

MICHIGAN STATE UNIVERSITY
University Committee on Undergraduate Education
DRAFT MINUTES

Thursday, October 17, 2019

10:15 A.M. to 12:00 P.M.

Board Room, 4th Floor Administration Building

Attending: Brianna Aiello, Alexandra Allweiss, Glenn Chambers, Andrew Corner, Jan Eberle, Bridget Ertl, David Gilstrap, Sejuti Das Gupta, Mark Largent, Gina Leininger, Halen Mayer, Norbert Mueller, Shawna-Marie Nantais, Kimberly Chambers for Steve Shablin, Emily Tabuteau, Antoinette Tessmer, Elizabeth Webster, Patty West, Scot Yoder, Matt Zierler

Absent: Stephanie Cohen, Deb Dotterer, Aubrey Hanes, Sheng-Mei Ma, Tim Morris

The agenda was approved.

The minutes were approved for September 19, 2019 with the addition of Steve Shablin showing as being in attendance.

Comments from the Chairperson

Chairperson Corner had no comments.

Comments from the Interim Associate Provost for Undergraduate Education

Interim Associate Provost Largent stated that he has been working with President Stanley and Interim Provost Sullivan on current projects and issues concerning undergraduate education.

Professor Gilstrap asked for an update on the HUB's charge to improve SIRS. Interim Associate Provost Largent stated that the HUB has been charged to evaluate undergraduate instruction and improve an individuals' capacity to be an undergraduate instructor. It was noted that many colleges use their own questions for SIRS. Interim Provost Largent stated he would request an update from Associate Provost Grabill.

Adverse Impact of Some Faculty's Implementation of University-Approved Missed Class Policy (Action Item)

Andy Corner, Chair, UCUE

Chairperson Corner provided an update on the adverse impact of some faculty's implementation of the University-approved missed class policy that was discussed at the last UCUE meeting. This task was assigned to UCUE through the Steering Committee at the request of faculty athletic representatives who have heard from several student-athletes that they feel they are sometimes disadvantaged when they have to miss class to compete on behalf of the University. After discussion at the last meeting, it was agreed that Chairperson Corner would check with the University Ombudsperson for direction.

Ombudsperson Burton agreed that this is a known issue for many students, not just athletes, and that the policy should be revisited. It was stated that MSU leaves the implementation of this policy to each individual instructor and how it will be enforced.

A Motion was made stating: *The Steering Committee should be informed that UCUE believes there is cause to investigate the impact of the current excused absence policy or lack thereof on undergraduate students. Motion seconded and was passed.*

Request to Phase Out and Discontinue the Design Specialization (Action Item)

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

The committee granted voice to Assistant Dean Hoffman.

Assistant Dean Hoffman provided background stating that the College of Communication of Arts and Sciences (CAS) had a design specialization in collaboration with the College of Arts and Letters (CAL) when specializations existed instead of minors. In 2015, the term “specialization” was eliminated and units were given a couple of years to shift their specializations to minors. Due to declining enrollment in the specialization, the CAS and the CAL decided to put the program into moratorium. At the same time, the CAL had created a graphic design minor which has turned into a graphic design major and it was agreed that the CAS students that were looking for that kind of skill set would be able to take the graphic design minor in the CAL. There are no students remaining in the Design Specialization and the College is requesting it be discontinued.

Voice was removed from Assistant Dean Hoffman.

The following motion passed unanimously.

The University Committee on Undergraduate Education duly considered and endorsed the request to phase out and discontinue the Design Specialization.

Request to Phase Out and Discontinue the English Disciplinary Teaching Minor Available for Elementary Teacher Certification (Action Item)

Chairperson Corner reported that after consultation with Cara Cilano, Associate Dean of Arts and Letters, they determined Dr. Cilano’s attendance was not necessary at the meeting due to the nature of this discontinuance. This Teaching Minor has been discontinued since it is no longer compatible with the State of Michigan teaching requirements.

The following motion passed unanimously.

The University Committee on Undergraduate Education duly considered and endorsed the request to phase out and discontinue the English Disciplinary Teaching Minor available for Elementary Teacher Certification.

Add/Drop Policy (Request for Interim Provost Sullivan for Consultation from UCUE)

Glenn Chambers, Associate Dean, Office of Associate Provost

Associate Dean Chambers distributed a handout, “Suggested Changes for Drop/Add under Flat Rate Tuition and SIS Modernization” and a lengthy discussion was held regarding the current and proposed policies for Drop/Add.

Based on the above mentioned handout, discussion took place on topics such as extending the open add period, usage of wait list function, implications of using a W vs. a zero, financial equity issues pertaining to dropping classes with fees, how things work in the new SIS, how best to ensure graduating students can enroll in the classes they need, open seat alert, implications of receiving a “W” on a transcript, defining quarter term and mid term in relation to courses that are of a different length and/or start later in the semester, numbers of students who are dropping and the effects of this with flat rate tuition/financial aid.

Kimberly Blair Chambers provided useful information on current enrollment and drop/add policies.

Associate Dean Chambers stated the following motion: *UCUE recommends that the Associate Provost recommends to the Provost the scheme for drop/add described on the handout, and remove “with wait list” and “no late fees” and clarifying quarter term and mid term. Motion seconded and passed.*

Dr. Dave Gilstrap added the following motion: *move that the University maintain its current policy to not charge late fees for students dropping late. Motion was seconded and passed.*

Associate Dean Chambers provided this summary after today’s UCUE meeting. This morning the proposed drop/add policy was presented before UCUE. The committee agreed to endorse the request to accept the proposal with a few revisions. I have also included the approved version based on the UCUE discussion. Major points of the discussion are as follows:

- 1) There was agreement to move forward with extending Open Add and Drop with a W from Day 5 to Day 6. There was also agreement to separate the waitlist discussion from the Drop/Add proposal and take it up at a later time since the waitlist would not be implemented in Fall 2020. There was concern about the implementation of a waitlist and the equity issues that could arise from such a proposal as it currently stands. It was clear that the concerns regarding the waitlist would require further conversations (possibly through governance) before could be decided.
- 2) It was suggested that there be further consult with financial aid to determine the impact that the new Drop/Add policy would have on SAP.
- 3) It was also clarified that the current refund policy will not change. The only major shift at this point is the extending of the Open Add to the 6th day and the implementation of the W if a student drops a course after the 5th day.

Roundtable

Shawna-Marie Nantais reported that the College of Osteopathic Medicine is having a “See the Sites” event for students interested in visiting the College. Information to RSVP is on their website.

David Gilstrap reported that some instructors are receiving EASE alerts and some are not. It was noted that an instructor can submit an EASE report at any time and a reminder alert is not required. The Registrar’s Office is aware of this and working to correct the issue of why some instructors receive EASE alerts and others do not.

Respectfully submitted by Lynne Frechen.