Present: Sandra Cleveland (Chair), Ralph Del Colle, Sarah Feldner, M. Behnam Ghasemzadeh, Meghan Ladwig, Gary Meyer, Christine Shaw, Peter Toumanoff, Leigh van den Kieboom and Chae Yi

The meeting was called to order 1:03pm.

Yi offered a reflection.

Welcome and Introductions

Cleveland welcomed board members and wished everyone well; board members introduced themselves.

Approval of Minutes

Shaw motioned to approve meeting minutes of April 28, 2010 with a second from Yi. Minutes as drafted were approved unanimously.

Information Items

Responsibilities of the University Board of Undergraduate Studies

Cleveland distributed the first page of the Statutes of the University Academic Senate as well as Section 4.0 pertaining to the University Board of Undergraduate Studies. Members reviewed responsibilities as stated and noted that UBUS does most of them. It was noted that fall term meetings are busy with program reviews and other meetings have often been devoted to a discussion centered on the formulation of new policies or the revision of existing policies.

Meyer asked about the role of the Vice Provost for Undergraduate Programs and Teaching as co-chair since the UAS statutes say nothing about it. Committee members discussed this and noted that the Vice Provost is privy to much information that is used by UBUS and thus serves an important role on the committee. It was further pointed out that the Vice Provost serves an important administrative function both in terms of working with the chair to set the agenda and in terms of providing other resources such as copies. Board members saw no reason for Vice Provost Meyer to be designated co-chair as long as he was willing to serve in those capacities.
Higher Learning Commission online program list due to Vice Provost by September 1, 2010

Meyer informed UBUS members that HLC had changed their definition of an online program beginning July 1, 2010. As of that date, a program would be considered an online program if a student could earn a degree by taking 50% or more of the coursework online (technically in a non face-to-face environment) and as such, Marquette University was required to report all programs that met the new criteria by September 15, 2010. The HLC would then place Marquette into a category based on the total number of programs reported. Future programs that met the criteria would not have to seek HLC approval unless the addition of that program would move the university from one category to another. Meyer clarified questions about programs and courses and informed UBUS that this information was simply meant to inform them and not a signal to take any action.

University assessment reports due September 30, 2010

Meyer noted the due date of September 30, 2010 for 2009-10 assessment reports. These reports are both posted to the assessment website and also used within the peer review workshops held in November. Meyer also informed UBUS members that a workshop was being developed by the University Assessment Committee to help new program leaders get up to speed and to assist them with their reports. The workshop is to be held on Friday, September 17 AMU 157.

Shaw asked if the form that is used in the peer assessment workshop had been changed to conform more closely with the report itself. Meyer thought it had been changed by the University Assessment Committee but agreed to double check and bring it before the Assessment Committee if it had not already been changed.

Academic program review; October 6, 2010

Meyer indicated he received two new minors, one in Dance and one in Entrepreneurship. He plans to review both at the next UBUS meeting set for October 6, 2010. Discussion ensued regarding the role of this committee with respect to new course review. Several members expressed the belief that decisions about new courses should reside within departments and colleges. There was some concern expressed, however, about the addition of required courses that impact programs. Presently the Vice Provost for Undergraduate Programs and Teaching looks those over along with all new courses and thus serves as a “check” to ensure the course/requirement is consistent with the norms and standards of the university. After much discussion, UBUS determined that it is best to leave the review process as it is with the caveat that the Vice Provost, at his discretion, will solicit advice and feedback from UBUS for unusual or especially complicated programmatic modification proposals.
Committee members also discussed the need for documentation at the time new courses are proposed. Vice Provost Bloom asked for a syllabus last year. Committee members wondered whether or not a full syllabus was actually needed, but did confirm that additional information was necessary to assist the Vice Provost in decision-making. Meyer suggested that the committee develop a template specifying required information.

New Business

Meeting time – suggest change from 1-2:30pm to 12:30-2pm

Meyer noted that at least two committee members had difficulties with the time of the scheduled meetings and asked for a change to a 12:30pm start time which would allow committee members to stay until the end of the meeting (or very close to it). All committee members agreed to change the time.

Election of 2010-11 AY Chair

Cleveland entertained nominations for chair of UBUS for the 2010-11 academic year. Committee members asked if she would be willing to serve in this capacity for one more year and she agreed. Shaw then made a motion (second by Ghasemzadeh) to re-elect Cleveland for a second term as chairperson. Committee members voted unanimously in favor of this motion.

Continuing Business

Academic integrity survey

UBUS members talked about how best to move this issue forward. Meyer noted that meeting minutes last year talked about joining the Center for Academic Integrity and also distributing a survey to faculty and students concerning academic honestly. Cleveland indicated that she had the modified survey and that a sub-committee was to meet last spring to discuss implementation but never did. Toumanoff suggested college administrators be contacted for their input and that students should also play a large role in what we do regarding academic integrity. Cleveland reminded committee members that last year the group felt it was important to be proactive rather than reactive and begin to build a culture of academic integrity.

Cleveland asked for volunteers for to serve on the sub-committee. Meyer, Toumanoff and Shaw agreed. Cleveland will solicit others electronically.

Ghasemzadeh motioned to adjourn the meeting (second by Yi). Motion passed unanimously and the meeting was adjourned at 2:33pm.

Respectfully Submitted,

Gary Meyer