University Board of Undergraduate Studies
4/25/18
Minutes


1. Congratulations to Jill Guttormson on her promotion to Associate Professor and being awarded the University Award for Teaching Excellence and to Sarah Feldner for promotion to Full Professor.

2. Minutes from previous meeting were approved with a spelling correction.

3. A reflection was offered by Heather Hathaway focusing on the Jesuit principle of always assuming the best intention of those around you and the poem, “That Day,” by Denise Levertov.

4. Attendance Policy
   • John Su explained the concerns the University Academic Senate raised about the policy.
   • Given the time crunch to end of semester, Su suggested that the problematic language of current policy be deleted and that this be proposed to the Senate for AY 2018-2019.
   • A new policy will continue to be developed during AY 2018-2019 for implementation in 2019-2020, if approved.

5. Ideas about issues to consider for the future.
   • Should we have a universal appeal process?
     o Unified structure for grade appeals?
     o Academic Integrity has its own policy; how would this correspond to a uniform policy?
   • Core Implementation issues will be ongoing and will continue to need to be addressed.
   • Transfer (TES) evaluators: to what extent do we want faculty to play the role of approvers? To what degree should a staff member be in charge of this?
   • Online course development policies:
     o **Discussion:**
       o Who are the approvers of courses, programs and policies? Since it is a curricular matter over which faculty have authority, when do they step in to review/approve oversee course/program development and implementation?
         o Recommendation is to have UBUS oversee this, as a curricular issue, given that is UBUS’s purpose.
       o CTL is helping people learn how to teach online courses, but it is not an academic unit with oversight authority. Rather, it’s a facilitator of course and program development that will need to be approved through college curricula committees, UBUS/UBGS, Senate, etc.
Concerns were expressed about the approval of MCC courses, in particular. The CCIC carefully designed courses for integration with one another and they need to have some type of say in what goes online, when and how.

Right now, when an on-campus course gets developed for online, it is considered a course modification and thus does not go through the regular approval processes.

Several committee members who have taught online courses believe that these should be considered new courses rather than modifications, given the extent and nature of changes involved.

Questions about the administrative structure of online courses and planning. What is it?

**Summary:***

Online education at the program level requires vetting from academic and college-based units.

Individual course approval level might be handled by curricula committees in the colleges.

Original interpretation of going online with a course was that it was the same course in a different modality of delivery, but this group would like that to be discussed.

Ask CTL to create master list of faculty who have passed the courses required to be taken to be sanctioned to teach online. This should be distributed to the Colleges annually, probably in December, prior to their scheduling courses for the upcoming academic year.

Concern that courses are randomly being approved and taught online without curricular planning/coordination/concerns with regard to enrollment management.

MCC courses require particular attention:

- Concern that MCC courses should be approved/vetted by someone/committee/core committee.
- Concern that carefully-designed learning outcomes can be lost or shape-shifted without careful oversight.

Recommendation to invite Shaun Longstreet and the new person overseeing digital initiatives to fall UBUS meeting.

6. Chair vote: Jill Guttormson was nominated for the post and received unanimous approval by those present. Yet another congratulations was issued to Jill for her accomplishments during this banner year!

7. The committee recognized and expressed gratitude to outgoing chair, Mike Slattery, for his strong and ethical leadership during the past year. Thanks to Mike. We are grateful!

Meeting was adjourned.