

Minutes
Undergraduate Academic Affairs Subcommittee
Wednesday, November 13, 2013

Members In Attendance: D. Barbeau, M. Barber, C. Boyd, R. Cole, R. Colignon, M. Barber, L. Dorsey, P. Gregory, B. Emo, A. Knezetic, K. Ravindra, I. Ruebling, B. Sokol, K. Thatcher, S. Tyuse, J. Welch

Call to Order: Dr. Dorsey called the meeting to order at 8:30 am.

Approval of minutes from the October 9, 2013 meeting. Motion made by Robert Cole to approve October 9, 2013 meeting minutes and seconded by Craig Boyd. Motion unanimously approved.

Discussion: New Academic Program Proposals

1. *New Minor: Actuarial Math-* Dr. Blyth submitted an updated assessment plan and exit student survey. The program has continued to work with Kathleen Thatcher in development of their assessment plan.

Reviewed the committee recommendation to the department after the October subcommittee meeting: *to include an assessment methodology in the learning outcomes directly related to the student experience in the minor. Some suggestions that were brought forward included alumni survey data assessment and/or assessment of the national examination data (even if in aggregate) if possible. The committee recognizes that receiving examination data may be difficult if the Society of Actuaries & The Casualty Actuarial Society do not release these data to programs for reporting. Concern that assessment plan isn't as rigorous as past proposals, too non-specific. Group acknowledged improvements have been made compared to initial proposal, however, expressed concern in the limited assessment methodologies identified in the plan.*

Discussion/suggestions: Can the proposed exit survey be used at other times in the program – it was noted that the program does have an exit survey in place in addition to the proposed survey. How do they plan to administer the survey? Perhaps as an email or as an expectation of a common final course with a follow-up 3-5 years post-graduation.

The subcommittee voted unanimously to endorse the Actuarial Math Minor with the updates provided.

2. *BS in Biostatistics* – Dr. John Fu submitted an updated proposal with curriculum adjustments to accommodate for the inability of Biology to increase capacity in BIOL 104/106 at this time. This course was originally identified as a requirement in the proposal, however, after meeting with the biology department chair, BIOL 104 & 106 were replaced with a minimum requirement of 6 credits of biological

science related coursework such as, PUBH 420 and OSCE 231 or other courses in human biological sciences. The goal is to integrate BIOL 104 & 106 into the curriculum once there is capacity.

Discussion- Dean Barber noted that he and Dr. Wood would be meeting with the VPAA to discuss enrollment capacities for biology.

It was noted that the pre-med and med scholar curricular patterns list BST 540 and 502 for the fall semester, 4th year. It is assumed that the dual offered courses BST 440 and 402, reflected in the general track, are the courses that will be offered in place of BST 540 and 502 in these two tracks

The subcommittee voted unanimously to endorse the BS in Biostatistics with the updates provided and correction as necessary to the pre-med and med scholar curricular tracks.

Academic Policies Proposal Discussion:

Group 1- removal from catalog: Reviewed discussion from November 6, 2013 UAAC meeting - the committee unanimously agreed to remove the policies falling into category #1 from the Undergraduate Catalog.

Motion to endorse by Robert Cole and second by Sabrina Tyuse. Motion unanimously approved.

Groups 2 – minimal corrections: Reviewed discussion from November 6, 2013 UAAC meeting -the committee considered and unanimously agreed to keep the policies noted as ones with “no comments” as presented in 2012-2015 Undergraduate Policy Proposal Summary document (no changes noted). However, three policies fitting into the minimal corrections category (course audit, incomplete course and overload hours) were identified as needing additional revisions in language to emphasize necessary approvals in the process. Once revised, these policies will be reviewed at the next UAAC subcommittee meeting.

Subcommittee discussed the new language added to the course audit, incomplete course and overload hours policies emphasizing approval needed by college/school/center.

Motion to endorse all policies in group 2 with revisions by Robert Cole and second by Krishnaswamy Ravindra. Motion unanimously approved.

Group 3- major revisions:

Credit by exam – General discussion with regard to minimum acceptable examination scores as determined by the academic department. This needs to be explicit - will edit and review at December 4, UAAC meeting.

Grade Point Average - Motion to endorse without revisions by Craig Boyd and second by Sabrina Tyuse. Motion unanimously approved.

Grading Scale – In general the majority of the discussion centered on the removal of the AF grade. The committee discussed numerous scenarios with regard to why a student may not be able to attend class (e.g., prolonged illness, changes in work schedules). Opportunities for the student to interact with faculty and other campus resources to assist with various scenarios as appropriate related to individual student circumstances were identified and discussed.

How is the last date of attendance determined – the last date of activity in the course.

Concern raised if a student is unable to complete the course – if the “X” grade is no longer an option then what grade would a student receive – an “I”.

Motion to endorse without revisions by Irma Ruebling and second by Dean Barber. Motion unanimously approved.

Outstanding policies under review: credit by exam, graduation requirements, pass/fail option, post-baccalaureate course work, proof of proficiency by examination, and repeating courses. To be discussed at December UAAC meetings.

Adjournment

Dr. Dorsey adjourned the meeting at 10:00 am.

Next UAAC Meetings

UAAC General Meeting

December 4, 2013 VH 219

UAAC Faculty Subcommittee Meeting

December 11, 2013 Vitale Boardroom