

**MICHIGAN STATE UNIVERSITY**  
**University Committee on Undergraduate Education**  
**DRAFT MINUTES**  
Thursday, September 29, 2022  
10:15 A.M. to 12:00 P.M., via Zoom

<https://msu.zoom.us/j/96531712347>

Passcode: 849464

Present: Gary Blanchard, Mike Callahan, Richard Enbody, Joshua Ennis, Kathleen Gallo, Nicole Geske, Jonelle Golding, Ebony Green, Aaron Iturralde, Chris Kaiser, Becky Keogh for Steve Shablin, Mark Largent, Knick Laux, Emilia Marcyk-Taylor, Helen Mayer, Vashti Sawtelle, Linda Sayed, Steve Shablin, Robin Silbergleid, Joy Speas, Thomas Summerhill, Antoinette Tessmer, Tyler Silvestri, Tiffany Wahl for Alexandria Thrubis Stanley, Patty West, Provost Teresa Woodruff, Matthew Zierler

Absent: Grace Weber, Brandon Webster, Steven Gray, Marissa King

The agenda was approved.

**Comments from Provost Woodruff**

Provost Woodruff greeted UCUE members and thanked them for their thoughtful work on the committee. Provost Woodruff spoke about the importance of a class syllabus and hopes that in the coming year a policy for the transparency of a responsible employee is considered as part of the syllabus information.

**Comments from the Associate Provost for Undergraduate Education**

Associate Provost Largent introduced Dr. Ebony Green, the new Assistant Dean for University Advising who joins us from the University of Michigan. A new division of University advising is being created which will build out a new set of advising resources and will expand the scope of advising on campus. Approximately 50 new advisors will be hired to assist especially first and second-year students as well as transfer students. Dr. Green will also manage professional development for all advisors across campus.

Associate Provost Largent briefly addressed the recent actions of the Board of Trustees as well as campus groups who have publicly supported the work of President Stanley.

**Comments from the Chairperson**

Chairperson Tessmer reminded members that we have a full agenda today and to remain focused on our committee's primary responsibilities which are:

- Advise and/or make decisions on all items related to grading policies for undergraduate students;
- Advise and/or make decisions on all items related to changes in undergraduate academic programs.

Chairperson Tessmer shared the following announcements:

- As Chair of UCUE, she is also a member of the Steering Committee, Faculty Senate, and University Council. Most of those groups have held meetings since the start of the semester and you can learn more about decisions made at those meetings at [acadgov.msu.edu](http://acadgov.msu.edu).
- For anything related to current academic governance at MSU, members were encouraged to review the newly designed site at [acadgov.msu.edu](http://acadgov.msu.edu).

- On September 6, the Steering Committee met and charged UCUE with its first task for this academic year. The Steering Committee designated UCUE as the leading committee to initiate a collaboration with the existing “SIRS Revision” working group. You will hear more about this charge later in the agenda.

**Request to Add an Admission Requirement for the Bachelor of Science Degree in Urban and Regional Planning (*UCUE originally reviewed at 3/31/22 UCUE meeting and returned to department asking for clarifications re the secondary admit policy*) (Action Item)**

Zenia Kotval, Program Director, Urban and Regional Planning  
 Hannah Brodhead, Advisor, School of Planning Design and Construction  
See attachments: BSURP policy memo on secondary admissions  
 BSURP admission policy 3.31.2022

Dr. Kotval stated UCUE had originally reviewed this item in March and had returned it to the department asking for clarifications regarding the secondary admit policy. Dr. Kotval stated that she and colleagues have worked with Jim Lucas to address UCUE’s concerns. She indicated this request is to reinstate an admissions policy that the department had already had in effect from 2013 – 2018.

Dr. Kotval addressed UCUE’s concerns from the March meeting and indicated that language regarding diversity has been removed from the admissions criteria. Dr. Kotval referenced two handouts that had been shared with UCUE which details the potential language for the re-instated admissions policy.

***The University Committee on Undergraduate Education duly considered and endorsed the Request to Add an Admission Requirement for the Bachelor of Science Degree in Urban and Regional Planning.***

**Referral from Steering Committee re SIRS Revision (Discussion Item)**

Marilyn Amey, Asst. Provost for Faculty & Academic Staff Development  
 Nate Clason, Academic Specialist, Office of the Associate Provost  
 Stefanie Baier, Specialist, Graduate School  
See attachment: Steering Referral to UCUE re SIRS Instrument 2022-09-06

Assistant Provost Amey shared the history of the SIRS Replacement Exploratory Working Group and referenced a presentation titled Evolution of the MSU SIRS Policy and System. The presentation described various phases of the search for a SIRS replacement as follows:

- Phase 1: Needs Assessment & Benchmarking
- Phase 2: Vendor Vetting & Selection (2021 – August 2022)
- Phase 3: Governance & Policy Framework (FS22)
- Phase 4: Operational Decisions & Tactics (SS23)
- Proposed Phases:
  - o Phase 5: (US23) – Pilot test and Review
  - o Phase 6: (FS23) – Soft launch and on-boarding of units
  - o Phase 7: (SS24) – Official Launch
  - o Phase 8: (FS24) – Review and assessment of system

After an extensive review of vendors, a recommendation was made to utilize Explorance Blue. A formal contract was signed in August, 2022. Future work will include discussions with professors and University governance, reviews of vetted questions to eliminate bias, development, and review of course specific questions. The goal is to launch a pilot in summer, 2023.

Assistant Provost Amey asked for volunteers to represent UCUE moving forward. Mike Callahan, Patty West, and Tiffany Wahl volunteered to work with Assistant Provost Amey.

### **Role of UCUE in academic governance (Information Item)**

Tyler Silvestri, Secretary, Academic Governance

Secretary Silvestri shared a presentation on the role of UCUE in Academic Governance which showed the committees that make up the University Council and Faculty Senate as well as various modes of participation to determine policies.

### **Possible UCUE orientation for new and existing members (Discussion item)**

Mark Largent, Associate Provost for Undergraduate Education

Associate Provost Largent led a discussion regarding if UCUE members felt there should be an orientation to be a member of the UCUE. Thoughts included if an orientation should be a one-time exercise, should it go through academic governance, should it go through UCUE, and when should an orientation happen?

After a brief discussion, members felt an orientation would be helpful, especially for students. It was noted that Colleges should educate faculty who have been elected to serve on UCUE of their responsibilities. Associate Provost Largent has agreed to work with Aaron Iturralde, Tyler Silvestri, and other APUE leadership to determine what type of orientation should happen at the beginning of each academic year.

### **Test Taking Surveillance (Discussion Item)**

Jason Beaudin, Executive Director, Educational Technology

Executive Director Beaudin gave an informational presentation regarding test taking surveillance from a technology perspective and how this can affect MSU in the future. He referenced an August 2022 Ogletree v. Cleveland State University Lawsuit ruling regarding room scans on remote proctoring software. A US district court judge ruled at the end of August that remote proctoring room scans are unconstitutional.

Questions shared by Executive Director Beaudin include,

- Does UCUE believe action should be taken?
- Would a faculty survey be useful?
- What factors would require faculty to use proctoring services with room scanning?

### **Roundtable**

No comments were shared at Roundtable.

Respectfully submitted by Lynne Frechen.