COMMITTEE ON UNDERGRADUATE STUDIES AND ADVISING
Minutes of the Meeting for May 8, 2007

The committee met on Tuesday, May 8, 2007, at 11:00 a.m. in Room 210, Strong Hall. The following were present: Anderson, Blackmore, Burright, Carlson, Carothers, Crandall, Crosby, D'Anieri, Earnhart, Madden, Mayhew, McNeley, Mort, Thompson and Walton.

MINUTES The minutes for April 24, 2007, were approved.

CHAIR'S REPORT Professor Walton referred members to the draft of the CUSA Chair's Report to the Dean and requested members input. The final Chair's report along with the subcommittees' year-end reports would be forwarded to Dean Steinmetz (reports attached).

DEAN'S REPORT Professor D'Anieri clarified that since the Task Force on General Education was a Dean's advisory committee, its report would first go to Dean Steinmetz who would then make recommendations to CUSA. On behalf of Dean Steinmetz and himself, Professor D'Anieri thanked CUSA members for their work and accomplishments during the year. He also reported that the Plus-Minus grading proposal would be going to CAC later in the day.

CLA&S STUDENT ACADEMIC SERVICES REPORT Dr. McNeley reported grades must be submitted by the Spring deadline of May 25, 2007, in order to have complete information to evaluate students for Summer enrollment. An email would be sent out reminding faculty of this deadline.

SUBCOMMITTEE CHAIR REPORTS

A. ACADEMIC STANDARDS—Professor Carlson reported they were finalizing data for the year-end report and briefly reported on its main points.

B. ADVISING & AWARDS—Professor Crandall distributed the year-end report and briefly reported on its main points. There were 212 scholarship applications to be reviewed by the end of May 2007.

C. CURRICULAR CHANGES/DEGREE REQUIREMENTS:

1. Curricular Changes

   FULL COMMITTEE ACTION:

   Approval with noted changes was granted for: EURS 500, PSYC 405, SOC 295, SOC 495

2. Professor Carothers distributed the year-end report and referred members to the "recommended uniform designation for major options" item in the report.

OLD BUSINESS

1. Academic Misconduct Policy

FULL COMMITTEE ACTION:

a. The "Exclusion from Activities" Sanction

Approval was granted for the new Academic Misconduct Policy proposal without the "Exclusion from Activities" sanction.

b. Academic Misconduct Hearings

With noted changes, approval was granted to adopt Option 2 for Academic Misconduct Hearings. The "Hearing Panel and Appeals" section of the Academic Misconduct Policy reads as follows:

Hearing Panel and Appeals

For sanctions that require a hearing at the College level, or if a student wishes to, the Dean will appoint a hearing panel consisting of a minimum of three faculty members to conduct a hearing for all parties involved. This hearing shall be scheduled during one of five sessions during the academic year (August, October, December, February, and May).

Deleted: protest a grade based upon work judged by an instructor to be a product of academic misconduct

Deleted: four

The charged student, the charging instructor(s), and his/her department chairperson, the hearing panel and the assistant dean or his/her representative, from the College Student Academic Services will be invited to attend the hearing. Students will be informed in writing of the date of their case review. The charged student will notify the College of his or her intentions to attend the review 10 days prior to this date and a full hearing panel will be scheduled. If the student does not notify the College, the assistant dean of the College Student Academic Services will confirm that: 1) the case was filed within the College guidelines, 2) adequate evidence of the charge has been provided by the department, and 3) the sanctions are consistent with previously imposed sanctions by the College. If all criteria have been met the charge will be finalized and sanctions imposed as recommended by the charging faculty member and department.

Individuals attending the hearing will be kept to a minimum to insure the confidentiality of the proceedings. The charged student and/or charging instructor may request that an observer/advisor or witness(es) attend the hearing. The College scheduling officer must be notified in writing 10 calendar days prior to the hearing of any observer/advisor and/or witness(es) that will be attending the hearing. An observer (a supportive family member, advisor, or friend) may not directly participate in the hearing. Witnesses may be present only during their testimony to respond to questions from the panel, charged student, or charging instructor(s).

Typically, students do not bring legal counsel. However, if the student has an attorney, University General Counsel will be contacted and asked to attend the hearing also. The hearing may be delayed until such time as all parties, including legal representatives from both sides, can attend.

The hearing panel, having heard the charges and the student's response, will determine the validity of the charge of academic misconduct. If the charge is found to be valid, the panel will determine which of the above sanctions are to be imposed, based on the severity of the offense and any record of previous academic misconduct. The panel will notify the Dean and the Provost of its decision.

If either party to a charge of academic misconduct or to a grade appeal involving a charge of academic misconduct is dissatisfied with the resolution of the charge, he or she may seek review by the Judicial Board. All appeals must be made within 30 calendar days of the initial decision.

NEW BUSINESS

Co-chairs nominated for next year were Professor Chris Crandall for Fall 2007 and Professor Robert Carlson for Spring 2008.

For next year's agenda, CUSA recommended a review of all courses that have not been offered in the last 5 years.

Professor Carothers ended his term on the CUSA Committee with these thoughts:

I've been hanging around this Committee since 1973 when it was the Educational Policies and Procedures Committee. The first Chair under whom I served was Jim Seaver from History who was and is a magnificent leader for us all with a variety of interests and his dedication. And I think I learned from Jim and from others that it's important to have good citizens of the College and of the University as well as good citizens of the individual academic units. I've always been impressed with the way that spirit has guided people who have come on this Committee. I have chaired the University Council or Senate or held whatever presidential titles three times, but CUSA is the most important committee at the University. Certainly you could make a case for University Promotions and Tenure; that affects 20 to 30 people each year and has extraordinary input to make appointments that contribute significantly to the quality of education for the next thirty years or more. But what this Committee does affects thousands of students every day, every semester that they are here. Our degree requirements reflect our academic aspirations. The issues that we deal with are, I think, grounded in academic principle even though expediency is mentioned from time to time. It's been an honor for me to serve. I've served a term in the College Office and another in the Provost Office. When I was in the College Office I was the liaison to CUSA. But CUSA depends primarily on the work of those who volunteer. I think it's an extraordinary opportunity for service and I'm honored to have served with you all. Thank you.

The meeting was adjourned at 12:20

May 8, 2007

To: Dean Joseph Steinmetz,
College of Liberal Arts and Sciences

From: Anthony W. Walton, Chair,
Committee on Undergraduate Studies & Advising.

Subject: Annual report of the committee.

The Committee on Undergraduate Studies and Advising (CUSA) and its subcommittees had an active year in 2006-2007. This report summarizes activities of CUSA itself and includes reports from the subcommittees.

As Chair, I would like to thank the members of the CUSA for their willing participating in Committee and subcommittee meetings. I would also like to recognize the effective working relationship with Assistant Dean McNeley and the staff of the College Office of Student Academic Services. Associate Dean Paul D'Anieri was effective in his role as liaison with the College Office and interesting to work with; my thanks to him.

Major items considered by CUSA

- Course repeat policy. CUSA discussed the proposed course repeat policy that the Subcommittee on Advising had developed. The proposal was strongly endorsed, sent forward to the College Academic Council (CAC), which forwarded it to University Governance for consideration. The University Senate has adopted this policy.
- Plus-minus grading. Dean Steinmetz asked CUSA to develop a proposal for implementing plus-minus grading for College courses, bringing College grading policy into line with 6 of the 10 other KU undergraduate schools. This proposal allows use of grades A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. It has been forwarded to the College Academic Council for discussion and possible adoption, subject to College Assembly approval. The document included discussion of the 1988 attempt to implement plus-minus grading, including a listing of the objections that students raised to the earlier proposal and commentary upon them. The College Academic Council adopted this policy with the modification that faculty can award the grade of A+. Grades of A and A+ will both count 4 grade points.
- The Advising Subcommittee took on the additional responsibility of recommending individual students for College scholarships. The subcommittee took the name of Advising and Awards Subcommittee to reflect its broader charge.
- CUSA recommended two changes to the College Academic Misconduct Policy: deleting the possible sanction of "exclusion from activities" and changes to the hearing procedures. Assistant Dean McNeley proposed the changes. They will be taken up by CAC next year.
- The Subcommittee on Academic Standards has been moving to record its criteria for acceptance of a series of kinds of student petitions. This year, the committee developed a policy for approval of retroactive withdrawal from courses and guidelines for substituting undesignated KU courses for principal courses. This exercise is intended to ensure continuity from year to year as the staff support person and membership of the committee change.
- CUSA adopted a policy proposed by the Subcommittee on Degree Requirements and Curricular Changes to use the term *emphasis* to designate different curricula within various majors. The area of concentration is noted on the students' transcripts, but not on their diploma. Different departments have labeled these various curricula *emphasis, concentration, track, option,* or *specialty area*. After a review of the range of usage among different departments, the subcommittee recommended that the various curricula would all be listed as different *emphases* (e.g. BS Geology, emphasis Geophysics, BS Geology, emphasis Environmental Geology, BS Geology, emphasis Engineering Geology, etc.). This proposal has been forwarded to CAC for implementation.

Guidance

For the information of Dean Steinmetz, CUSA discussed the suggestion to develop 8-week courses during Spring and Fall semesters and provided insight on the subject of restricted or conditional admissions to CLAS majors.

Subcommittees

Advising, Margaret Bayer, Chair; Chris Crandall, Chair (after Marge stepped down) Subcommittee report attached.
Academic Standards Subcommittee, Robert Carlson, Chair. Subcommittee report is forthcoming.
Curricular Changes and Degree Requirements, James Carothers, Chair. Subcommittee report attached

Concerns for next year

1. The burden of reviewing scholarship applications may be greater than anticipated when the Subcommittee on Advising and Awards took on this responsibility.
2. The Subcommittee on Academic Standards must meet during the summer to review petitions in a timely manner. Members of the subcommittee are not on the state payroll during the summer and may be pursuing research interests off campus at crucial times.
3. Assistant Dean McNeley will be providing a list of undergraduate courses not offered during the past 5 years. CUSA or the College Dean can then inquire with departments about continuing to list those courses in the new catalog.

Attachments:

1. Report of the Subcommittee on Advising and Awards
2. Report of the Subcommittee on Curricular Changes and Degree Requirements.

ec: Committee members & participants
Associate Dean D'Anieri
Assistant Dean McNeley

Attachment 1.

CUSA

Advising and Awards Subcommittee

Final Report, 2007

Members of the Subcommittee were: Margaret Bayer, Michael Shaw, Crystal Anderson, Diann Burright, Amber Blackmore, Kim McNeley, Robert Gordy, and Chris Crandall, Chair.

1. The Sub-Committee changed its name from Advising Subcommittee to the Advising and Awards Subcommittee, to reflect its new duties as serving the College as a committee (or a referring and selection committee, should the task grow onerous) for CLAS awards to undergraduates.

We accepted responsibility for the Max A, Miller Medical Scholarship, determined the basic rules for the processing of applications and the award of the scholarship. We then accepted responsibility for a fairly large number of College Scholarships (with 217 applications).

2. One major function of the CUSA Advising and Awards Subcommittee is to provide general support and consultation to Student Academic Services. We consulted on a range of issues, including discussing drafts of forms, letters, providing a sounding board for new approaches to the encouragement of attendance at the Majors Fair, supplied input on the No Major Declared Hold Form and so on.

3. The Subcommittee, as one of its most time-consuming tasks, reviewed the policy for Course Repeat/Grade Replacement. The code for this policy was discussed, rewritten, and shepherded through the Subcommittee, CUSA, University Senate Executive Council, Academic Procedures & Policies Committee of University Senate, back through the University Senate Executive Council and finally won approval at University Senate on May 3.

Attachment 2

May 2, 2007

Prof. Anthony W. Walton, Chair
College Committee on Undergraduate Studies and Advising
College of Liberal Arts and Sciences
Campus

Dear Tony:

I write to sum up the activities of the C.U.S.A. Subcommittee on Curriculum and Degree Requirements for the 2006-07 academic year.

Subcommittee members were Dietrich Earnhart, Mark Mort, and Rachel Thompson. All were faithful in attendance and responsible in their work. We enjoyed many frank professional exchanges on the issues and recommendations before the subcommittee. As Prof. Mort is the only member of the present subcommittee who will serve on C.U.S.A. next year, it may be advisable to reassign one or two people who were members of other subcommittees this year, and are thus familiar with some of the issues.

The subcommittee was ably assisted and organized by Ms. Karen Ledom, who provided working drafts of proposals, negotiated with departments on behalf of the subcommittee, and prepared our recommendations for C.U.S.A. She was tireless, good-humored, consummately professional, and indispensable.

A summary of changes to courses, majors, and minors approved by C.U.S.A. and CAC follows:

New courses approved – 58
New cross-listed courses approved – 8
Changes to existing courses approved – 40
Courses deleted – 21
New Principal Courses approved – 3
Principal Courses deleted – 0
New non-Western courses approved – 3
Non-Western courses deleted – 0

Changes to majors received for file – 12
(English - 2, Linguistics – 2, Philosophy - 1, Physics and Astronomy – 1
Theatre and Film – 5)

Changes to minors received for file – 5
(English – 1, Linguistics – 1, Peace and Conflict Studies – 1 (deleted), Physics and Astronomy – 1, Theatre and Film – 1)

In addition, the following subcommittee recommendations approved by C.U.S.A. will be considered by CAC at its May, 2007 meeting:

New courses – 17
Changes to existing courses - 15
New Principal Courses – 3
Changes to majors: Chemistry – 6, Psychology – 1 (received for file)
Changes to minors – Chemistry 1 (received for file)
New minors -2 (Brazilian Studies, Social and Behavioral Methodology)

Among the general issues discussed by the subcommittee this year were:

Recommended that Divisional Chairs be asked to recommend approval or disapproval of new Principal Courses;

At the request of the Dean, declined to approve new requests for grade-point qualifications for enrollment in particular courses or admission to majors and minors;

Proposed guidelines for allowing courses to satisfy Junior-Senior concentration requirement;

Acted on authority delegated by C.U.S.A. to approve LA&S topics courses for one semester only

Recommended uniform designation for major options including “concentration,” “track,” “emphasis,” “option,” and “specialty area”;

Creation of guidelines for course titles and descriptions.

Respectfully submitted,

James B. Carothers
Subcommittee Chair