

10-30-2001

# Undergraduate Curriculum and Academic Policy Committee Minutes, October 30, 2001

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# Undergraduate Curriculum and Academic Policy Committee

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## Minutes of October 30, 2001 Meeting

**Present:** Roderic Brame, Jeanne Fraker, Joe Law, Jan Maxwell, Katie Mechlin, Virginia Nehring, Patricia Renick, Tom Sav, Cristina Specker, Patricia Vermeersch, Harvey Wachtell, Art Williams, Kefu Xue. Guests: Thomas Hangartner

**Approved Minutes** of October 2, 2001.

### **Writing Across the Curriculum (WAC) Committee Report**

The Committee has not yet met this quarter, thus No Report

### **Course Modification and Inventory Requests**

#### COLA

Approved Course Inventories: CHI 102, CHI 103, PLS 441, PHL 200

#### CECS

Approved Course Inventories: BME 460 (The committee noted and discussed the concerns submitted by the Electrical Engineering Department and felt that any continuing concerns could best be addressed through the CECS Curriculum Committee and the college process by which the course was approved and submitted to UCAPC)

Approved Course Modifications: CEG 498

#### CEHS

Approved Course Inventories: EDT 440

Approved Course Modifications: ATR 286, ATR485, EDT 433, EDT 434, AED 214, AED 224, AED 225, AED 370, AED 423, AED 424, AED 425, AED 426, AED 436, AED 437, AED 441, AED 442, AED 444

### **Program Changes**

CECS: Approved BS in Computer Engineering Program Change

Deletions: CHM 121 (5 hrs)

Additions: CEG 498 (increase to 8 hrs from 4 hrs)

Degree Requirements Change: Decrease to 195 hrs from 196 hrs

### **Academic Policy**

## Review of Undergraduate Academic Policies for Wright Way Policy Manual

The committee reviewed the following documents gathered together by the Provost's Office, Associate and Assistant Provosts, for the Office's inclusion in a new Academic Policies section in the Wright Way Manual.

### **Changes in Admission or Graduation Requirements (dated June 9, 1993)**

The committee previously informed the Provost's Office in May 2001 that this document is outdated and is superceded by Procedures and Guidelines for Preparing Changes in Existing Programs approved by the UCAPC April 19, 2001, Faculty Senate, May 7, 2001, and General Faculty, May 8, 2001. The committee will again forward the policies to the Provost's Office. They are also available at:

<http://www.wright.edu/ucapc/newguide/process.htm>

### **Credit by Examination (no date, but copied from the 1999-2001 Student Handbook)**

Without verification that this document is a policy approved through the faculty governance curriculum and academic policy review process, the committee cannot recommend it be included in the Wright Way Manual. However, the committee discussed the document at length and noted that there may be a need to review credit by examination practices within the university and develop a policy to recommend to the Faculty Senate.

### **Continuing Education Offerings Involving Academic Credit (dated December 18, 1974)**

The committee believes that this document is obsolete. In addition, without verification that it is a policy approved through the faculty governance curriculum and academic policy review process, the committee cannot recommend it be included in the Wright Way Manual.

### **Continuing Education Units (dated June 5, 1975)**

The committee believes that this document is obsolete. In addition, without verification that it is a policy approved through the faculty governance curriculum and academic review process, the committee cannot recommend it be included in the Wright Way Manual.

### **Course Inventory: Mediation of Undergraduate Curricular Disputes between Colleges/Schools (no date)**

The committee noted that the faculty Constitution and ByLaws already charges UCAPC with this responsibility, that the document is too formal and cumbersome, and unnecessary. In addition, without verification that this document is a policy approved through the faculty governance curriculum and academic review process, the committee cannot recommend it be included in the Wright Way Manual. Stapled to this document was a Format For Model Syllabus document with no approval date but a type written date of 1-21-92. The committee found no connection between the two items stapled together and found no verification that the model syllabus was a policy and, therefore cannot recommend it be included in the Wright Way Manual. However, the committee may wish to consider the development of a syllabus format for submitting new course proposals and make a recommendation to the Faculty Senate.

### **Program Changes and New Programs (dated June 9, 1993)**

The committee previously informed the Provost's Office in May 2001 that this document is outdated and is superceded by Procedures and Guidelines for Preparing Changes in Existing Programs, Procedures and Guidelines for Preparing New Major Programs, Procedures and Guidelines for Preparing Minor Programs, and Procedures and Guidelines for Preparing Certificate Programs approved by the UCAPC April 19, 2001, Faculty Senate, May 7, 2001, and General Faculty, May 8, 2001. The committee will again forward the policies to the Provost's Office. They are also available at:

<http://www.wright.edu/ucapc/newguide/process.htm>

**Transfer Credit Accepted by WSU (no date, but copied from page 31 of the 1999-2001 Undergraduate Catalog)**

The committee found that of the 13 items listed, the Provost's Office was previously informed in 1999 that items 1 through 3 were to be replaced by new transfer credit regulations approved by the Faculty Senate, June 7, 1999. The committee will again forward the replaced policies to the Provost's Office.

With respect to some of the items gathered by the Provost's Office (viz., Credit by Examination copy from the Student Handbook and Transfer Credit copied from page 31 of the Undergraduate Catalog), the committee discussed the problem of launching a review of all such university documents to determine what is and what is not "academic policy" as might be included in the section of the Wright Way Manual. Also, there were concerns raised with respect to those items noted above whereby academic policies have been approved through the faculty governance process (UCAPC, Faculty Senate, General Faculty) but potentially not administratively catalogued or implemented. In addition, excluded from the potential Manual inclusions above are substantial policies such as the Registration and Add Policy and Attendance and Drop Policy (approved by Faculty Senate, January 10, 2000) and the Procedures for Implementation of the Registration and Add Policy and Attendance and Drop Policy (approved by Faculty Senate November 27, 2000) -- these are also available at:

<http://www.wright.edu/ucapc/0001/minutes/adddrop/pol&pro.htm> In any event, the committee will continue to work with the Provost's Office if additional requests come forth and take a pro-active role in reviewing and improving upon certain undergraduate academic policies.

**The committee scheduled its next meeting for 1:00 p.m. Tuesday, November 27. Because of the holiday preceding the UCAPC meeting, Colleges submitting curriculum proposals for review by the committee need to submit the original and 18 copies NO LATER THAN 12:00 Noon, November 19.**

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# **Undergraduate Curriculum and Academic Policy Committee**

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## **Registration and Add Policy and Attendance and Drop Policy**

### **Registration and Add Policy**

There are three designations of courses, each with specific registration requirements. For most courses, students may register or add through the Registrar's Office anytime through the seventh calendar day of the term. For courses designated "Instructor Permission Required," students may register or add only with the instructor's permission. For courses designated "Instructor Permission Required after Term Begins," students may register or add until the first day of the term, after which they need to obtain the instructor's permission. Departments must notify the registrar which courses require instructor permission when the courses are scheduled.

Students registering after the term begins are responsible for all missed assignments and cannot expect that due dates will be altered.

### **Attendance and Drop Policy**

Instructors establish attendance policies and penalties for absences for individual courses; penalties may include lowering of the grade or even failure if the absences exceed those permitted by the instructor. Such policies and penalties should be included in the course syllabus and available to the students at the first class meeting.

For courses designated "Instructor Permission Required after Term Begins," students may be dropped from the course for being absent from the first two class meetings (for courses meeting more than once a week) or from the first class (for courses meeting only once a week). When this policy is utilized any student missing the designated class(es) may be dropped from the specific class section. The instructor must notify the Registrar's Office promptly for the students to be removed from the roll.

Approved by Faculty Senate January 10, 2000  
Approved by General Faculty February 15, 2000  
Approved by Board of Trustees April 7, 2000

## **Procedure for Implementation of Registration and Add Policy**

## **and Attendance and Drop Policy**

### **Established Curriculum Procedure for Course Enrollment Restriction Designation**

Implementation policies and procedures concerning these policies and all curriculum matters, whether at the department, college, or university level, are subject to faculty approval.

The enrollment restriction designation of a course has been an established part of the normal curriculum process that emanates with individual faculty, departments, and colleges and upon approval by the latter is submitted for review and approval to the university curriculum committee and potentially to the Faculty Senate. The approved mechanism for such designations resides in the submission of a "Course Modification Request" when proposing a change of enrollment restriction for an existing course and of a "Course Inventory Request" when denoting the enrollment restriction with the proposal for creating a new course.

Historically, many types of enrollment restrictions in conjunction with course modification and course inventory requests have been approved through this process. In many cases, departments and colleges have elected to not list any enrollment restriction. Among many other designations that have been proposed and approved, courses have been modified or created so as to specify an enrollment restriction of "Instructor Permission Required."

### **New Enrollment Restriction Option Under Registration/Add Policy and Attendance/Drop Policy**

With the approval of the Registration and Add Policy and Attendance and Drop Policy, in addition to the past designation of courses as "Instructor Permission Required," it is possible to designate courses as "Instructor Permission Required after Term Begins." This new option for enrollment restriction designation enables faculty, departments, and colleges to improve enrollment management through the following specifics of the policies:

#### Registration and Add Policy

For courses designated "Instructor Permission Required after Term Begins," students may register or add until the first day of the term, after which they need to obtain the instructor's permission.

#### Attendance and Drop Policy

For courses designated "Instructor Permission Required after Term Begins," students may be dropped from the course for being absent from the first two class meetings (for courses meeting more than once a week) or from the first class (for courses meeting only once a week). When this policy is utilized any student missing the designated class(es) may be dropped from the specific class section. The instructor must notify the Registrar's Office promptly for the students to be removed from the roll.

### **Procedure for New Enrollment Restriction of "Instructor Permission Required after Term Begins"**

The established and long standing curriculum procedure for the enrollment designation of courses will continue in effect and be applied under the Registration and Add Policy and Attendance and Drop Policy. In order to have a course designated with any special enrollment restriction, including the new option of "Instructor Permission Required after Term Begins," the established process of submitting through the department and college process and to the university curriculum committee for review and approval the "Course Modification Request" and "Course Inventory Request" is to be implemented.

In both cases of course modification and inventory requests, a clear justification of changing to or creating a special enrollment restriction, including as "Instructor Permission Required after Term Begins," must

accompany the "Request."

When departments and colleges submit a "Course Modification Request" or a "Course Inventory Request" for a particular course, such as an existing course like PLS 200, MTH 228, EC 444 or a new course proposal like CS 496, then, as with past established policy, the designated enrollment restriction will apply to ALL course sections and quarterly offerings. If there occurs future pedagogical and curricula changes, such courses may be altered with respect to the enrollment restriction designation through the course modification process. When modified, the enrollment restriction would apply to ALL course sections and quarterly offerings.

In some cases there may be special exceptions to designating ALL course sections and quarterly offerings with a particular enrollment restriction. There may be exceptional pedagogical and curricula needs of departments and colleges that require a particular section or sections of a course offering (e.g., honors sections) during an academic quarter or from one quarter to another due to teaching assignments by faculty members (or, e.g., variable title courses) to carry different enrollment restrictions, including differences such as no enrollment restriction and "Instructor Permission Required after Term Begins." In such cases, the above procedure is to be followed but in addition it must be specified how the enrollment restriction will vary by specific sections or quarterly offerings. A clear justification for proposing different enrollment restrictions must accompany the "Request." Upon approval of these exceptions, the enrollment restriction designations of course sections will be the managerial responsibility of the departments and colleges and be implemented through their processes for submitting quarterly class schedules to the Office of the Registrar.

### **Use of the Drop Policy in High Demand Courses**

In those cases where the use of "Instructor Permission Required after Term Begins" is approved to accommodate student enrollment in high demand relative to offerings courses, it is expected that the instructor will replace dropped students with students wishing to add through departmental or college waiting lists and the normal course add process.

### **Use of the Drop Policy to Accommodate Other Curriculum Needs and Unanticipated Changes**

As specified in the Attendance and Drop Policy, "For courses designated as Instructor Permission Required after Term Begins, students **may be dropped** from the course for being absent ... " It is **not required** that students be dropped by the instructor.

## **Addendum**

### **Winter Quarter 2001, Spring Quarter 2001, and Summer Quarters 2001**

Due to the fact that faculty, department, and college scheduling plans for the remainder of this academic year are well underway, if not completed, the **Office of the Provost's "Guidelines for Governing" these policies as issued August 15, 2000** will temporarily remain in effect for the purpose of designating course enrollment restrictions as "Instructor Permission Required" and "Instructor Permission Required After Term Begins." Those "Guidelines for Governing" will remain in effect for course offerings through the Summer 2001 Class Schedule.

### **Fall Quarter 2001**

Beginning with course offerings for the Fall 2001 Class Schedule, the University Curriculum and Academic Policy Committee's "Procedure for Implementation" of these policies is to be followed by faculty, departments, and colleges for the purpose of designating course enrollment restrictions as "Instructor Permission Required" and "Instructor Permission Required After Term Begins." In addition, courses previously so designated under the Office of the Provost "Guidelines for Governing" will need to be submitted under this Procedure.

Given the Office of the Registrar due dates for the Fall 2001 Class Schedule, the following approximate schedule is designed to assist faculty, departments, and colleges in their curriculum and scheduling processes:

January 2001 (mid month): registrar sends Fall 2001 class schedule requests to colleges.

January 2001 (mid month): UCAPC meeting

February 2001 (mid month): UCAPC meeting

February 2001 (mid month): first draft of class schedules due to Registrar

February 2001 (end of month): registrar sends proofs of class schedules to colleges

March 2001 (first week): colleges have one week to submit final changes to Registrar

March 2001 (mid month): UCAPC meeting

March 2001 (last week): last possible changes to schedules due prior to printing

April 20, 2000: Fall 2001 class schedule published and delivered to campus

April 28, 2000: Fall Registration begins

At each UCAPC meeting, the committee considers course modification and inventory proposals that are received at least one full week in advance of each meeting. Upon approval of any proposals, it generally takes less than one week following the UCAPC meeting for the Office of the Registrar to administer the course modifications and inventories.

Courses designated with any enrollment restriction, including "Instructor Permission Required" and "Instructor Permission Required After Term Begins," for Fall Quarter 2001 will continue in the future to be so designated unless modified by faculty, departments, and colleges through the established curriculum procedure.

Approved by Faculty Senate November 27, 2000

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