1. **Roll call:** Noel Adams, Ed Blumenthal, Sandra Cleveland, Alex Lahr, John Su, Gary Meyer, Jim Richie, Chris Shaw, Sarah Feldner, Behnam Ghasemzadeh, Joan Whipp, Stephanie Quade
   
   **Guest:** John Mantsch

2. **Approval of Minutes** - Minutes of Feb 5, 2014  
   **Motion to approve the minutes as circulated.** Motion - Sandra Cleveland. Seconded by: Behnam Ghasemzadeh. – unanimously approved.

3. **Consideration of Neuroscience minor** - John Mantsch presented the proposal for an interdisciplinary minor in neuroscience.
   
   a. The authors of the proposal were commended for the quality of the presentation.
   
   b. Questions were raised regarding the prerequisites for the elective courses. J. Mantsch noted that some elective courses will be better suited to students from a specific discipline. Examples of this would be the BIEN elective courses which have calculus and physics prerequisites that engineering students have but students in other disciplines may not. He also noted that some pre-requisites such a PSYC 2050 Research Methods and Design in Psychology, have been removed for students taking the PSYC electives in this minor.
   
   c. BISC 4931, a required course for the minor, is listed as a special topics course though it is not. It is a cellular neuroscience course that will be assigned a BISC course number by Fall 2014. The new course number will be included in the list of courses required for the minor.
   
   d. There are several independent study courses listed as possible electives for the minor. Committee members questioned the process that will be used to determine if a particular independent study would fit the requirement for this minor in neuroscience. J. Mantsch stated that it will be the responsibility of the department offering the course to determine if the independent study will count towards the minor.
   
   e. Another issue that should be considered by the departments involved is limiting the number of independent studies taken by a student and counted towards the minor.
   
   f. Discussion ensued regarding the incorporation of the courses for this minor into the student’s curriculum plan. J. Su noted that the student seeking this minor will need to declare the minor early and plan well in order to complete the minor. He expressed concern that the projected numbers of students who complete the minor may be lower than the anticipated number stated in the proposal. S. Feldner noted that any minor needs to be planned in advance and the advisors need to assist students with the course planning. She noted that the minor in marketing has similar issues and because of the number of upper division courses, students usually need to take the courses for that minor in the last 2 years of study.
   
   g. There were concerns expressed regarding the differences in how many credits may count towards both the major and the minor. The proposal states that Engineering allows 9 overlapping credits towards minor and major whereas Arts and Sciences and Biomedical Sciences allow 6 overlapping credits. This is a topic that is on the UBUS agenda and will be discussed further.

   **Motion to approve the interdisciplinary minor in Neuroscience. Motion by: J. Richie; Second A. Lahr. Unanimously approved.**
4. **Discontinuation of Psychology Major for Nursing** – Nursing students who take a second major in Psychology generally take the regular Psychology major rather than the major for nursing. The nursing faculty has approved the discontinuation of the major. **Motion to approve the discontinuation of the Psychology Major in Nursing** – Motion: Ed Blumenthal, Second: Benham Ghasemzadeh second – unanimously approved.

5. **Discussion of credit overlap between majors and minors** - Deferred

6. **Discussion of the Proposal to Academic Senate regarding the establishment of a policy requiring a minimum of 120 credits for graduation.** Discussion of the document developed by S. Feldner ensued.
   a. S. Feldner reported the discussion of the proposal with the Academics Committee of MUSG.
      i. The Academics Committee was generally in favor of the proposal. Members of that body asked if there would be any implications for the Senior residency policy that the last 30 credits of the students must be taken at MU. UBUs members do not believe that this proposal would have any effect on the residency policy.
      ii. MUSG members did raise a concern that setting a minimum graduation credit requirement at 120 might reduce the number of students taking upper division elective courses outside their majors. If there was a decline in enrollment in these courses, the courses might not be offered and limit the students choices in course offerings.
   b. J. Richie noted that it would need to be very clearly stated in any policy that the 120 credit minimum is just that, a minimum. There is no mandate for any program to reduce their graduation requirements to 120 credits.
   c. Word correction – end of page one, the word “recommendations” should be “implications”.
   **Motion to approve the proposal to Academic Senate regarding the 120 credit minimum for graduation.** Motion: Benham Ghasemzadeh; Second: Ed Blumenthal. **Approved Unanimously.** S. Feldner to request placement on the April agenda of Academic Senate.

7. **Teaching spaces and instructional methods** – During the HLC visit, some faculty members brought up issues regarding classroom assignments that were not supportive to the pedagogy used in their classes. The Committee on Teaching had discussed this issue and suggested that clearer communication between faculty and the staff in the colleges/departments who assist with room assignments may help resolve this issue. It is unclear if the problem is lack of appropriate technology or inappropriate physical space, such as fixed seating, or both. At this point, only limited anecdotal data has been presented. J. Whipp questioned whether these issues fall into the purview of UBUs since this issue goes beyond the undergraduate programs. An attempt to define the nature and extent of the problem needs to be done. The Committee on Academic Procedures may be the most appropriate group to address these issues. S. Cleveland will bring issues to CAPs group.

8. **MUSG concerns – A. Lahr**
   a. **Dead week proposal** – MUSG has concerns that major exams are being given in some courses the week before final exams. A. Lahr noted that Provost Pauley issued a policy
in 2010 that clearly stated that no major exams can be administered in last week of classes and no more than 3 final exams can be taken by a student on a single day. MUSG has concerns that the policy is not being followed by some faculty. The extent of the problem is not clear and UBUS requests MUSG to provide more data on the extent of the problem. Students are not comfortable addressing the issue with the faculty concerned or the department until after the semester has ended which does not help the student during the semester in which the problem arises. A message from the provost or the departments, sent early in the semester prior to the development of the syllabus, reminding faculty of this policy may be the solution to the problem. S. Feldner also noted that in her experience, faculty are not aware that there is also a schedule for mid-term exams. This creates problems for students when faculty administer mid-term exams without regard to when it is supposed to be scheduled.

b. Course overload issues. A Lahr
An issue presented at MUSG concerns the definition of “course overload”. According to University policy, any credits above 18 are considered “overload” and extra tuition is charged for those credits. Students find it confusing that though >18 credits is considered “overload”, some colleges (example A&S) do not require permission for taking an overload until the student takes 20 credits. The set point at which a student needs permission to take overload differs among colleges (Example- Engineering 19 cr). The policies regarding overload tuition and when permission for overload is needed is clearly written in the university bulletin under the individual college’s information but some students are not aware of these policies. Increasing student awareness of the policies might be accomplished through advising or a notice on Checkmarq when they exceed 18 credits. UBUS members are commissioned to investigate their own college/departmental policies and issues for discussion at a future UBUS meeting.

Meeting Adjourned 2:35 PM

Respectfully Submitted,
Chris Shaw