

# Faculty Senate Academic Policy Committee (APC) Minutes

April 8, 2014 - convened at 3:17 pm in 125 Polk Hall

**Senators Present:** Jeannette Moore, Co-chair; Montse Fuentes, Co-chair; Harald Ade, Roy Borden, Jim Knopp.

**Unable to attend:** Patricia Morgado, Nancy Penrose, Rich Spontak, Beverly Tyler.

**Guest:** Catherine Freeman, Director of Academic Programs and Services

## 1. Minutes from the last meeting

The March 25 minutes were approved via email and were posted at:

[http://ncsu.edu/faculty\\_senate/faculty-senate-committees/faculty-senate-committee-academic-policy.php](http://ncsu.edu/faculty_senate/faculty-senate-committees/faculty-senate-committee-academic-policy.php)

## 2. Update on SACS, CUE, UCCC, and the Comprehensive Articulation Agreement

*Note: Catherine Freeman provided written notes that have become these Minutes almost verbatim.*

### **SACS (Southern Association of Colleges and Schools) reaffirmation:**

Compliance reports related to program and course approval, the general education program, and credit hour/contact hours were passed with no concerns or questions. Evidence provided included minutes from the Faculty committees (UCCC and CUE) supporting the standard that faculty play major roll in development and approval of courses and curricula.

### **CUE (Council on Undergraduate Education) update:**

There were 87 GEP Course Actions brought forward this term – see Statistics sheet for overview

#### Discussion in CUE included:

- The co-requisite categories of the GEP – Global Knowledge and US Diversity – concerns have been raised by the student senate and campus regarding the availability of courses in these categories and particularly the USD co-requisite. The Student Senate resolution that was passed encourages increasing the number of USD Course offerings and to broaden topics for this category. If this cannot be accomplished, they propose merging the two co-reqs into single category.
- CUE voted to allow a single course to fulfill both co-requisites (USD and GK)
- CUE has seen an uptick in the use of the GEP special topics shells that provide an option to faculty to offer a Special Topic for GEP credit. This year we had 15 GEP special topics come forward.
- CUE is also reviewing the GEP Rubric that departments and colleges refer to when developing a GEP course that outlines criteria that should be met to be approved for the GEP. The committee is also discussing concerns that have been expressed regarding 300/400 and dual level courses on the GEP lists and the appropriateness as General Education courses – some think placing a course on the list should be based mainly on outcomes meeting the category but others view general education course placement to include accessibility to students – limit on the number of pre-requisites, whether the course level is appropriate (Fr/So/Jr/Sr); if the course requires discipline specific skills.

- The Rubric Subcommittee is also trying to streamline the form used by faculty for proposing a course for a GEP category so that instructions, rubric and the short form are one document.

#### **UCCC (University Courses and Curricula) Update:**

- There were 151 Course Actions and 51 Curricular actions brought forward this term (handout was provided)
- Procedure and a Memorandum of Agreement forms were created and approved by UCCC for proposing a dual degree with an international or domestic partner institution. Link: <http://oucc.ncsu.edu/establishing-dual-degree-external>
- Still in development but almost complete is the proposal related to identifying the types of instructional formats being used by faculty for course offerings such as lecture, lab, special topics, etc as well as types of course delivery, such as blended, online. This provides for uniform reporting to GA and allows for standards for course contact and credit hours.
- CourseLeaf - Also in development phase is the implementation of an online workflow for course and curricular processing with a program called CourseLeaf. This will move the paper process to an online process. Provides the ability to track actions, build committee agendas, and archive. The vendor is working on development of the online forms we use and migrating curriculum data into the CourseLeaf program. The plan is to pilot this in the Fall 2014 term.
- Syllabus Tool Update  
DELTA is working on revisions to the tool to comply with revisions to Syllabus Regulation and to make it more user friendly. Expectation is that the revisions will be done by the end of April/early May.

#### **Areas of review that are continuing:**

- Still to be identified are what is to be considered Master Course Detail - course detail that should not change from section to section offering.
- The issues regarding courses requiring evening tests or out-of-class tests and also the practice of dropping a test if a student misses exam for an excused absence and moving evaluation to final exam. There is discussion happening regarding this and the impact on student athletes and across the student population. The new director of the ASPSA is following up on this issue to be addressed with a larger group. A review/revision to the Attendance Regulation is needed to clarify current inconsistency with regulation and practice as it relates to excused absences.

#### **Comprehensive Articulation Agreement (CAA) Update – See CAA detail at**

<http://www.northcarolina.edu/?q=prospective-students/transfer-student-resources>

- The revised CAA was just approved by UNC-General Administration and is the statewide agreement governing the transfer of credits between N.C. community colleges and N.C. public universities. One of the main purposes of the CAA is to allow for a more uniform transition for students who earn an AA or AS from the CC to any of the UNC 4-year institutions.
- The CAA articulates a 30 hour universal general education transfer core and new transfer course library. Basically a common core of courses was developed and approved by UNC Campuses that are made up of courses titled UGETC (General Education Transfer Course) and will satisfy our General Education categories, no matter if we have a course equivalency or not.
- Upon transferring with an AA or AS degree, the student's general education is satisfied.
- Admissions will review the students transcript to identify AA or AS completion and notify R&R who will make the adjustments in the student's degree audit.

- The degree audit will also have an indicator that the student has completed an Associate's degree.
- Foreign Language Proficiency – Admissions is only admitting students who meet proficiency. Transfers would be the population who might not meet proficiency and discussion on waiving for those that come in under CAA who have not met proficiency and also the HES [formerly called PE] requirement. Recommendation will go forward from CUE and the APC to Dean Mullen requesting the FL proficiency and the HES requirements be enforced as university requirements as permitted under the CAA.
- Curriculum Pathways: As part of revised CAA, curriculum pathways, at least 11, are being developed to show how general education and lower-division courses in our programs map to the community college curriculum. The CC student will be able to review how courses taken will transfer and plan for transition to the 4 year program. Admissions is working with Wake Tech to develop sample pathways. Following these pathways does not guarantee admission.

Jim Knopp asked Catherine Freeman if there could be a "degree audit" (similar to a minor) for CALS Honors, University Scholars, etc. That way faculty advisors could work more effectively with students when helping them plan courses.

The committee thanked Catherine for meeting with us and for always being a great resource.

### 3. The meeting adjourned at 4:28 p.m.

This was the 10th and final APC meeting for the 2013/2014 academic year.