

## **COMMITTEE ON UNDERGRADUATE STUDIES AND ADVISING**

### **Minutes of the Meeting for October 11, 2005**

The committee met on Tuesday, October 11, 2005, at 11:05 a.m. in Room 210 Strong Hall. The following were present: McCleary, Vitevitch, Clark, Carothers, Bayer, Walton, Karpowitz, Manolescu, Carlson, Bentley, Wallace, Gordy, Steele, D'Anieri, McNeley, LaFever, Crosby, Bradley, and Durham.

**Minutes** The minutes of the September 27, 2005 meeting were approved with minor grammatical corrections.

**Chair's Report** Chair Edith Clowes was not present. Dr. Bayer was acting chair and had nothing to report.

**Dean's Office Report** Dr. D'Anieri stated that the resignation of Provost Shulenburg would not change the focus of CUSA for the next year. He went on to state that other Universities like the University of Kansas were looking at Graduation in Four and he expected that this will continue to be a major topic for the future Provost.

**CLAS Student Academic Services Report** Dr. McNeley told CUSA that the SAS office is continuing to review the Graduation in Four material and the variables that are effecting the CLAS undergraduate graduation rate. A brief look at the 2004-2005 graduation data garnered the following statistics. The following data is based on the number of students who officially applied for graduation during the Summer 2004, Fall 2004 and Spring 2005 semester. Nineteen percent of the Summer 2004 graduation candidates who applied were denied for that term. The Fall 2004 semester was slightly better with an eighteen percent denial rate. The Spring 2005 semester faired the best with fourteen percent denied graduation. Further inspection of these terms led to a better idea of what issues prevented the awarding of their degree. Fourteen percent of the denied candidates were due to GPA issues. Twenty-seven percent were denied due to non-completion of the junior/senior hour requirement. The largest reason for non graduation was due to the lack completion of general education requirements. Forty-four percent of the student denied for Summer 2004, Fall 2004 and Spring 2005 were denied because of lack of general education requirement completion. This is a concern for the SAS office and because of this they have created a form for students to fill out before they meet with their faculty advisor that makes the students take responsibility in reviewing their general education requirements. The Environmental Studies Department will be requiring all of their students to have this filled out before an advising appointment.

The information that Dr. McNeley provided to the committee created conversation about what faculty is required to review during an advising meeting. Dr. McNeley agreed that a statement should be included on the graduation Major Certification Form stating that a review of general education should also occur when the form is filled out by major advisor. The SAS office will review this form and make that change. It was also brought up that there should be a form that tells a student what they have left. Dr. McNeley mentioned that she is working with Kim LaFever, SAS, and Mark Pickerel, Academic Technology Services, on something similar and that this is a huge priority for her office. Dr. McNeley also stated that she understands some of the concerns with the ARTS forms but that her office was working on solutions such as the bolding of the incomplete fields in the ARTS form that was recently changed.

#### **Subcommittee Chair Reports**

- A. Academic Standards  
The sub-committee had nothing to report.
  
- B. Advising  
Dr. Bayer reported that the sub-committee worked on the Major Declaration hold at 60 hours. She stated that she would continue the conversation under old business.

C. Curricular Changes/Degree Requirements

1. Curricular Changes

Dr. Walton presented the recommendations for Curricular Changes in the following courses:

FULL COMMITTEE ACTION:

Changes were approved for:

BIOL 650, GEOL 573, HIST 397, HIST 661, JPN 326, PHSX 313, PHSX 521, PHSX 528, PHSX 531, PHSX 536, PHSX 611, PHSX 623, PHSX 641, PHSX 655 and PHSX 681

BIOL 545 was approved with a change to the prerequisite. It was originally sent as "Prerequisites: BIOL 350 or exemption." but was changed to "Prerequisites: BIOL 350 or equivalent.". This change was allowed by the department per Dr. Greg Burg.

2. Degree Requirements

Dr. Walton presented the recommendations for the Degree Requirements.

FULL COMMITTEE ACTION:

Approval for non-western course status for HIST 397 was granted.

The Curricular Changes/Degree Requirements sub-committee brought up that principle courses used to have to be reviewed by the divisional chairs before being sent to the sub-committee. Dr. Carothers stated that he knows that this practice was in place from 1986 to 1997. A motion was approved that CUSA recommends to Interim Dean Romzek that this practice be reinstated. Discussion continued about when this practice started and it was brought up the Divisional Chairs meeting stemmed out of this practice and that this review came from the changes to the general education requirements from the late '80s.

The request for principle course status for MUSC 310 was tabled until CUSA received a response from Interim Dean Romzek regarding the divisional chair principle course review.

**New Business** None reported

**Old Business** Dr. Bayer asked follow up questions on previous business regarding the European co-major and minor changes that Dr. Clowes proposed and the probationary agreement status that was directed to SAS. Dr. Walton told the committee that discussion was still continuing with the European co-major and minor but that it was proceeding well. Dr. McNeley stated that SAS should have a report on the status of the administrative solvency of the probationary agreement procedure in the next couple of weeks.

CUSA continued the discussion on the 60 hour major declaration hold. Dr. Bayer stated the Advising Sub-committee had several points that they feel should be addressed. First they feel that an enrollment hold would be a better form of hold rather than a hold based on needing to declare a major to have the hold removed. She also stated that clear systems should be in place for student with a pre interest. Pre-psychology students and pre-allied health students should have clear guidelines as to what information they are given. FSAC Director, Tamara Durham brought up the issue of certain pre-Allied Health majors not eligible for their program until the 90<sup>th</sup> hour. Issues such as staffing were also raised by the Advising sub-committee and that the sub-committee felt that this should be implemented on a future class rather than start in the middle of a student class already in progress.

Dr. D'Anieri brought up that the decision to create a hold at the 60<sup>th</sup> hour may need to wait until discussion on reducing the number of hours required for the general education requirements occurred. Dr. D'Anieri asked if the Curricular Changes/Degree Requirement subcommittee had discussed the principle course requirement and Dr. Walton mentioned that it had not been formally discussed by the committee. Dr. Bayer asked this type of discussion should occur at the sub-committee level or if it should be discussed by the full CUSA. Many agreed that this discussion would be a huge undertaking and not settled just by CUSA. Dr. Carothers mentioned that all of the general education requirements should be looked at as a whole and not individually.

CUSA returned to the topic of the 60 hour hold for non-declared students but no decision was agreed upon. Further conversation will be needed.

**The meeting was adjourned at 12:40 P.M.**