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Committee Minutes Committee

9-29-2009

Undergraduate Curriculum and Academic Policy Minutes, September 29, 2009 and 2009-2010 Committee Member List

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Undergraduate Curriculum and Academic Policy Committee

2009-10 Committee Members

Contact Individual Members:

Tom Sav, College of Business and Administration (Chair)

Joseph Slater, College of Engineering and Computer Science

Kathleen Kollman, College of Liberal Arts

Richard Mercer, College of Science and Mathematics

Kathy Keister, College of Nursing and Health

Sarah McGinley, College of Liberal Arts

Tony Ortiz, College of Education and Human Services

Bobbie Pohlman, College of Science and Mathematics

James Steinberg, Lake Campus

School of Medicine

School of Professional Psychology

Joe Law, WAC Committee Chair (Ex-officio, non-voting)

Jean Edwards, UGEC Committee Chair (Ex-officio, non-voting)

Jeanne Fraker, University College (Ex-officio, non-voting)

Karen Wilhoit, University Library (Ex-officio, non-voting)

Jamie Plamondon, Student Government (non-voting)

Nichole Tobe, Student Government(non-voting)

Contact: Entire UCAP Committee

[UCAPC HOME](#)

Undergraduate Curriculum and Academic Policy Committee

Minutes of September 29, 2009 Meeting

Present: Candace Cherrington, Jean Edwards, Jeanne Fraker, Jim Steinberg, Nathan Klingbeil, Joe Law, Richard Mercer, Tony Ortiz, Bobbie Pohlman, Tom Sav, Alpana Sharma, Karen Wilhoit. Guests: Wallace Neikirk, Kitty Friedman, Mary Holland.

Following introductions of committee members and guests:

Approved Minutes of May 13, 2009.

UCAPC Subcommittee Reports

Writing Across the Curriculum Committee (WAC): Joe Law, WAC Chair, reported that the WAC Semester Conversion Committee has been meeting weekly and has sent out a survey to WSU faculty to get feedback on the current draft proposal for the semester WAC program -- including student learning outcomes, WAC graduation requirements, oversight, assessment, etc. Along with the GE Committee, there will be WAC open forums on October 5-7.

University General Education Committee(UGEC): Jean Edwards, UGEC Chair, reported on the GE Semester Conversion Committee progress in drafting a new GE program. Along with the WAC Committee, there will be GE open forums on October 5-7.

WAC and GE Open Forums for Faculty, Staff, and Students

Monday, October 5 (E 163 Student Union)

WAC Open Forum: 1:00 to 2:30 p.m.

GE Open Forum: 2:30 to 4:00 p.m.

Tuesday, October 6 (E163 Student Union)

GE Open Forum: 1:00 to 2:30 p.m.

WAC Open Forum: 2:30 to 4:00 p.m.

Wednesday, October 7 (E157 Student Union)

GE Open Forum: 9:00 to 10:30 a.m.

WAC Open Forum: 10:30 a.m. to 12 noon

Undergraduate Academic Program Review Committee (UAPRC): Susan Carrafiello, UAPRC Chair. No report.

Service Learning Committee (SLC): Cathy Sayer, SLC Chair. No report.

Course Inventory and Modification Requests

None

Program Changes

None

New Programs

None

Academic Policies

Approved:

[Fresh Start](#) (for associate degree seeking students)

[Semester University Degree Requirements](#)

[Semester Course Inventory Numbering System](#)

[Semester Expedited Course Inventory Process](#)

[Semester Standard Credit Hour, Instructional Hour, and Timeblocks](#)

Course Inventory Workflow Management Form and Process

Guests from Cats gave a brief presentation of the Course Inventory Workflow Management form and process. The committee will review the form and process and discuss it in detail at a committee meeting on Tuesday, October 6, 12:30.

Adjourned: Fall meetings and deadlines for submission as well as Senate approvals 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 September 29		October 5	November 2
October 20 12:30 p.m.	October 8, 12:00 Noon	November 2	January 4
November 16 12:30 p.m.	November 5, 12:00 Noon	January 4	February 1

Additional meetings will be scheduled to attend to the semester academic calendar conversion.

[UCAPC HOME](#)

Proposed Addendum to the Application for Use of the Fresh Start Rule

Date: April 29, 2009

To: Dr. G. Tom Sav, Chair, Undergraduate Curriculum & Academic Planning Committee

From: Mr. Alan Chesen, Chair, Undergraduate Academic Petitions Committee
Mr. Eric Poch, Assistant Registrar

Subject: Proposed Addendum to the Application for Use of the Fresh Start Rule-Provision I.B

During a review of the current Fresh Start Rule, the Office of the Registrar discovered that the current provisions of this rule do not specifically address associate's degree seeking students. Namely, Provision I.B of the Fresh Start Rule requires that an undergraduate student must be re-enrolled before graduation for a minimum of forty-five quarter credit hours and three academic quarters after the Fresh Start has been applied to the academic record. This provision addresses bachelor degree seeking students' situation well but the associate degree seeking student is not served well under this provision.

We propose to amend Fresh Start Rule-Provision 1.B with an addendum that states the following: "***For associate degree seeking students only, a student must be re-enrolled before graduation for a minimum of twenty-four quarter credit hours and two academic quarters after the Fresh Start has been applied to the academic record.***" These figures of twenty-four credit hours and two academic quarters are an attempt to apply half of these residency requirements to an associate degree seeking student to those of a bachelor degree seeking student as well as we could.

Please do not hesitate to Eric Poch at eric.poch@wright.edu or X5606 with questions about this proposal.

Wright State University

Semester Academic Calendar

University Credit Hour Degree Requirements Policy
University Residence Requirements for a Bachelor's Degree Policy

University Credit Hour Degree Requirements

Under the semester academic calendar, the University minimum credit hour degree requirements will change from the quarter academic calendar minimums as follows:

University Minimum Credit Hour Degree Requirements		
Degree	Quarter Credit Hour Minimum	Semester Credit Hour Minimum
Associate*	90	60
Baccalaureate	183	120
Master	45	30
Doctoral	135	90

* In addition, Ohio Revised Code rule 3333-1-04 states that it should not exceed a maximum of 110 quarter or 73 semester credits, exclusive of physical education

Within the constraints of professional accreditation, it is strongly encouraged that departments, colleges, and units design programs that meet but do not exceed the university minimum credit hour degree requirement.

University Residence Requirements for a Bachelor's Degree

Under the semester academic calendar, the University residence requirements for a Bachelor's Degree will change from the quarter academic calendar requirements as follows:

University Residence Requirements for a Bachelor's Degree	
Quarter System	Semester System
Minimum of 45 credit hours must be earned at WSU (credit by evaluation will not be considered).	Minimum of 30 credit hours must be earned at WSU (credit by evaluation will not be considered).
At least 15 of the last 45 credit hours must be earned at WSU.	At least 10 of the last 30 credit hours must be earned at WSU.
A minimum of 30 credit hours of courses numbered 300 or above must be earned at WSU.	A minimum of 20 credit hours of courses numbered 3000 or above must be earned at WSU.

Approved:
 Undergraduate Curriculum and Academic Policy Committee _____
 Faculty Senate _____

Wright State University

Semester Academic Calendar

Course Inventory Prefixes Policy

Course Inventory Numbering System Policy

Course Prerequisites, Corequisites, Restrictions, and Notes Policy

Course Inventory Prefixes

The system of course inventory abbreviations/prefixes established under the quarter academic calendar is to be employed in the semester academic calendar system. Proposals for changes to prefixes or for the creation of additional prefixes are to be submitted for review and approval through the established university curriculum processes.

Course Inventory Numbering System

Under the semester academic calendar, the course numbering system will consist of four digits. The semester numbering system and its relation to the quarter system is as follows:

Course Numbering System		
Course Level Explanation	Quarter System	Semester System
Developmental precollege-level courses.	0-99	0-999
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.	100-499	1000-4999
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 or 3000-4990.	500-599	5000-5999
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.	600-699	6000-6999
Courses intended for graduate credit only.	700-999	7000-9999

Course Prerequisites, Corequisites, Restrictions, and Notes

Course prerequisites, corequisites and restrictions are to be used only with conditions that can be enforced by the administrative registration process:

Prerequisite -- a course (or set of courses) that must be successfully completed or completed with certain conditions (e.g., with a grade of "C" or better) prior to enrolling in the said course. When using a set of course prerequisites, only the highest level prerequisite is to be used (e.g., use MTH 244 as a prerequisite to MTH 345 instead of using all or some of the lower level prerequisites MTH 126 or MTH 127, MTH 143, MTH 243, MTH 244).

Corequisite – a course (or set of courses) that must be taken concurrently with enrollment in the said course, unless it has been previously satisfactorily completed (e.g., transferred from another institution) or completed with certain conditions (e.g., with a grade of "C" or better).

Restriction – a condition or set of conditions that limit enrollment in said course to a select group of students (e.g., students that must be admitted to a specific college or major, students who must have successfully completed a specific number of credit hours, students who are required to meet with a faculty member or director for an interview or audition to obtain permission to register for the course, students who must obtain instructor, director, or department permission to register for the course, etc.)

Course notes are used to provide added registration or curricular information but cannot be enforced by the administrative registration process.

Notes - text used to encourage or give warning to students of matters prior to registration (high school chemistry recommended) or to inform students of other curricular matters (outdoor activity required), including alternative registration possibilities (e.g., "or by permission of instructor", "or by permission of director or department", etc).

Approved:

Undergraduate Curriculum and Academic Policy Committee _____

Faculty Senate _____

Wright State University

Semester Academic Calendar

Course Inventory Expedited Process Policy

Course Inventory

Conversion to the semester academic calendar system will require a new inventory of courses. Some courses in the semester inventory will be the product of creating new courses from the quarter system inventory of courses. Other courses in the semester inventory will be the product of developing completely new courses.

The quarter system course inventory to be considered is, as summarized below, comprised of a wide range of courses numbering more than 6,000.

----- Quarter Calendar System Active Course Inventory -----			
Credit Hours	Undergraduate	Graduate	Grand Total
0	690	112	802
0.5	0	1	1
1	236	113	349
1.5	3	0	3
2	188	60	248
3	511	438	949
3.5	3	4	7
4	1512	1378	2890
4.5	44	50	94
5	68	51	119
6	10	10	20
7	7	7	14
8	1	7	8
8.5	0	1	1
9	5	3	8
10	3	0	3
12	3	1	4
15	0	1	1
Variable	279	477	756
Total	3563	2714	6277
----- Quarter Calendar System Inactive Course Inventory -----			
Total	288	193	481
Grand Total	3851	2907	6758

Course Inventory Policies and Procedures

In converting to the semester academic calendar, proposals for new courses are to follow the policies and procedures established through the Undergraduate Curriculum and Academic Policy Committee for undergraduate courses and by the Graduate Council for graduate courses, including, e.g., *Procedures and Guidelines for Proposing New Courses and Deleting Existing Courses (University Undergraduate Course Inventory)* and the *Graduate Council Manual*.

Expedited Process for Creating the Semester Calendar Undergraduate Course Inventory

To facilitate the conversion to semesters, an expedited course inventory process is available for a portion of the undergraduate course inventory.

For the expedited process, colleges, departments, and units may choose to submit, except for General Education, Transfer Assurance Guide, and Transfer Module courses, an undergraduate semester course that is accompanied by a course list of topics or a course outline. The course list of topics or outline will serve on a temporary basis in lieu of a course syllabus. A course syllabus will be required to be submitted prior to the first time offering of the course.

While the expedited topic or outline option is available, in all cases colleges, departments, and units are encouraged to provide a complete syllabus for all courses at the same time that the semester course proposal is submitted.

Guidelines

The following guidelines provide the elements to be included in the course list of topics or outline and in the course syllabus.

Undergraduate Curriculum and Academic Policy Committee

List of Course Topics or Course Outline Guidelines
for
Semester Calendar Expedited Undergraduate Course Inventory Process

Course topics or outlines submitted for Undergraduate Curriculum and Academic Policy review and inclusion in the WSU Course Inventory should include the following elements.

I. College/School
Department

II. Course Information

Course Title:

Course Abbreviation and Number:

Course Credit Hours;

Course Cross Listing(s) Abbreviation and Number:

Check ("x") all applicable:

General Education Course_____ Writing Intensive Course_____ Service

Learning Course_____

Laboratory Course_____ Ohio TAG (Transfer Assurance Guide) Course _____

Ohio Transfer Module Course_____ Others (specify)_____

III. Course Registration

Prerequisites:

Corequisites:

Restrictions: including, e.g., junior standing, majors only, etc.

Other: including, e.g., "Or by permission of instructor"

IV. Suggested List of Topics or Course Outline

Organized by week (14 week academic calendar and final exam) or other defined schedules.

This is a sample list of course topics or course outline that could differ by specific course sections and individual professors. Additional information can be obtained by contacting the appropriate college and department.

Undergraduate Curriculum and Academic Policy Committee
Course Syllabus Guidelines

Course syllabuses submitted for Undergraduate Curriculum and Academic Policy review and inclusion in the WSU Course Inventory should include the following elements.

I. College/School
Department

II. Course Information

Course Title:

Course Abbreviation and Number:

Course Credit Hours;

Course Cross Listing(s) Abbreviation and Number:

Check ("x") all applicable:

General Education Course_____ Writing Intensive Course_____ Service Learning Course_____

Laboratory Course_____ Ohio TAG (Transfer Assurance Guide) Course _____

Ohio Transfer Module Course_____ Others (specify)_____

III. Course Registration

Prerequisites:

Corequisites:

Restrictions: including, e.g., junior standing, majors only, etc.

Other: including, e.g., "Or by permission of instructor"

IV. Student Learning Outcomes

What students are expected to know or be able to do or demonstrate upon completing the course. For example, students will be able to explain a concept, demonstrate a procedure, evaluate alternatives, or recognize a bias.

V. Suggested Course Materials (required and recommended)

Textbooks, Articles, Videos, Computing and/or Internet Resources, etc.

VI. Suggested Method of Instruction

Lecture, Seminar, Distance Learning, Web-Based, etc.

VII. Suggested Evaluation and Policy

Tests, Quizzes, In-Class Writing, Out-of-Class Writing, Journals, Individual/Group Projects, Attendance Policy, etc. (numerical points or percentage distribution)

VIII. Suggested Grading Policy

Final course letter grade earned in relation to evaluation and policy.

Writing requirements in relation to final Writing Intensive (WI) grade earned.

IX. Suggested Assignments and Course Outline

Organized by week (14 week academic calendar and final exam) or other defined schedules.

Topic and/or typical assignments (textbook assignments, journal articles, internet resources, etc.)

X. Other Information

For Writing Across the Curriculum Program courses: statement of writing across the curriculum goals, criteria for evaluating writing assignments, and how writing assignments relate to the final course grade.

For combined undergraduate/graduate courses: identify, throughout the above or separately, additional work/responsibilities/grading applied to graduate students.

This is a sample course syllabus guideline. Course materials, method of instruction, evaluation and policy, grading policy, assignments, and other course matters can differ by specific course sections and individual professors. Additional information can be obtained by contacting the appropriate college and department.

Approved:

Undergraduate Curriculum and Academic Policy Committee _____

Faculty Senate _____

Wright State University

Semester Academic Calendar

Standard Credit Hour Base Policy
Standard Instructional Hour Base Policy
Standard Course Scheduling Timeblocks Policy

Standard Credit Hour Base

Under the semester academic calendar, the standard course credit hour will be based on three semester credit hours. While the majority of course offerings will be three credit hours, all course offerings will not be constrained to three credit hours. Justifications can be made for fewer or more credit hours per course so as to accommodate different academic program needs, curricular innovations, and instructional methods.

Standard Instructional Hour Base

Under the semester academic calendar, the standard class time instructional base will be 750 minutes per credit hour per semester: 1 Credit Hour Class=750 Scheduled Class Meeting Minutes per Semester. Laboratories are twice that amount: 1 Credit Hour Laboratory=1500 Scheduled Laboratory Meeting Minutes per Semester. Over the span of a semester, the total class meeting minutes vary according to a courses' total credit hours and how it is scheduled.

Standard Course Scheduling Timeblocks

Under the semester academic calendar and its standard course scheduling as determined by the University and the AAUP-WSU as follows (excerpt from Agreement Concerning a Semester Calendar, July 7, 2009):

The University and the AAUP-WSU agree that the semester academic calendar will consist of two semesters of fifteen weeks, each with fourteen weeks of instruction and one week of final examinations. When developing the calendar for a specific academic year the parties will make a good faith effort to include 70 instructional days in each semester. Standard course scheduling during these semesters will provide for 55 minute Monday-Wednesday-Friday classes and 80 minute Tuesday-Thursday classes.

standard course scheduling timeblocks are designed to

- meet the university's academic program needs
- meet the diversity of university student needs
- permit the scheduling of classes of varying credit hours, with 3-credit hour courses being the norm
- make the most efficient use of existing and planned classrooms, general and dedicated
- permit a reasonable distribution of classes throughout the day and week
- permit a flexible evening schedule that meets program and student needs
- permit a reasonable amount of time for students and faculty to travel between classes
- retain enough flexibility to accommodate special program needs and curricular innovations and instructional methods.

Effective with the semester calendar implementation, the standard timeblock model for class scheduling will change from its quarter academic calendar base as follows:

WSU Standard Quarter Calendar Course Scheduling Timeblocks Effective Fall 2003		
Monday Wednesday Friday	Tuesday Thursday	Evenings
8:30 – 9:20/9:35	8:30 – 9:45/10:10	Two Evenings per Week
9:45 -10:35/10:50	10:25 -11:40/12:05	4:10 –5:25/5:50
11:00 -11:50/12:05	12:20 -1:35/2:00	6:05 – 7:20/7:45
12:15 - 1:05/1:20	2:15 - 3:30/3:55	8:00 – 9:15/9:40
1:30 - 2:20/2:35		One Evening per Week
2:45 - 3:35/3:50		4:10 – 6:50
		7:10 – 9:50

WSU Standard Semester Calendar Course Scheduling Timeblocks Effective Fall 2012		
Monday Wednesday Friday	Tuesday Thursday	Evenings
7:25 – 8:20	8:30 - 9:50	Two Evenings per Week
8:30 - 9:25	10:00 - 11:20	4:10 - 5:30
9:35 -10:30	11:30 - 12:50	5:40 - 7:00
10:40 -11:35	1:00 - 2:20	7:10 – 8:30
11:45 - 12:40	2:30 – 3:50	8:40 – 10:00
12:50 - 1:45		
1:55 - 2:50		One Evening per Week
3:00 - 3:55		4:10 – 6:50
		5:40 – 8:20
		7:10 – 9:50

Approved:
 Undergraduate Curriculum and Academic Policy Committee _____
 Faculty Senate _____