AP committee of 15September

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

Excused: Steven Porter, Sheila Smith McKoy, Rich Spontak

Guests: Barbara Kirby and Gina Neugebauer
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Introductions of Committee members and guests:

Overview of meeting:
Topic of discussion was a follow-on to the 01September AP committee meeting regarding the issue of Faculty Governance of Curricula and Courses (IOC 1508a: Faculty Governance of Curricula and Courses). The issue was raised within the context of a letter sent by Catherine Freeman upon her departure from the university.
Questions raised in the 01September meeting indicated the need for data from current people associated with the Academic Programs and Services (hereafter APS) group.
AP asked Gina Neugebauer and Barbara Kirby to provide an overview of the office, including staffing requirements/needs, and associated curricula issues.

Discussion:
- Gina—passed out handout (copy attached) and discussed overview report of CUE and UCCC.
    o Relationships with Registration & Records detailed (handout)
    o Statistics regarding course actions and the role of CIM
    o Predictions are that CIM should accelerate notifications of courses affected when course changes occur
        ▪ Noted increase in course actions (295) in 2014-2015
    o CIM is work-in-progress and it is predicted 2yrs before CIM is "finished"
    o APS doesn't arbitrate course offerings, only gets the action into the system for judging by others and facilitates the approval process
    o There is a plan to do an assessment at the end of the year (when sufficient data is available) to decide the length of process from submission to entry at R&R
    o APS previously only handled the workflow from UCCC up, presently is now handling workflow from initiation
    o APS serves as contact for college liaisons—mostly technical details currently
    o CIM goal: Streamline both graduate and undergraduate course actions/approvals
    o APS collaborates with R&R to handle one-off courses (e.g. dual-listed courses, but being certain not to duplicate processes
    o Discussion about processes with goal of "not hurting students"
Question:Will CIM streamline processes eventually?
- Answer: In some ways, CIM has helped already

- Some things—e.g. Objectives in GEP –are not automatic and currently need human interaction

Question: Is it possible for CIM to improve the process?
- Answer: From quality perspective—CIM seems to be helping in the overall reviewing process
- In the past, Gina has operated with "TLC" methodology (tender loving care-- working with groups)
  - Individual conversations used to solve problematic situations
  - Discussion centered on how CIM could improve troublesome situation had been/could be solved (e.g. when folks don't follow directions).
  - Some limitations with CIM were noted (faculty enter N/A- or "will be coming")
  - CIM has been helpful in noting "clogs" in process, and those clogs can be resolved
  - A limiting concern of CIM: Number of footnotes and how to interpolate those--Footnotes vary in complexity and length

Question: How to streamline the process to maximize the efficiency in an office in which staffing is limited?
- APS works to facilitate many issues, e.g.—instructional format; How do the ways in which faculty conduct the class affect the effort needed by students? CIM now generates the hours that are attributed to a specific instructional format (lab, lecture, etc.)
- Goal of APS is to maintain standards while allowing faculty to exert academic freedom.
- The ability of CIM to provide data to ask/answer questions was noted.
  e.g. Increase in # of course actions; Why are # of courses increasing, with # of faculty being lower disproportionately?
- Issue was raised over a "faculty scorecard" to identify problematic departments; concern over using such a scorecard was expressed.

Question: How are courses deleted?
- R&R provides a list of courses to APS that haven't been taught in 5 yrs. Information is sent to departments (Associate Deans initial contact)
- Total number of courses: AT undergraduate level, courses are in the thousands. (no specific number identified)

Other notes about APS:
- APS maintains the 8-semester displays (R&R updates degree audits)
- APS maintains minutes of UCCC and CUE, and posts them on Provost website
- People in the office: only 2—Gina and Barbara
  - Barbara proposed that office roles be examined/reclassified
  - Would like to add 1.5 more persons for a total of 3.5 (Director, Program Specialist, Administrative Assistant, and an oversight person [0.5 position])
  - New hire coming 01July
  - Process for hiring new director is currently underway

Question: What about CUE? Would it be possible to bring CUE into UCCC? Are the two groups too different; decisions different?
- Observations:
    - UCCC tends to respect the disciplines
    - Gina: Not impossible to merge the two, but more training would be required, meetings would be longer—more intense, and faculty proposing the action would need to be present.
    - Part of CUE issues are not of its own causation, but the judgments are more subjective (interpretation) and requirements for courses are not quite as clear. Composition of committee seems to determine the suitability of a course. A question: Would it be helpful to have a faculty workshop/seminar to decide on guiding principles for a course to fit into GEP?
- Helmut raised the prospect that a merger of CUE with UCCC would slow the UCCC process down unacceptably.
- Regarding streamlining: One experiment this year has been to cancel one CUE meeting per month. Will that provide sufficient progress and allow APS to keep up with the workflow (managing both CUE and UCCC)?
- 485 courses have been grandfathered into GEP (as of 2009) and are currently being reviewed for fit (or lack thereof)
- Discussion covered the vagaries of judgments from CUE, and the methodology for CUE member selection
- Should a proposal to merge/modify GE programs (i.e. CUE) come from Faculty Senate? Issues noted were requirements associated with GE programs, broad focus of the GE programs.

Question: What about reporting lines and faculty in University College (UC), especially regarding SACS reaccreditation issues
- Directors of DASA programs were removed from the reporting lines of curricular issues, and such decisions rest with Mullen (as Dean of UC).
- A division committee moves courses up to UCCC (theatre, health sciences, environmental sciences, dance, music, FYC orientation courses, USC Scholars, Honors program, ROTC)
- UC faculty have appropriate credentials (which are placed in the faculty credentials area at the university level—for SACS)
- Is there an Associate Dean for routing? No
- Barbara Kirby does do work with faculty in some of their concerns
- APS works with DASA programs, similarly as with other departments.

Meeting adjourned at 4:40 with plan to have members report on their university committees at the next AP meeting.

Respectfully submitted,
Alton J. Banks