: 4. Limitations: a. No undergraduate student may enroll in more than a total of 20 credits on the CR-NC system in all semesters. (2/12/04).
15. Approved a request to add a requirement for a portfolio review for **admission to the Composition and Music Theory Program** (2/25/04).
16. UCAP endorsed a **Title Change for Assistant Provost for Undergraduate Education** from "Assistant Provost for Undergraduate Education" to "Assistant Provost for Undergraduate Education and Dean of Undergraduate Studies" (3/18/04).
17. **Integrative Studies Merge**. Behe discussed the proposal to merge the three Integrative Studies Centers at MSU. Youatt discussed the immediate proposal to merge the administrative components of the three centers as a prelude to a comprehensive study of the integrative studies at MSU, with

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the goal of long-term pedagogical and programmatic benefits. Any financial savings could be invested in the Integrative Studies program. The discussion of the committee focused on the process that would lead to the review of the overall program rather than on the immediate plan to merge the administrative components of the existing centers. The motion to support the merger of the administrative components of the three Integrative Studies Centers was withdrawn. A new motion was made and seconded to endorse the proposed process of developing a comprehensive review of the integrative studies program at MSU. This motion passed. (3/18/04).

18. UCAP endorsed the **creation of the School of Planning, Design & Construction** proposed School of Planning, Design & Construction (3/18/04).
 19. UCAP approved language to make the instructor more responsible for maintaining the integrity of the examinations and other assignments as evaluation tools by changing the language in the Code of Teaching Responsibility to include that, **"If instructors choose to allow students to retain examination materials, these materials should be accompanied by guidelines for how they may be used."** (3/18/04).
 20. The extension of the **Geophysics Moratorium** was approved (4/15/04).
 21. The extension of the **Ancient Studies Moratorium** was approved (4/15/04).
 22. The request to implement a **GPA-based admittance requirement for the Forest Science Concentration** was approved (4/15/04).
 23. The **admission requirement change for a BS in Nursing** was approved (4/15/04).
 24. Action was approved to **transfer Matrix to the College of Social Science**. Dean Wilkins indicated that the transfer will have no effect on undergraduate education, only on the support of graduate students and research budgets. Director Kornbluh concurred, and added that faculty will keep their faculty appointments in their home departments (4/15/04).
 25. A motion in support of the **transfer of History to the College of Social Science** was approved (4/15/04).
 26. The report of the Academic Integrity Subcommittee endorsed action by the entire committee to adopt the use of an XF grade that can be given to violators of Academic Integrity. The XF grade proposed by the committee was approved, to be used by instructors to denote failing a course due to academic dishonesty (4/15/04).
 27. UCAP approved changes to the **Code of Teaching Responsibility** that included a requirement for a written/electronic syllabus and items to be included in that syllabus and items in the syllabus.
 28. The **grade inflation** sub-committee recommended action be taken at the College level to identify causes and trends in grade inflation, beginning with an examination of grade distributions (4/29/04).
 29. UCAP approved a change to the Code of Teaching Responsibility to "The instructor of record is responsible for maintaining the integrity of the syllabus and all changes thereof." (4/29/04).
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Respectfully submitted
Bridget K. Behe
2003-2004 UCAP Chairperson