

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

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

Passcode: 849464

Present: Steve Arch for Robin Silbergleid, Gary Blanchard, Mike Callahan, Lee Cox for Kathy Gallo, Richard Enbody, Nicole Geske, Jonelle Golding, Ebony Green, Aaron Iturralde, Chris Kaiser, Marissa King, Mark Largent, Knick Laux, Emilia Marcyk-Taylor, Vashti Sawtelle, Steve Shablin, Joy Speas, Thomas Summerhill, Antoinette Tessmer, Taylor Thrush for Tyler Silvestri, Tiffany Wahl, Patty West, Matthew Zierler

Absent: Kathy Gallo, Joshua Ennis, Stephen Gray, Helen Mayer, Linda Sayed, Robin Silbergleid, Tyler Silvestri, Alexandra Thrubis Stanley, Grace Weber, Brandon Webster

The agenda was approved.

The minutes were approved for November 3, 2022.

**Comments from the Chairperson**

Chairperson Tessmer had no announcements to share and reminded members that UCUE's next meeting will be held on December 1, 2022.

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

Associate Provost Largent informed members of topics visited at a recent Undergraduate Assistant and Associate Deans (UGAAD) meeting which included transitions in the President and Provost's offices, the state of the disciplinary process for the MSU football players involved in a scuffle at the University of Michigan stadium, and emerging data regarding student persistence. He reported that plans have been moving forward on the implementation of undergraduate certificates and thanked UCUE members for their previous input regarding certificates. The changes in the College of Education's K-12 teaching degrees were also discussed.

**Request for a Moratorium on Admission to the Agricultural Technology Certificate in Horse Management (Action Item)**

Dorcia Chaison, Interim Director, Institute of Agricultural Technology, College of Agriculture & Natural Resources

Interim Director Chaison stated this moratorium was requested since the certificate was no longer aligning with students' career goals or the horse management industry. No students will be penalized by the moratorium and will continue their program through completion of the certificate. Students will be directed to a 4-year animal science degree that will allow students to be successful in the horse industry upon degree completion.

**The University Committee on Undergraduate Education duly considered and endorsed the Request for a Moratorium on Admission to the Agricultural Technology Certificate in Horse Management.**

### **Boilerplate Language for a Centralized Syllabus (Discussion Item)**

Mark Largent, Associate Provost for Undergraduate Education and Dean of Undergraduate Studies  
Prabu David, Dean, College of Communication Arts & Sciences, Associate Provost for Faculty and Academic Staff Development

Associate Provost Largent led the discussion on the importance of creating boilerplate language for a course syllabus. Students and faculty desire a syllabus that is transparent, clear, and not overly lengthy. Last year, UCUE had begun work with Joe Salem to assemble a best practices document for a Teaching and Learning Committee. Momentum was lost with a change in leadership in the Library. One best practice that was identified was to have a central repository that lists best policies, practices, and procedures that faculty would be encouraged to use. Faculty could adjust this information to fit their specific course. Associate Provost Largent indicated he has invited Associate Provost David to continue the work toward boilerplate language for a syllabus.

Members provided the following suggestions regarding implementation of boilerplate language in a syllabus:

- Need accessibility and visibility on resources that students often use;
- Requesting consistent, repetitive, clear messaging;
- Define purpose and audience of the document;
- Determine standard information vs. course information on a syllabus;
- Training for faculty;
- Develop an expectation for faculty on delivery of syllabi information;
- Ask faculty to use first class as a syllabus lecture;

It was noted that a useful guide for instructors developing syllabi can be found by searching MSU Syllabus Checklist or by visiting the Ombudsperson's website.

Associate Provost David indicated he would like to report back to UCUE in January or February with updates.

### **Consideration of Adding Lauren's Promise (Discussion Item) (Referred from Steering Comm.)**

Mark Largent, Associate Provost for Undergraduate Education and Dean of Undergraduate Studies

A discussion was held regarding ASMSU's request to add language regarding Lauren's Promise to existing syllabi. Provost Woodruff has requested a response from UCUE regarding this request.

Discussion included adopting appropriate signage defining a mandatory reporter as well as the possibility of including Lauren's Promise in boilerplate language for a syllabus. A Motion was made stating: UCUE supports ASMSU's advocacy efforts as referred to in Bill Nos. 57-61, 57-65, and 57-92. Motion passed.

### **Consideration of Presence and Absence Policies (Discussion Item) (Referred from Steering Comm.)**

Mark Largent, Associate Provost for Undergraduate Education and Dean of Undergraduate Studies

A discussion was held regarding ASMSU's request regarding consideration of presence and absence policies. Provost Woodruff has requested a response from UCUE regarding this request.

Due to various interpretations of class attendance policies and absence related needs due to the pandemic, it was suggested that UCUE form a subcommittee to address faculty's expectations on course attendance.

Aaron Iturralde referenced Bill Nos. 57-51, 58-62, and 58-92 stating that these documents are meant to be conversational and are not the final product. It is possible these Bills could be referenced in course syllabi.

A Motion was made to create an adhoc subcommittee populated by members of UCUE and provide guidance to MSU either in the form of proposed policies and/or proposed resources to students to address absence attendance policies and short-term leaves. Motion passed.

Subcommittee volunteers include Aaron Iturralde, Marissa King, Chris Kaiser, Ebony Green, Rich Enbody, and Thomas Summerhill.

Chairperson Tessmer indicated that she will follow up with Provost Woodruff and will let her know a subcommittee is being formed.

### **Roundtable**

Patty West provided a brief update regarding documents related to Explorance Blue.

Respectfully submitted by Lynne Frechen.