



COLLEGE AND GRADUATE SCHOOL OF
EDUCATION, HEALTH, AND HUMAN SERVICES

Office of the Associate Dean for Student Services and Undergraduate Education

Undergraduate Council Minutes

September 16, 2005

Members Present: Joanne Arhar, George Haber (ACHVE), Averil McClelland (EFFS), Carol Bersani (TLCS), Lisa Audet (SP&A), Dale Curry (FCS), Judy Oslin (SELS), and Charity Snyder (Ex officio)

Members Absent:

Guests: Judy Sewell, Rafa Kasim, David Toothaker, Jan Gibson, Mark Lyberger, and Aaron Mulrooney

Associate Dean Arhar opened the meeting at 10:30 a.m. in Room 304 White Hall. She introduced herself and welcomed all members and guests. She stated this year's Undergraduate Council and Graduate Council is configured very differently than previous years as there is only one member from each school/department represented on Council. Decisions about next year's configuration will be decided by a task force with recommendations coming to CAC.

J. Arhar reported that CAC is favorable about expanding the membership of UC for this year. They are recommending that we have a student representative and a Regional Campus representative. J. Arhar asked how the committee would like to find a student representative. Last year Debbie Barber had a student who was interested in serving on council before the realignment was in place. The student has not been contacted since that time. C. Bersani asked if a student could be chosen from the Dean's newly formed scholars group. J. Arhar will find out how each one is represented and report back at the next meeting. Dean England will be locating a Regional Campus representative.

Membership and Voting Procedures

A discussion took place on what would constitute a quorum of members that need to be present in order to have a vote. It was decided that all members, including the student representative and Regional Campuses representative, be voting members for a total of eight members. If a member is absent, a replacement should attend so that the agenda items can be delivered to the entire faculty. Averil McClelland moved that a quorum of three-fourths of the membership be present for a vote [or a total of six members if there are 8 members of UC]. J. Oslin seconded the motion and the motion passed unanimously.

J. Arhar stated that since each department/school has only one representative, we should carefully consider how representatives communicate with their groups. Council members may have ideas that differ from faculty in their school/department. Council members discussed different ways of communicating:

departmental meetings,
curriculum committees,
program coordinators,
faculty meetings,
open invitation to attend Undergraduate Council (agenda will be posted on the Monday prior to UC)

Dissemination of minutes (they will be posted on the UC web site
<http://www.educ.kent.edu/offices/OSS/ugcouncil/minutes.htm>
EHHS list serves.

She encouraged members to ask their faculty to read the minutes that will be sent after each meeting. Council members are asked to plan how they will communicate with the faculty they are representing.

New Template for Developing Curricular Proposal

J. Arhar distributed the new template for curricular proposals for new programs and asked that each member take it back to their school and inform all faculty and staff of the changes. This new template coincides with the Ohio Board of Regents template for considering new programs.

EPC deadlines for curriculum changes

EPC deadlines were distributed to all in attendance and representatives were encourage do share it with faculty and clerical staff. She stated that clerical staff should not be writing proposal summaries; that is the faculty responsibility. New program proposals must be submitted by the November EPC meeting to ensure being placed in the Fall 2006 catalog. [NOTE: in a subsequent conversation between Dean England and Gayle Ormiston, it was agreed that because of the volume of changes we will be undertaking this Fall, proposals can be submitted as late as the January 20th EPC meeting in order to be considered for Fall, 2006 catalogue. She recommended having an initial reading at the first meeting with a vote to take place at the second meeting. We discussed whether or not we would have an additional meeting and decided to wait to see how things unfold.

This year's agenda in relation to EHHS

J. Arhar stated this year's agenda will consist of policy issues, procedures and undergraduate curriculum related to the realignment. A new EHHS college handbook needs to be created and there will be agenda items related to curriculum, policy and procedures to be included in this handbook. J. Arhar distributed a list of topics that Undergraduate Council will be considering this academic year (many this Fall) as related to the realignment. They are as follows: admissions requirements, probation/dismissal, reinstatement, transfer advising, advanced study/selective admissions, transient work, personal characteristics (dispositions for teacher education programs), graduation, and advising.

In response to a suggestion that we prioritize this above list, C. Snyder stated that these items are interrelated and prioritizing is difficult. A. McClelland would like to add retention and diversity to the agenda. J. Arhar will send a copy of applicable catalog electronically to council members before the next meeting.

Proposed LER changes

J. Arhar explained the transfer module (TM). The University is required by law to accept two years of coursework taken as part of the TM for new students transferring into the University. It is now easier for community college students to transfer into the University. The Transfer Module is now in the catalog (effective Fall, 2005) and URCC has voted in favor of a new LER structure that would coincide with the TM. The TM is highly debated among many faculty statewide.

A discussion of the math LERs took place and whether the math courses, specifically why math concept I, II are not in the TM. D. Toothaker stated the science departments are adding an extra lab hour to their courses so students will have seven credit hours of science. C. Bersani said that all middle/early childhood majors will need to add a 3 credit algebra course. This will bump the program to 4-1/2 years and students cannot do that. J. Oslin stated there is not a physical education standard in Ohio and she is appalled there is not a voice in the legislature. Faculty should be on the floor of the legislature but it takes a lot of work and energy. J. Arhar asked council members if they hear comments, send them to her and she will send a memo to Gayle Ormiston.

Time length for program completion

J. Arhar circulated info from RPIE. She stated that if a student takes more than four years to complete his/her coursework, the University loses state funds if it is not advertised in the catalogue. A discussion took place as to what constitutes a four-year program. It is not necessarily 121 hours. A catalog change indicating the length of a program (more than 4 years) would have to come through the curriculum committee and be approved for the Fall 2006 catalog. J. Arhar can investigate more about this request (to advertise length of programs in the catalogue) the change but the committee members needs to process paper work to include this language in the catalogue. Representatives were requested to submit a form to J. Arhar indicating the programs that are more than four years.

Curricular changes: Radiologic and Imaging Science Degree

J. Gibson from the Salem Campus presented a proposal on a new degree in Radiologic and Imaging Science. The Salem Campus has approved this additional program. She has received letters of support from area hospitals. No lab will be needed; students will use hospital equipment. Any questions should be forward to Jan Gibson.

Curricular changes: Leisure Studies Major

D. Toothaker presented a proposal to revise the Leisure Studies Major within the School of Exercise, Leisure and Sport to Recreation, Parks and Tourism Management, revises the two existing concentrations and three options into three concentrations (Recreation and Park Management, Tourism Management and Therapeutic Recreation) and a separate major (Sport Administration), revises

several courses and creates two new courses. This proposal passed the College of Fine and Professional Arts last semester, but it is being submitted again because of the new college configuration. He distributed a diagram showing the athletic training, physical education, and leisure studies majors with the old core and the new core.

Curricular changes: Sport Administration Major

M. Lyberger presented a proposal for a new major within the School of Exercise, Leisure and Sport: Sport Administration. Several courses will be revised along with the creation of two new courses. No licensure is needed.

Curricular changes: Add Human Anatomy and Physiology I & II

A. Mulrooney presented a proposal for a new course within the School of Exercise, Leisure and Sport in order to provide students the opportunity to take content specific Anatomy and Physiology courses. This will replace the need for two existing PEP classes and alleviate the need for some students to take a required biology class.

The meeting adjourned at 12:30 p.m.

Respectfully submitted,
Kathy Skelly