

MICHIGAN STATE UNIVERSITY
University Committee on Undergraduate Education
DRAFT MINUTES

Thursday, January 23, 2020
10:15 A.M. to 12:00 P.M.

Board Room, 4th Floor Administration Building

Attending: Brianna Aiello, Alexandra Allweiss, Erin Bosch for David Gilstrap, Glenn Chambers, Andrew Corner, Deb Dotterer, Sejuti Das Gupta, Mark Largent, Karl Olson for Gina Leininger, Sheng-Mei Ma, Helen Mayer, Norbert Mueller, Shawna-Marie Nantais, Steve Shablin, Mariam Shimo, Emily Tabuteau, Nora Teagan, Antoinette Tessmer, Gerald Urquhart, Elizabeth Webster, Patty West, Scot Yoder, Matt Zierler

Absent: Stephanie Cohen, Jan Eberle, Georgia Frost, Madiha Ghous

The agenda was approved.

The minutes were approved for December 5, 2019.

Comments from the Chairperson

Chairperson Corner provided updates from recent meetings he has attended:

- Faculty Senate will be devoting their time to review of the OCR Report.
- At last week's University Council meeting President Stanley stated he would like to use election day and the day before for a fall break and although this has been publicized in the media, it has not been confirmed.
- University Council approved numerous revisions to the Academic Bylaws; this will move to Board of Trustees for their review.
- There are currently 25 applications for the Provost's search and the search committee is expecting at least an additional 25.

Chairperson Corner provided updates from various subcommittees:

- SIRS: No report provided.
- The first meeting was held regarding the issue brought forward by the Athletic Council about make up work and excused absences. Two issues are being considered: 1) policies in classrooms where assignments are dropped without the opportunity to use an excused absence, and 2) what could or should be an excused absence and should that be better defined.
- The academic calendar and issue of a fall break is intertwined. The committee met Monday and came up with directions they would like to pursue.
- The Academic Calendar subcommittee is investigating the following:
 - Equalize the number of instructional days in Fall and Spring semesters (see below);
 - Begin Fall semester on Monday;
 - Include a 2-day Fall break on a Monday and Tuesday in October that are after midterm and do not follow a home football game;
 - Cancel classes on the Wednesday before Thanksgiving;
 - Begin Spring semester one week later than we currently do;
 - Preserve the number of instructional days before Spring Break by scheduling it for one week later than we currently do.

Comments from the Associate Provost for Undergraduate Education

Associate Provost Largent reiterated that President Stanley has not made an official decision regarding the timing of fall break. President Stanley is working with ASMSU and other campus stakeholders regarding the best date for a fall break. Dates originally being looked at are November 2 and 3 and the week prior to November 2.

Long term issues with changing the academic calendar include: days of each semester are not balanced, no fall break, MSU's spring break and local school spring breaks are not aligned, welcome week, and a J Term, to name a few.

Associate Provost Largent commented on the secondary admit processes currently being used in the Colleges of Nursing, Education, Engineering, and Business as well as the direct admit processes currently being used and the possibility of changes to these procedures.

Associate Provost Largent reminded members that many things are changing throughout the University, such as revisions to the academic calendar, and encouraged members to help explore different and alternative ways to accomplish goals.

Ramadan and finals week coincide this year. Due to the fasting associated with Ramadan, students may need to take tests at alternative times. The Testing Center is available free of charge for students to utilize. Jim Lucas and Deb Dotterer have provided a list of every class that has exams starting after 2pm to the undergraduate associate/assistant deans and the Directors of advising. Interim Provost Sullivan will send an email after spring break with details.

Chairperson Corner explained that the next two curriculum requests are both being represented by Associate Dean Jerry Urquhart from Lyman Briggs College. The requests will be discussed jointly, however voted on separately.

Request for a Moratorium on Admission to the Lyman Briggs Bachelor of Science Coordinate Major in Earth Science-Interdepartmental (Action Item)

Jerry Urquhart, Associate Dean for Research and Faculty Affairs, Lyman Briggs

The committee granted voice to Associate Dean Urquhart.

Dean Urquhart explained that the Coordinate Major in Earth Science is governed by the College of Natural Science. There have been no new students admitted to this major since 2017.

The following motion passed unanimously.

The University Committee on Undergraduate Education duly considered and endorsed the request for a Moratorium on Admission to the Lyman Briggs Bachelor of Science Coordinate Major in Earth Science-Interdepartmental.

Request for a Moratorium on Admission to the Lyman Briggs Bachelor of Science Major in Earth Science (Action Item)

Jerry Urquhart, Associate Dean for Research and Faculty Affairs, Lyman Briggs

Associate Dean Urquhart stated the major currently has one student at junior status and no new students will be admitted to the program.

Voice was removed from Associate Dean Urquhart.

The following motion passed unanimously.

The University Committee on Undergraduate Education duly considered and endorsed the request for a Moratorium on Admission to the Lyman Briggs Bachelor of Science Major in Earth Science.

Request to Revise the Admission Requirements for the Minor in Sales Leadership (Action Item)

Ann Hoffman, Assistant Dean, College of Communication Arts and Sciences

Jennifer Rumler, Director of Sales Minor, College of Communication Arts and Sciences

The committee granted voice to Assistant Dean Hoffman and Ms. Rumler.

Ms. Rumler and Assistant Dean Hoffman discussed revisions to the admission requirements for the Minor in Sales Leadership. New admission language states: “To be considered for admission, a student must have been formally admitted to a bachelor’s degree program at Michigan State University and be enrolled or have completed MKT 313, Consultative Selling.

A brief discussion was held regarding how a student demonstrates mastery for the Minor as well as the sales role play of what a student is learning in Marketing 313.

Voice was removed from Assistant Dean Hoffman and Dr. Rumler.

The following motion passed unanimously.

The University Committee on Undergraduate Education duly considered and endorsed the request to Revise the Admission Requirements for the Minor in Sales Leadership.

Attend UCUE meeting via ZOOM (Discussion Item)

A discussion was held regarding allowing UCUE members to join meetings via videoconference. This would allow faculty with offices outside of E. Lansing to be appointed to the Committee. It was determined that members could attend via videoconference with the following limitations: 1) Members must have an office outside of the E. Lansing campus, 2) this only applies to UCUE members, not UCUE guests attending to represent their curriculum item, 3) if a committee member is away on legitimate University business such as a conference and their schedule allows them to join remotely.

It was noted that the Board Room would allow for audio and not video. It was agreed that Lynne Frechen would run a test this semester using the Polycom in the Board Room with a UCUE member and report back with results.

Academic Calendar Subcommittee Report

Chairperson Corner reported that ASMSU has requested that any Fall Break implemented in 2020 be scheduled such that it does not conflict with election day and does not coincide with Halloween. A motion was stated by Brianna Aiello that if there is a Fall Break in 2020, that it does not coincide with election day. Motion passed.

Chairperson Corner asked for your help in identifying any people or groups that may be impacted or that will have to make adjustments as a result of the six items above that the Academic Calendar subcommittee is investigating.

Roundtable

Matt Zierler stated that there will be prospective students and parents on campus over next two weekends for the Alumni Distinguished Scholarship competition.

Respectfully submitted by Lynne Frechen.