Present: Edward Blumenthal (chair), Sandra Cleveland, Scott D’Urso, Susanne Foster, M. Behnam Ghasemzadeh, Matthew Lipina, Gary Meyer, Farrokh Nourzad, James Richie, John Su, Norman Sullivan, Joan Whipp

Called to order: 1:03 pm

1. **Welcome and introductions** – Each introduced self and whether first year on committee.

2. **Reflection** - Gary Meyer offered a statement for our consideration. At a recent leadership retreat President Lovell made the following comment – “People don’t care how much you know until they know how much you care.” Leadership is personal and getting to know each other is important to the work we do. Ed B. used this as a means to encourage the committee to bring topics for discussion and consideration that they and their colleagues believe are important.

3. **Approval of minutes from 4/23/14** – Recommendation to change room from 440 to 470: motion to approve as corrected, by Jim Richie second by Behnam Ghasemzadeh. Minutes as corrected were approved unanimously.

4. **Upcoming meeting with UCCS program reviewers** – Gary Meyer commented that during 2013-2014 Marquette University reinstituted a program review process for academic programs and support areas. University Core of Common Studies is one of 5 or 6 programs that will be reviewed this year. The external review for the UCCS will be October 8 – 10. UBUS is invited to attend a session with external reviewers on October 9 from 2:30 to 3:15 pm in Zilber Hall room 470. UBUS was directed to look on the Provost page to review the process. It was noted that the program review process was designed to be reflective, responsive and actionable. Dr. Linda Salchenberger, Associate Provost for Academic Planning and Budgeting, chairs the program review council. Having a UBUS representative on the program review council needs to be discussed and decided.

John Su commented that the UCCS formally started fall of 2003 and has not been reviewed. The CCRC has been working the past year to prepare a self-study which includes data and information from faculty, students, MUSG and alumni. Currently the self-study is in draft form and will be shared with UBUS once complete. When UBUS meets with the external reviewers, John Su asks us to share perceptions of core, what we think of it, where we believe it might go, how to move forward, where has the core succeeded and or not fulfilled potential.
UBUS will not be mandated to have a representative on the program review council; however, the committee must decide whether or not UBUS representation on the council is necessary. If you are interested in being involved, contact Ed, Gary or Linda Salchenberger. Note that meetings are on Friday mornings (8-9:30 or 9 to 10:30) for the fall semester.

5. **Discussion of implementation of 120 credit requirement** – During 2013-2014 it was identified that it was not clear whether or not a university wide policy on minimum number of credits to graduate was necessary. After many discussions around campus this topic came to UBUS for consideration. In depth discussions by UBUS resulted in recommending a 120 credit minimum, which was approved by senate and recommended to the provost. The provost accepted the recommendation. With the Provost’s acceptance of the recommendation, technically MU has a policy governing 120 credit minimum to graduate; but it is not yet listed in the bulletin. Consider terminology for the bulletin. Future meeting topic.

While discussing the setting 120 credit hour minimum for graduation, several questions developed.

- Impact on existing students? Should students receive a choice of going down to 120 credits or should they be held to the requirement set forth in the bulletin the year they arrived on campus? Once decide between options the student would follow that bulletin from that point forward.
- Impact on residency requirement - would waivers be necessary?
- Processes to manage – registrar issues.
- Should we explore how other campuses have managed such a change?

Many UBUS members expressed the thought that when policy is changed students are never expected to do more, but if a change was favorable (less) the students had the option. In some instances students were mandated to do more; however, this was based upon accrediting agencies requirements. Ultimately do not wish to disadvantage students.

Ed will invite Georgia McRae, University Registrar, to the next meeting to discuss implications of implementing such a policy.

6. **Consideration of courses that have not been offered in greater than 10 years** – 117 courses not offered since 2004. Does UBUS have a role in addressing courses that have not been offered in a significant length of time?

Many commented that if the course is on the books and not offered, it is a measure of false advertising. Discussion regarding whether or not it is problematic to keep the course on the books and how difficult to reinstate the course developed. It was unclear whether it was possible to keep the course number on the books and have it not seen. The committee also considered whether or not the department chair was aware a course had not been offered for several years. The committee does not wish to be confrontational with departments.
Committee will request the registrar run the list again to clean up the erroneous information committee members identified. With a clean list the committee will consider a stronger statement to chairs to advocate on behalf of the students and address the potential false advertising of courses that remain on the books.

It is noted that departments may have different reasons to retain courses and maybe we should consider the variety of reasons. Ed will draft a document regarding the removal of courses that have not been taught for more than 10 years for the committee to discuss at the next meeting.

7. **Brainstorming about issues for the UBUS to consider this year**
   - Consider and discuss of new majors – Provost Office received dean approved concept papers which need to be vetted by Academic Planning Team (APT). If APT believes merit in concept paper they will ask the department to submit a full proposal by November 16, 2014. Work with Vice Provost, Gary Meyer, on proposal, resubmit to APT and if approved come to UBUS for consideration. At the October meeting will have more information on the dean approved concept papers for new majors.
   - Overlapping credits – How many unique credits to the major or minor?
   - Policy regarding the number of upper division courses within a major – Should there be a minimum? Before we consider, we need additional data.
   - Terminology for bulletin on 120 credit hour minimum.

Meeting was adjourned at 2:29 pm.

Respectively submitted by,

Sandi Cleveland