

Wright State University

CORE Scholar

Undergraduate Curriculum and Academic Policy Undergraduate Curriculum and Academic Policy
Committee Minutes Committee

2-12-2009

Undergraduate Curriculum and Academic Policy Committee Minutes, February 12, 2009

Follow this and additional works at: https://corescholar.libraries.wright.edu/archives_ucapc_minutes



Part of the [Educational Leadership Commons](#)

Repository Citation

(2009). Undergraduate Curriculum and Academic Policy Committee Minutes, February 12, 2009. .
https://corescholar.libraries.wright.edu/archives_ucapc_minutes/108

This Minutes is brought to you for free and open access by the Undergraduate Curriculum and Academic Policy Committee at CORE Scholar. It has been accepted for inclusion in Undergraduate Curriculum and Academic Policy Committee Minutes by an authorized administrator of CORE Scholar. For more information, please contact library-corescholar@wright.edu.

Undergraduate Curriculum and Academic Policy Committee

Minutes of February 12, 2009 Meeting

Present: Daniel Bombick, Candace Cherrington, Michel Coconis, Jackie Collier, Jean Edwards, Jeanne Fraker, Jim Steinberg (for Martin Kich), Nathan Klingbeil, Joe Law, Richard Mercer, Tom Sav, Megan Conenwett, Karen Wilhoit. Guests: Barbara Dunaway and Marian Hogue.

Approved Minutes of January 15, 2009.

UCAPC Subcommittee Reports

Writing Across the Curriculum Committee (WAC) -- Joe Law, Chair, no report.

University General Education Committee (UGEC) -- Jean Edwards, Chair, reported that the committee will hold its GE recognition event on May 4. Detailed announcements will be forthcoming shortly.

Undergraduate Academic Program Review Committee (UAPRC) -- Susan Carrafiello, Chair. The committee completed its review of the General Education Program. After minor revisions are completed and approved, the review will be posted to the UAPRC website.

Course Inventory and Modification Requests

CECS

Approved Modifications CS 458

CEHS

Approved Inventories: SLI 321, SLI 361, SLI 362, SLI 421, SLI 444

COLA

Approved Inventories: ARA 201, ARA 202*, ARA 203*, LI 301, LI 499

Returned Modifications: AFS 499**

* Upon contacting the department chair, the committee added to the prerequisite a "C or better" in the previous course of the sequence.

** Without additional clarification, the change does not appear to be necessary or another course should be proposed.

COSM

Returned Inventories: BIO 448*

Approved Modifications: MTH 458

* The committee could not approve the 4 credit hour - 5 day session course. The COSM representatives felt the proposal needed review and discussion in the college.

LC

Approved Inventories*: IT 215, IT 218, IT 223, IT 236, IT 241, IT 245, IT 248, FAS 101, FAS 103, FAS 104, FAS 201, FAS 210, FAS 269, FAS 279, LE 106

* As agreed upon by the LC representative, the committee made minor changes to several of the inventories.

Returned Inventories*: LE 110, LE 112

* As agreed upon by the LC representative, the inventories will be revised and six separate courses will be created and resubmitted for review.

Program Changes

CEHS

Approved

B.S. Early Childhood Education (Admission Requirement)

New Programs

CECS

Approved

B.S. Computer Science, Earth and Environmental Science Option*

* Approved subject to receipt of necessary changes in the proposed lab and environmental sequences or requirements.

B.A. Computer Science, Music Option*

* As incorporated here, the committee made necessary changes to the degree requirement hours.

COLA

Approved

Certificate in Linguistics*

* Approved subject to receipt of necessary changes in part of the admission requirement.

UNIVERSITY

Approved

Service Learning: Definition and Course Designations

UNIVERSITY

Preliminary Semester Curriculum Guidelines*

* It was agreed that the draft would be taken by the representatives to their constituents for discussion and review. In addition, it will be submitted to the Faculty Senate for the same at its March 2 meeting. UCAPC will then address any feedback at its March 16 meeting.

Adjourned: Next meeting March 16 and other Schedules as follows:

UCAPC Meeting	UCAPC Submission Deadline (No Exceptions: receipt after forwards to the next meeting)	Faculty Senate Meeting New Business	Faculty Senate Meeting Old Business
Current Meeting February 12		March 2	April 6
March 16 9:30 a.m.	March 6 12:00 Noon	April 6	May 4
April TBA	TBA	May 4	June 1

May TBA	TBA	June 1	Fall 2009
---------	-----	--------	-----------

[UCAPC HOME](#)

To: TED Curriculum Committee

From: Early Childhood Program Committee (Dr. Colleen Finegan [program area coordinator], Ms. Judy Brewer, Ms. Paula Bryan, Ms. Lynda Cohen, Ms. Stacey Delacruz, Dr. Jackie Collier, Ms. Sue Gruber, Dr. Anna Lyon, Ms. Joyce Rains, Dr. Ken Rosengarten)

Re: Change / Modification to the admission requirements for Early Childhood Education Majors.

Date: December 15, 2008

In summer, 2008, the Early Childhood Committee undertook a study of the admission criteria, policy and procedures for admission into the ECE program. We reviewed 10 Cohorts of ECE students (18-25 students in each cohort), collecting data that was obtained from student records via Banner and from TK-20, and comments and concerns of ECE candidates. We also reviewed the requirements and processes utilized by other Ohio Institutions of Higher Education for entrance into similar ECE programs. As a result, we are proposing a change to the requirements for entrance into ECE program:

- a) Acceptance of a score of 172 in all three areas (Writing, Math and Reading).
- b) Waiving of the Praxis Test, if a student achieved an SAT Composite score of 1000 or an ACT Composite Score of 22.

Measurement	Previous	Proposed	Support
Praxis I Writing	173	172	a) A score of 172 is the score that Ohio required for a conditional license to actually teach school. b) A majority of Institutions of Higher Education (IHEs) in Ohio hold these requirements for entrance into Early Childhood Education (ECE) undergraduate programs.
Praxis I Math	174	172	
Praxis I Reading	175	172	
SAT	n/a	Composite score = 1000	a) The ACT and SAT scores are recognized as predictors of success in college, as are the Praxis I scores. b) Several IHEs in Ohio follow this Practice. c) In reviewing the scores of 10 cohorts of ECE candidates, in all but one case, those who achieved an SAT Composite Score of 1000 or an ACT Composite Score of 22 passed all Praxis I tests (at the required level) on the first try.
ACT	n/a	Composite score = 22	

Bachelor of Science in Computer Science (Earth and Environmental Sciences Option)

Current (General Option)		New (EES Option)							
	Hours		Hours						
General Education Requirements* Required Courses	40	General Education Requirements* Required Courses	40						
Area I: (GE substitution. See Mathematics Requirements below.)		Area I: (GE substitution. See Mathematics Requirements below.)							
Area V: (GE substitution. See Laboratory Science Requirements below.)		Area V: (GE substitution. See Laboratory Science Requirements below.)							
Area VI: College Component: Select any Area VI College of Liberal Arts course.		Area VI: College Component: Select any Area VI College of Liberal Arts course.							
*Courses taken to satisfy GE requirements may not be counted toward the major.		*Courses taken to satisfy GE requirements may not be counted toward the major.							
Department Requirements	47	Department Requirements	47						
CS 240, 241, 242, 400, 415	19	CS 240, 241, 242, 400, 415	19						
CS 405, 466, 480	12	CS 405, 466, 480	12						
CEG 233, 320, 433, 460	16	CEG 233, 320, 433, 460	16						
Computer Science/Engineering Electives	36	Computer Science/Engineering Electives	36						
At least 16 hours must be at the 400 level. Courses from Computer Science or Computer Engineering to provide additional breadth in the discipline.	36	At least 16 hours must be at the 400 level. Courses from Computer Science or Computer Engineering to provide additional breadth in the discipline.	36						
Mathematics Requirements	24	Mathematics Requirements	24						
MTH 229, 230, 231, 253, 257	21	MTH 229, 230, 231, 253, 257	21						
STT 363 or STT 360 or ISE 301	3	STT 363 or STT 360 or ISE 301	3						
Laboratory Sequence Requirements	12-16	Laboratory Sequence Requirements	12-16						
CHM 121/125, 122/126, 123/127 (15 hours) Or BIO 111, 112, 115 (12 hours) Or PHY 240/20, 242/202, 244/204 (16 hours) Or EES 251/252, 253/254, 255/256 (13 hours)		CHM 121/125, 122/126, 123/127 (15 hours) Or BIO 111, 112, 115 (12 hours) Or PHY 240/20, 242/202, 244/204 (16 hours) Or EES 251/252, 253/254, 255/256 (13 hours)							
Science and Mathematics Electives	5-9	Earth and Environmental Science Requirements	12-16						
Science and Mathematics Electives and the Laboratory Science Sequence must total 21 hours, to include at least 18 hours of natural science courses. Courses must be appropriate for science or engineering majors and satisfy the General Education science requirements.		EES 251 and 252, if not taken for fulfilling laboratory science sequence, as well as three courses from one or more of the 3 tracks:							
		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Exploration Seismology</td> <td style="padding: 2px;">EES 422, 422L, 423, 438, 437</td> </tr> <tr> <td style="padding: 2px;">Environmental Sciences</td> <td style="padding: 2px;">EES 454, 499 (adv. ground water), 499 (aquifer test analysis), 499 (groundwater flow modeling), 455</td> </tr> <tr> <td style="padding: 2px;">Geospatial Analyses</td> <td style="padding: 2px;">EES 430, 429, 499 (env. Analysis & modeling with GIS) GEO 448</td> </tr> </table>	Exploration Seismology	EES 422, 422L , 423, 438, 437	Environmental Sciences	EES 454 , 499 (adv. ground water), 499 (aquifer test analysis), 499 (groundwater flow modeling), 455	Geospatial Analyses	EES 430 , 429, 499 (env. Analysis & modeling with GIS) GEO 448	
Exploration Seismology	EES 422, 422L , 423, 438, 437								
Environmental Sciences	EES 454 , 499 (adv. ground water), 499 (aquifer test analysis), 499 (groundwater flow modeling), 455								
Geospatial Analyses	EES 430 , 429, 499 (env. Analysis & modeling with GIS) GEO 448								
		If any course from a given track is taken, then the courses listed in bold from that track must be taken.							
Technical Communications	3	Technical Communications	3						
EGR 335	3	EGR 335	3						
General Electives	20	General Electives	9-16						
Electives may be taken from any area of study.	20	Electives may be taken from any area of study.	16						
Total	191	Total	191						
NOTE: ALL ELECTIVE COURSES MUST BE APPROVED BY A DEPARTMENT ADVISOR.		NOTE: ALL ELECTIVE COURSES MUST BE APPROVED BY A DEPARTMENT ADVISOR.							



Department of Computer Science & Engineering
3640 Colonel Glenn Highway
Dayton, OH 45435
937 775-5131
937 775-5133 Fax
cse-dept@cs.wright.edu

Date: January 11, 2009

To: CE&CS Undergraduate Committee
UCAPC

From: Tom Sudkamp, Chair, Department of Computer Science and Engineering

Topic: BA in Computer Science, Music Option

Please find attached the proposal for the creation of a Music Option in the Bachelor of Arts in Computer Science Program. This option has been developed jointly between the Department of Music and the Department of Computer Science and Engineering and has been approved by both departments. A letter of support from Dr. Herbert Dregalla, Chair of the Music Department, is included with this proposal.

The objective of the program is to provide students with the opportunity to pursue both a computer science and music in a rigorous program that meets the requirements of both disciplines.

The documentation provided consists of the current general BA in Computer Science degree requirements and the BA in Computer Science with Music Option requirements. The shaded regions indicate the differences between the programs. A check sheet of the new program is included to provide overview of the complete program.

Bachelor of Arts in Computer Science (Music Option)

Current (General Option)		New (Music Option)	
	Hours		Hours
Required Courses	52	Required Courses	52
Area I: (GE Substitution. See Quantitative Reasoning Requirements below)		Area I: (GE Substitution. See Quantitative Reasoning Requirements below)	
Area VI: College Component: Select any Area VI College of Liberal Arts Course		Area III: Courses must be chosen from EC 200, PLS 200, PSY 105, SOC 200, and SOC 205	
*Courses taken to satisfy GE requirements may not be counted toward the major.		Area IV: MUS 121 and MUS 122	
		Area VI: CST 242	
		*Courses taken to satisfy GE requirements may not be counted toward the major.	
Department Requirements	43	Department Requirements	43
CS 240, 241, 242, 302,400, 415, 466	27	CS 240, 241, 242, 302,400, 415, 466	27
CEG 233, 320, 355, 460	16	CEG 233, 320, 355, 460	16
Computer Science/Engineering Electives	32	Computer Science/Engineering Electives	29
At least 16 hours must be at the 400 level. Courses from Computer Science or Computer Engineering to provide additional breadth in the discipline.	32	At least 16 hours must be at the 400 level. Courses from Computer Science or Computer Engineering to provide additional breadth in the discipline.	29
		Technical Music Course	3
		MUS 466	3
Quantitative Reasoning Requirements	17	Quantitative Reasoning Requirements	17
MTH 228, 257	8	MTH 228, 257	8
STT 160	5	STT 160	5
PHL 223	4	PHL 223	4
Technical Communications	3	Technical Communications	3
EGR 335	3	EGR 335	3
General Electives	40		
Must include at least two courses from COM 101, 203, 221, or PHL 124, 200, 211	20		
		Music Concentration Courses	45
		Music Theory: MUS 101, 102, 103, 201, 202, 203	18
		Musicianship: MUS 151, 152, 153, 251, 252, 253	6
		Keyboard: MUS 155, 156, 157	3
		Music Theory, Musicianship, and Keyboard courses must be taken and passed in sequence.	12
		Applied Music (6 quarters)	6
		Large Ensemble (6 quarters)	0
		Recitals: MUS 100 (6 quarters)	0
Total	187	Total	192
NOTE: ALL ELECTIVE COURSES MUST BE APPROVED BY A DEPARTMENT ADVISOR.		NOTE: ALL ELECTIVE COURSES MUST BE APPROVED BY A DEPARTMENT ADVISOR. STUDENTS PURSUING THIS OPTION MUST COMPLETE AN APPLICATION FOR AUDITION WITH THE MUSIC DEPARTMENT AND PERFORM A SATISFACTORY AUDITION IN A MAJOR PERFORMANCE AREA.	

BACHELOR OF ARTS in Computer Science- Music Option

192 Hours

I. COMPUTER SCIENCE AND ENGR COURSES (77 Hours)

A. Required Computer Science Courses (27 hours)

CS 240 Computer Programming I	4	___
CS 241 Computer Programming II	4	___
CS 242 Computer Programming III	4	___
CS 302 Client Server Databases	4	___
CS 400 Data Structures & Algorithms	4	___
CS 415 Soc. Implications of Comp.	3	___
CS 466 Formal Languages	4	___

B. Required Computer Engineering Courses (16 Hours)

CEG 233 Linux and Windows	4	___
CEG 320 Computer Organization	4	___
CEG 355 Information Tech Systems	4	___
CEG 460 Intro. to Software Engineering	4	___

C. CS/CEG Technical Electives (29 Hours)

At least 16 hours must be at the 400 level.

1. _____	___	___
2. _____	___	___
3. _____	___	___
4. _____	___	___
5. _____	___	___
6. _____	___	___
7. _____	___	___

D. Required Technical Music Course

MUS 466 Computer Applications	3	___
-------------------------------	---	-----

E. Technical Communication (3 Hours)

EGR 335 Technical Communications	3	___
----------------------------------	---	-----

II. GENERAL EDUCATION COURSES (48 Hours)

Area I- Communication and Mathematical Skills

ENG 101 - Composition I	4	___
ENG 102 - Composition II	4	___
Mathematics (see Quantitative Reasoning section)		

Area II – Cultural-Social Foundations-(8 Hours)

History – Select 1 Course:

CLS 150, HST 101, HST 102, HST 103	4	___
------------------------------------	---	-----

The Non Western World(WI) – Select 1Course:

CSE/CST, RSE/RST, HLT 202, SW 272, URS 200	4	___
--	---	-----

Area III – Human Behavior –8 Hours

Select Two Courses from Different Rows:

Economics: EC 200

Political Science: PLS 200

Psychology: PSY 105

Sociology (WI): SOC200, SOC205

1. _____	4	___
2. _____	4	___

Area IV – Human Expression – 4 Hours

MUS 121 Music Listening	2	___
-------------------------	---	-----

MUS 122 Music Listening	2	___
-------------------------	---	-----

Area V – Natural Science – 12 Hours

1. _____	___	___
2. _____	___	___
3. _____	___	___

Additional courses from Areas II, III, and IV-(8 Hours)

Select one course from two of these three areas.

Except for Area II, the course selected must

come from a different subcategory than the course(s) chosen to meet the area requirement.

(See undergraduate catalog- Gen. Ed. Section for complete details).

1. _____	4	___
2. _____	4	___

Area VI – College Component 4 Hours

CST 242-Comparative Non-Western Cultures -Music	4	___
---	---	-----

III. QUANTITATIVE REASONING COURSES (17 Hours)

MTH 228 Calculus for Social Sciences	5	___
MTH 257 Discrete Mathematics	3	___
STT 160 Statistical Concepts	5	___
PHL 223 Symbolic Logic	4	___

IV. MUSIC CONCENTRATION COURSES (45 Hours)

A. Music Theory: (18 hrs)

MUS 101,102,103, 201, 202, 203	
--------------------------------	--

B. Musicianship: (6 hrs)

MUS 151, 152, 153, 251, 252, 253	
----------------------------------	--

C. Keyboard: (3 hrs)

MUS 155,156,157	
-----------------	--

D. Applied music (6 quarters, 12 hrs)

E. Large ensemble (6 quarters, 6 hrs)

F. Recitals: MUS 100 (6 quarters/0 credit)

AUDITION: Students pursuing this option must complete an application for audition with the Music Department and perform a satisfactory audition in a major performance area.

GENERAL EDUCATION: Courses must be chosen to satisfy the University General Education requirements.

SCIENCE COURSES: Courses must meet the General Education science requirements.

CS/CEG ELECTIVES: An approved selection of Computer Science/Computer Engineering electives to provide additional breadth in the discipline.

MUSIC THEORY, MUSICIANSHIP, and KEYBOARD: Courses must be taken and passed in sequence.

APPLIED MUSIC: MUA credit hours

LARGE ENSEMBLE: MUE credit hours. As appropriate to instrument/voice and background, as determined by director of bands, director of choral studies, director of orchestral studies (as appropriate) in consultation with a student's applied teacher.

Proposal for a Certificate in Linguistics

I. The “**Certificate in Linguistics**” will be an interdepartmental program in the College of Liberal Arts, taught by members of the departments of Modern Languages and English; if the program is expanded to include more courses, some of these may be taught by faculty in other CoLA departments, but Modern Languages and English will remain the major deliverers of the core program.

II. **Objectives.** The main objective is to provide a course of study in linguistics that introduces students to all major sub-disciplines within the field of linguistics, with close study of some of these (phonetics/phonology and morphology, historical linguistics, sociolinguistics). The certificate is designed in such a way as to appeal most of all to two major audiences: students of Modern Languages and students of English. Two sets of these courses are designed specifically for one or the other (introduction to linguistics, historical linguistics: see III below), while others are designed for general audiences in which all students of linguistics come together. The certificate is not, however, limited to students of these departments, and students of other majors will be able (and encouraged) to participate in the program.

III. **Description.** The Certificate in Linguistics will comprise a core of 5 courses plus a final capstone project course (total: 22 credits) consisting of

Introduction to Linguistics (ENG 478 or LI 301 [new]; 4 c.h.)

Historical Linguistics (ENG 479 or LI 371; 4 c.h.)

Language/Literacy or ESL/Language Acquisition (either ENG 480 or 481; 4 c.h.)

Sociolinguistics (ENG 483; 4 c.h.)

Typology of a non-Indo-European Language (LI 499; 4 c.h.)

Final Project (LI 399; 2 c.h.)

Description of the Courses:

NB: *= new course

1. ENG 478 - Introduction to Linguistics

Presents a survey of the scientific study of language and focuses on describing and explaining languages in their natural environment. Includes phonetics, phonology, morphology, syntax, semantics, pragmatics, and sociolinguistics.

****OR (for ML students): LI 301 “Linguistics for Modern Languages”***

This course introduces the scientific study of language and focuses on describing and explaining languages, especially English, Spanish, French, and German, in their

natural environment. Includes phonology, morphology, syntax, semantics, and sociolinguistics.

2. ENG 479 - History of the English Language

Study of the ancestry and early growth of the English language, the history of English sounds and inflections, the development of the English vocabulary, and variations in pronunciation and usage in modern British and American English.

OR (for ML students): LI 371 Introduction to Historical & Comparative Linguistics

Principles of historical and comparative study of languages; introduction to Indo-European, Germanic, Romance, and Slavic philology. This course is anchored by one member of ML staff, but with occasional guest lectures on specialized topics within Indo-European (e.g., Slavic)

3. (FOR ALL) ENG 480 - Studies in Language and Literacy

Intensive study of linguistic and/or rhetorical approaches to language. Intended to develop an understanding of language history, structure, theory, pedagogy, and context.

OR: ENG 481 - Theory of ESL (English as a Second Language/Language Acquisition)

Presents a theoretical foundation for the study of second language acquisition, including first language acquisition, interlanguage, contrastive analysis, error analysis, language universals, communicative competence, and learning theory.

4. (FOR ALL) ENG 483 - Sociolinguistics

Examines the sociology of language, the ethnography of speaking, the variation in language structures, the social varieties of English, with their political and educational implications, and the relationship of these to second language acquisition.

***5. (FOR ALL) LI 499 "Typology of a non-Indo-European Language"**

This course examines the structure of a non-Indo-European language, including study of its phonological system, morphology, and syntax. Languages are presented on a rotational basis, and include Finnish, Arabic, Chinese, Hebrew (modern).

IV. Admission Requirements. Students wishing to be admitted to the Certificate in Linguistics must:

- a. have been admitted to a major subject (usually but not exclusively) within CoLA;
- b. have completed their first three quarters at Wright State University (i.e., have received at least 36 credits), with a GPA of 2.5 or better;
- c. note specific requirements or prerequisites attached to each Certificate course in particular.

V. Program Requirements. As outlined above, the program of study is based on the core subjects of:

1. Introduction to Linguistics (ENG 478 or LI 301 [new])
2. Historical Linguistics (ENG 479 or LI 371)
3. Language/Literacy or ESL/Language Acquisition (either ENG 480 or 481)
4. Sociolinguistics (ENG 483)
5. Typology of a non-Indo-European Language (LI 499 [new])
6. Final Project (LI 399)

The minimum total credits for the completion of the certificate is 20. In principle students could take a sixth course (e.g., under [3] above) as an elective; however, as each of the courses described (with the exception of no. 6) is worth four credit hours, any course above and beyond the core subjects could not be counted as part of the certificate.

Two of the courses (LI 301, LI 499) are either new formulations (LI301) or new (LI499); appropriate documents are attached for these courses.

Final Project. The Certificate will be completed upon satisfactory completion of the above-named courses plus the capstone: students will be required to write a final paper/essay (ca. 20 pp) on a linguistic subject to be agreed between the student and a linguistics advisor. **In order to write the project students must be registered for LI399 (2 credit hours).** There will be one advisor in Modern Languages and one in English (to be decided); any of the faculty contributing to the teaching of the program is eligible to supervise this final project.

VI. Program Quality. Regarding the numbering of courses, original numbers are retained wherever courses already existed (and prerequisites, etc., as in the catalogue). Thus, although there is no obvious progression from 311 to 312 to 313, etc., as in established *majors*, there is certainly progression in the courses as they proceed from LI301 (or ENG 478) through to LI499 – in number as well as in quality/level of difficulty and sophistication. Entry to the program assumes and requires a level of knowledge or ability in either English or Modern Languages: this certificate will enhance the student's understanding of his/her major discipline (whether in English or Modern Languages), and bring greater understanding of the major means of human communication to students of all disciplines. *NOTE:*

prerequisites for individual courses mean that students of other majors are not at a disadvantage, and will have the minimum required background to study linguistics.

The final project is meant to represent a capstone experience for the student, so that the certificate does not end up being merely an accumulation of courses and credits.

VII. Student Performance. Student performance in each course of the Certificate program is geared to requirements of that course. To remain in the Certificate program, however, the student must maintain a 3.0 average across all certificate courses.

VIII. Curriculum Coordination. Letters of support from the two departments contributing the teaching and administration of this program are attached to this document. (Regarding resources, see next entry)

IX. Resource Coordination. No computer resources beyond those which are at the disposal of the two departments and all potential students are currently required. In terms of library resources, a number of excellent linguistics journals are held and available to students and staff; however, it will be necessary to purchase a few standard linguistics texts – shared between the two departments this should be a very minor expenditure of funds.

X. Program Staffing. The entire program will be staffed by existing members of the faculty.

February 12, 2009

To: Faculty Senate
Tom Sudkamp, President

From: Service-Learning Advisory Committee
Cathy Sayer, Director of Service-Learning

Subject: Establishment of Institutional Service-Learning Definition and
Course Designations

The Service-Learning Advisory Committee and the Office of Service-Learning request that the Faculty Senate approve the attached policies for Service-Learning Courses:

- Wright State University Definition of Service-Learning
- Criteria for Service-Learning Courses and Sections
 - SRV Designation
 - SRV-I Designation
- Application Process for SRV or SRV-I Course Designation
- Application for SRV or SRV-I Course Designation

The SRV and SRV-I course designations are needed for several reasons. First, students need to know prior to registering for a course whether it has a Service-Learning component. Because such courses are likely to take students off campus, they need to be able to plan ahead and to adjust their schedules appropriately. In addition, a course with an SRV designation might involve a single event on a single day, so students also need the SRV-I designation so that they have some way of knowing when more time might be required.

Second, the University needs to be able to demonstrate and assess how we are achieving our mission to engage in “significant community service” and the progress we are making in the areas of our strategic plan that relate to Service-Learning.

Finally, several bodies external to the University have an interest in our institutional civic engagement. North Central Accreditation’s Criterion Five requires that we demonstrate and assess our work with the community; the Ohio Board of Regents Transfer Module now includes civic engagement as a learning outcome; Carnegie now offers an optional classification for Civic Engagement; and a President’s Honor Roll for Service Learning in Higher Education has been established. Being able to quantify and assess our Service-Learning will help us to meet the expectations of these very important groups.

Please approve these policies for the benefit of our students and our University.

Wright State University Definition of Service-Learning

Service-Learning at Wright State University is a teaching and learning pedagogy that engages faculty, students, and community members in a partnership to:

- Achieve academic learning objectives
- Meet community needs
- Promote civic responsibility

Criteria for Service-Learning Courses and Sections

Courses may be designated with one of two types of Service-Learning designations:

1. Service-Learning (SRV)
2. Service-Learning Intensive (SRV-I)

SRV Designation: To receive a designation of SRV, the course section must include Service-Learning work that:

- Meets course learning objectives
- Involves a reciprocal relationship with one or more community partners to identify the service objectives and student orientation requirements
- Includes reflection activities that integrate the learning from the service experience with the course content

SRV-I Designation: To receive a designation of SRV-I, the course section must include Service-Learning work that:

- Meets course learning objectives
- Involves a reciprocal relationship with one or more community partners, engaging the community partner/s in all elements of the Service-Learning work from planning to assessment, including but not limited to development of community identified service objectives, student orientation to the service project, and reflection opportunities
- Includes reflection activities that integrate the learning from the service experience with the course content
- Is integral to the course with the majority of the course grade being linked to the academic products of the Service-Learning experience

Application Process for SRV or SRV-I Course Designation

SRV and SRV-I designations may be obtained for courses or sections of courses. To receive a designation of SRV or SRV-I for a course or section of a course,

1. At least three weeks prior to the beginning of registration for the term a service learning course is to be offered, the department chair (in the case of a course designation) or the course instructor (in the case of a course section) will submit to the Office of Service Learning:
 - a. A copy of the course syllabus
 - b. An application form signed by the chair (in the case of all sections of a course) or the faculty member and department chair (in the case of a single section)

Note: Faculty members may consult with the Office of Service-Learning for assistance in developing their courses and applications.

2. The Office of Service-Learning will forward applications to the Service-Learning Subcommittee of UCAP. The subcommittee will consist of a representative from each of the colleges and schools, the Director of General Education, the Director of the University Honors Program, the Director of Service-Learning and a representative of student government.
3. The Service-Learning Subcommittee will review the application, make a determination as to the appropriate designation for the course, and communicate their decision to the Office of Service-Learning.
4. The Office of Service-Learning will communicate to the Office of the Registrar all courses and sections to be designated SRV or SRV-I.
5. When approval is for all sections of a course, the designation will remain in place until the Department Chair notifies the Office of Service-Learning that the course no longer contains a Service-Learning component.
6. For a course offering multiple sections, an application must be submitted each time a Service-Learning section is offered. If there have been no substantial changes to the syllabus from the previous application, the faculty member need only submit the course syllabus, and review will be conducted by the Office of Service-Learning. When substantial changes have been made to the syllabus, a complete application is required, and review will be conducted by the Service-Learning Subcommittee.

Application for SRV or SRV-I Course Designation

Name _____

Course Title _____

Course Number _____

Max. Enrollment _____ Quarter Taught _____

Which type of service learning designation are you applying for? SRV SRV-I

Please answer the following questions:

1. Briefly describe the service learning project and the community need it will meet.
2. What learning objective/s will the service learning project help to meet? How?
3. Who are the community partners for the project? Describe their involvement (planning, supervision, feedback, evaluation, etc.).
4. Describe the orientation students will receive in preparation for the service experience and the service site.
5. Describe the reflection activities in which students will participate and how these will be assessed.
6. If you are applying for a SRV-I intensive designation, estimate the number of hours students will spend engaged in the service learning project.
7. Explain what academic assignments (readings, writings, presentations, etc.) will be linked to the service learning experience and how much of the grade will be tied to the service project.

Faculty Signature _____ Date _____

Chair's Signature _____ Date _____

**Undergraduate Curriculum and Academic Policy Committee
(UCAPC)
Preliminary Semester Curriculum Guidelines**

In the event that WSU should move to a semester academic calendar, the UCAPC recommends to the Faculty Senate the following set of preliminary curriculum guidelines intended to facilitate and accelerate the transition from quarters to semesters.

	Current Quarter Calendar	Possible Semester Calendar
Credit Hour Base	Majority of courses: 4 credit hours. Some course offerings: fewer or more credit hours as justified by academic requirements.	Majority of courses: 3 credit hours. Some course offerings: fewer or more credit hours as justified by academic requirements.
Instructional Hours	Per credit hour: 50 minutes.	Per credit hour: 50 minutes.
Required Minimum Total Degree Credit Hours	Bachelor's Degree: 183 credit hours. Associate's Degree: 90 credit hours.	Bachelor's Degree: 120 credit hours. Associate's Degree: 60 credit hours.
Residence Regulations	Minimum of 45 credit hours must be earned at WSU (credit by evaluation will not be considered). At least 15 of the last 45 hours of credit must be earned at WSU. A minimum of 30 credit hours of courses numbered 300 or above must be earned at WSU.	Minimum of 30 credit hours must be earned at WSU (credit by evaluation will not be considered). At least 10 of the last 30 hours of credit must be earned at WSU. A minimum of 20 credit hours of courses numbered 300 or above must be earned at WSU.
General Education Courses and Credit Hours*	Total courses: 14. Total credit hours: 56. Credit hours per course: 4 credit hours per course for core courses and 4 credit hours per course for natural science courses (except approved substitutions and EGR 101).	Total courses: 12. Total credit hours: 38. Credit hours per course: 3 credit hours per course for core courses and 4 credit hours per course for natural science courses (except approved substitutions).

(continued)	Current Quarter Calendar	Possible Semester Calendar
Writing Across the Curriculum	<p>Writing in General Education: 4 writing intensive courses, or allowable substitutions, in addition to the two required courses in freshman composition. Minimum total number of words: 1500.</p> <p>Writing in the Major: 2 writing intensive courses in the major field of study. At least 18 double-spaced pages.</p>	<p>Writing in General Education: 2 writing intensive courses, or allowable substitutions, in addition to the two required courses in freshman composition. Minimum total number of words: 2000.</p> <p>Writing in the Major: 2 writing intensive courses in the major field of study. At least 20-25 double-spaced pages.</p>
Course Numbering System**	0-99 100-499 500-599 600-699 700-999	0-999 1000-4999 5000-5999 6000-6999 7000-9999
Academic Programs: Credit Hours	<p>In converting academic programs including major, minor, and certificate programs from the quarter to a semester calendar, departments, colleges, and schools are not to exceed the proportion of semester credit hour requirements that exist under the quarter credit hour requirements.</p>	

* Possible Semester Calendar General Education Courses and Credit Hours

Based on the WSU Faculty approved General Education Task Force report dated 20 March 1998, "one way it can be converted to semesters" is to change all courses except Area V Natural Science from four to three credit hours, reduce Additional Courses From Areas II, III, and IV from 2 courses to 1 course, and collapse the Area V requirement of three quarters of science courses into two semesters of science courses.

** Course Numbering System Explanation:

0-999 Developmental precollege-level courses.

1000-4999 Lower division courses intended for undergraduate credit only. The first digit indicates the general level of the course: 1 for a first-year course, 2 for a second-year course, 3 for a third-year course, 4 for a fourth-year course. Courses in this category that are acceptable for graduate credit carry alternative numbers in which the first digit only is changed to a 5 or a 6 according to the definitions below.

5000-5999 Courses that carry graduate credit only in a major field different from that of the department offering the course. Most such courses will be alternate designations of courses normally numbered 300-499.

6000-6999 Courses that carry graduate credit in any major field and have alternate designations in which the first digit is a three or four when taken for undergraduate credit.

7000-9999 Courses intended for graduate credit only.