

Academic Policy Committee
29 September 2015

Present: Kimberly Ange-vanHeugten, Sarah Ash, David Auerbach, Alton Banks, Helmut Hergeth, Paul Huffman, Doug Pearce

Excused: Rich Spontak

Absent: Steven Porter, Sheila Smith McKoy, Mike Devetsikiotis, Thomas Byrnes,

Guests: Charles Clift, Associate Registrar and Brittany Mastrangelo, Associate Registrar

Introductions of Committee members and guests

Overview—the committee is examining the process of course and curriculum review. This meeting is to discuss the role of Registration and Records in that process

General responsibilities:

- Charles Clift works on curricula; Brittany Mastrangelo works on courses. Someone from their office sits as an ex officio member on UCCC and sometimes consults on CUE. It was noted that R and R has responsibility for the degree audit and OUCCC manages the 8-semester display.
- They both do some consultation with faculty on the front end but more on the back end after the course/curriculum has been approved to get clarification for data entry (e.g., is the prerequisite list *X and Y* or *X or Y*).
- CIM has dramatically improved the process of moving new/revised course information into PeopleSoft with better automated checking every evening. There currently is no way to use CIM for curriculum actions.

There was considerable discussion on a variety of topics related to managing course lists and curriculum displays. These included.

- Limitations associated with CIM (e.g., cannot automate the process to ensure correct listing of credit/contact hours or the prerequisite listing to avoid the and/or problem).
- The point at which courses that are no longer being taught are taken out of the catalog. ~ 3 months ago, R and R sent lists of courses not taught for 3 terms and for 5 years to OUCCC, which were then sent along to departments.

But what is the motivation for departments to delete a course? It is harder to re-create a new course than resurrect one that just hasn't been taught in awhile so departments are reluctant to drop them.

Brittany Mastrangelo pointed out R and R never actually deletes courses—they are just deactivated. David Auerbach said it would be good to have a system in which courses could be deactivated and then reactivated with a simple memo. Who makes that policy?

Charles Clift noted that his office recently met with students representing the Student Senate who expressed concerns about the frequent lack of connection between their 8-semester displays and the availability of courses as well as requirements that are inconsistently waived based on advisor and “shadow” lists of courses that can be subbed in (again dependent on advising).

R and R recommended that the students take their concerns to OUCCC and to UCCC (it was noted that there are UCCC student reps but they never attend the meetings).

Clift noted that R and R is working on a significantly improved curriculum-planning tool for students that will be linked to the catalog and therefore will “know” in which semester a course is offered (unlike the current system that allows a student to put a course in any semester). This means, however, that departments really need to make sure that the information in the catalog is correct.

This led to a broader discussion regarding who is in charge of making sure that curricula and 8-semester displays stay up-to-date. It used to be that each undergraduate course had to be reviewed every 10 years through UCCC. Now that is supposed to be done through the colleges and departments, but it isn't, and therefore there is no mechanism to address the students' issue of concern.

Who makes policy? UCCC is not a policy committee. There seems to be a vacuum, which may be an argument for putting UCCC under the Faculty Senate. Right now it is not required that each college committee have a UCCC rep; this seems problematic because it limits the flow of information between the two entities.

The committee decided to spend the next meeting reviewing the issues that have been raised and develop a recommendation.

Reports from APC member committee assignments:

- Doug Pearce: Calendar Committee – Has met and approved requests to offer courses at non-standard times.
- Helmut Hergeth: No word from the EEOC-Athletics Advisory committee
- Alton Banks: Administrative Board of the grad school—Meets regularly to review course and curriculum actions. Senior Associate Dean, Peter Harries, is working through the process of cleaning up processes/rules/regulations.
- Paul Huffman: Commencement Committee: Holding auditions for student speaker.

- Kimberly Ange-vanHeugten: Evaluation of Teaching-- Student evaluation review. Keep question 12 (overall impression of the class). Controversy re how to get students to fill it out and what is a minimum response rate.
- David Auerbach: UCCC -- CIM has made it better. Attendance sub committee – working on verbiage for what has to be on the syllabus.
- Sarah Ash: CUE – Considering re-visiting the GEP in its entirety (or at least the diversity and global knowledge requirements) ☹