Members Present: Duff Wrobbel (Chair), Zenia Agustin, Lenora Anop, Laura Strom, Scott Belobrajdic, Stacie Kirk, Cheryle Tucker, Stacie Kirk, Bryan Jack, Yvonne Mitkos, Jeffrey Sabby, Anne Flaherty, Carl Springer, Gerald O’Brien, Kay Gaehle, Hoo Sang Ko, Matthew Cashen for Greg Littman, Scott Belobrajdic, Tyann Cherry

Minutes Approved: Minutes of the February 20, 2013 meeting were approved with editorial changes.

Reports:
1. Standing Committees and Operations
   a. Undergraduate Programs Committee (UPC): Open hearing this morning for closed BS in Nutrition, went well. The remaining forms on sharepoint are under review. UPC chair will be on leave and may have other commitments when they return, so a replacement may be needed.
   b. Undergraduate Courses Committee (UCC): Nothing to report at this time
   c. General Education: See sharepoint, documents there are up to date.
   d. Academic Standards and Policies Committee: Nothing to report at this time.
   e. Assessment: Evaluating interim program reports
   f. Graduation Appeals Committee: Nothing to report at this time
2. Additional Reports
   a. Enrollment Management: Reiteration of Chancellor’s update, Freshman numbers look good, currently up over this time last year. Graduate up and International student numbers are up as well. Registration is currently open. The best way to recruit is through relationship building and three additional staff members were added to help with this.
   b. Registrar: Registration opened Monday and classes are filling.
   c. Educational Outreach: Tyann Cherry has joined the office as Associate Director of Online Programs, Summer Session
   d. Academic Advising: Advising occurring for new transfer students and preparation for Springboard is underway.
   e. Instructional Services: Nothing to report at this time.

Unfinished Business:
1. Electronics Policy Update
   a. The council’s interpretation of electronics policy is correct and there isn’t a need for a new policy on having electronics in the classroom. Enough
flexibility in current policies currently exist and this was vetted through Tom Jordan.

2. Course Repeat Policy
   a. The previous recommendation of the change to “A student may not take for credit a course which is a prerequisite for a course the student has successfully completed.” Was amended to “A student may not take for credit a course which is a prerequisite for a course the student has successfully completed without consent of the department chair.” This change should create an appropriate route for students who wish to retake courses for better grades to continue on to graduate school.

3. Program Review Meetings
   a. The council was thanked for agreeing to add 2 meetings to the schedule in order to accommodate program reviews. The council was reminded that program reviews typically last approximately 30 minutes and the time of the meetings could be adjusted in order to accommodate schedules. The council was asked to keep the next few weeks open on their schedules as a quorum is necessary in order for the review meeting to take place.

New Business:

1. Scott Belobrajdic handed out recommended changes for English proficiency requirements. The current policy does not include base score information. This change will provide international students seeking to enroll a more clear understanding of the requirements. There was a question raised regarding who governs the list of countries that a student could come from and have the TOFEL waived. Some concerns were raised about using countries as a measure of proficiency. There was also a question raised regarding whether or not the Michigan test given here on campus should be added to the list of accepted tests. There was also a question regarding the ACT score portion of the language. The ACT score required to waive the TOFEL is lower than that which is required for admission. This is because this option was originally added with the intent of providing graduate students another testing option and will need to be addressed on the undergraduate site.

2. Scott Belobrajdic also provided information on a grading policy finding and Title IV Aid. Originally a new grade was added for faculty to assign a student in the event of lack of attendance, this was supposed to eliminate the need for the Registrar to follow up via phone and email with the faculty member regarding the reason the grade was given (lack of attendance vs an earned F). Due to a recent finding during a federal audit it was determined by the auditors that the grading policy was not being applied correctly. This was a single finding and while it is believed to be isolated, it means that the follow up process that was previously eliminated will have to be revived. Scott will go to Faculty Senate to communicate what has happened and explain why this will be occurring.

3. There was a question raised regarding the cross listing of a course. It was determined that since the cross list was intended to cover both a 200 and 300 level
course that this was not possible. The asker was directed to the Course Levels and Restrictions folder on SharePoint for guidance.

4. A question was raised regarding the hold on the Physics program and this question was directed to Denise Cobb.

5. Plagiarism Policies
   a. Riza (last name?) was not present, but the proposed policy was reviewed. Change made include striking the word “shall” and replacing it with “may”. “Normally a student who plagiarizes shall may receive a grade of E [F EFFECTIVE FALL 2001] in the course in which the act occurs. The offense shall may also be reported to the Provost.” The revision needs to happen because the student code and academic code are currently not the same. The intent was not to soften a penalty but rather to provide more flexibility. Concern was expressed regarding the elimination of a reporting mechanism and the topic was carried forward.

Program Review, Exercise Science:

1. Exercise Science began by speaking to the recommendations provided.
   a. Availability of classes – while the recognize that this had been a problem in the past due to rapid growth they have hired additional full time faculty and instructors to accommodate this. Courses are now being offered more frequently.
   b. Alumni relations – Exercise Science has put together an advisory board and begun building a database with personal email addressed. They maintain that the long term solution is to have the alumni office track alumni for all programs.
   c. Strategic plan related to online course development – Exercise Science surveyed their students on preferred instructional methodology for their courses and there was a strong indication that the hands on interaction was what students benefited from most and they would prefer to not see those courses go online. The program feels they have placed courses that are appropriate for the online environment online, but these have been very carefully planned decisions.
   d. Lab equipment – the nature of the program means that equipment is consistently used and while the department has excellent equipment, normal wear and tear from heavy usage are going to happen. They are unable to use student fees toward equipment maintenance and have requested that the Provost’s Office allocate a fund for this purpose. They are still awaiting a response.

2. The Dean of the School of Education indicated the program is exceptional and is growing rapidly. Students of this program have many opportunities to engage in research and the overall growth and direction of the program has been strategic. The SOE has made decisions that have reallocated resources to this program to continue its upward enrollment trend and meet student needs.

3. The program reviewer was pleasantly surprised and pleased that the program was able to accommodate the 110% increase in growth that was seen and do so in an
environment where the growth was happening and then resources would follow. Health is shifting from a disease and illness model to focus on movement and food. These areas will continue to grow and in order to maintain market relevance it was recommended that this program be able to move forward. Also worth noting that the program is seeking rigorous accreditation and has embedded that criteria within their curriculum.

4. Dean indicated that over 73% of students enrolled in the SOE are within Health & Human Sciences. The overall trend indicates that while other areas will continue to shrink this programs growth will remain on track. The department also has consistently made efforts to accommodate students by allowing over-enrollment when able to.

5. Questions were asked regarding completion rates and the ability to continue to grow given limited lab space. While the department recognizes this is an issue they feel they have at least another year before this is a reality. At that time they may explore caps on admission to the major, since Juniors are the group that are currently being admitted. Completion data was not available at the time of the meeting, but from speaking with their advisor they know they lose very few students (maybe one or two a year).

6. Students were satisfied with the program when asked and really only had concerns about course availability, but this is believed to come from the previous growing pains.

Evaluation:

The council provided the following evaluation based on the discussion that followed:

The council agreed that the enrollment is sustainable at present levels, but felt an additional caveat needed to be in place explaining that reallocation cannot be the long term strategy to accommodate growth. Eventually the program will need additional lab space or need to cap enrollment and the issue of equipment maintenance must be addressed by the Office of the Provost in order to continue to provide a quality experience for students.

The council agreed that the rate of degree completion was satisfactory.

The council agreed that overall rating of the program is that of being in good standing.

Additional conversations continued regarding the issue of fees and while the council did not feel it was in a position to solve this issue it was indicated that it would need to be addressed.

Meeting adjourned by acclimation at 4:55 pm.

Respectfully submitted,

Tyann D. Cherry