

The University of Kansas  
College of Liberal Arts & Sciences  
**COMMITTEE ON UNDERGRADUATE STUDIES & ADVISING**

**AGENDA**

MAY 11, 2010, 11:00AM  
STRONG HALL – ROOM 210

- I. Approval of CUSA Minutes from April 27, 2010
- II. Chair's Report
- III. Dean's Office Report
- IV. CLA&S Student Academic Services Report  
Sneak peek at the online catalog
- V. Subcommittee Chair Reports
  - A. Advising & Awards
  - B. Curricular Changes/Degree Requirements

1. Curricular Changes for Approval:

NEW COURSES: ITAL 480, SPAN 326, WGSS 397

CHANGES: ITAL 695, LA&S 160

2. Degree Requirements for Approval:

- a. Change to Existing French Major – Italian Concentration
- b. Change to Departmental Honors Requirements in Linguistics
- c. Change to Existing Spanish Major

3. Curriculum Issues to be Considered for the Next Academic Year

C. Academic Standards Report

**Retroactive withdrawals**

**1530)** Retroactive withdrawal from Spring 2009 due to Deployment Orders

*Denied (3, 0) – Student was informed that he would be deployed on April 20th of the Spring 2009 semester. Unfortunately the student was already failing his courses and had stopped attending one of his courses in January and another in March. The student should have withdrawn from his courses by the withdrawal deadline since he clearly was failing his courses prior to receiving his deployment orders. The subcommittee was torn since the student did have to leave the semester early but they could not ignore the fact that the student had already made the decision to stop attending some of his courses and should have withdrawn prior to the drop deadline.*

**Degree Requirement Petitions**

**1541)** Request to get credit for the honors version of a course he had previously completed

*Denied (3,0) – The subcommittee did not see how they could grant credit for both PSYC 360 Social Psychology and PSYC 361 Social Psychology Honors even though they had separate instructors. The courses were perhaps taught with a different style and material but the same subject matter was duplicated based on the fact that the courses had the exact same description and title. The student applied for graduation in February with the hopes of graduating in spring. The College strongly encourages students to apply for graduation prior to the start of the semester to help avoid issues like this.*

**1542)** Request to count IST 205 as equivalent to EECS 128 for NM credit

*Denied (3,0) – Student currently needs MATH 116 for his major and by completing that course he would have fulfilled his NM requirement. The subcommittee saw no reason to grant this request.*

**1543)** Request to count MUSC 305 as a HT

*Denied (3,0) – Student needs MUSC 305 to count for her non-western since she withdrew from a non-western course during the spring semester. She cannot use one course to count for two general education requirements so the subcommittee saw no reason to review this request.*

## VII. New Business

CUSA approval of new Requests for Major Admissions Requirements if the department follows the CUSA-approved template

Election of 2010-2011 Chair of CUSA and Recognition of Service

## VIII. Old Business

**Proposed time frame for gathering of documentation from instructors to process petitions, specifically retroactive withdrawals** - The Academic Standards subcommittee feels that electronic files should be kept for at least a minimum of two years after a grade is posted, while paper documentation should be retained for one year after a grade has posted. These guidelines will change the administrative process for gathering documentation from instructors after two years has passed, so we are proposing the following administrative guidelines to be included in current retroactive withdrawal policy approved by CUSA.

Requests for retroactive withdrawals that are more than two years old will be reviewed only for entire semesters or if clear, documentable administrative errors have occurred regarding a specific course. Instructors will not need to be contacted since they are not required to keep records past two years. However, full semester withdrawals will be reviewed only if there is documentation of a serious illness or issue pertaining to the student that occurred during the semester being requested. The current process of requesting information from faculty will continue for individual courses and full semesters that are less than two years old.

**Lunch will be served in appreciation of the CUSA members' service.**

## COMMITTEE ON UNDERGRADUATE STUDIES AND ADVISING

Minutes of the Meeting for April 27, 2010

The committee met on Tuesday, April 27, 2010, at 11:00 a.m. in Room 210 Strong Hall. The following were present: Bradley, Burrigh, Comer, Crosby, Dozier, Earnhart, Fischer, Hayes, Kuczera, Ledom, Manning, McCrea, McNeley, Phillips, Tucker

**MINUTES** A motion was made to approve as written the April 13, 2010 meeting minutes of the Committee on Undergraduate Studies & Advising. The motion was seconded and passed unanimously.

**CHAIR'S REPORT** Professor Manning mentioned a typographical error in punctuation had been noted during the April 13 CAC meeting in the course descriptions for GINS 330, GINS 331, REL 330, and REL 331, that CAC would correct before sending forward.

**DEAN'S REPORT** (combined with CLA&S Student Academic Services Report)

### **CLA&S STUDENT ACADEMIC SERVICES REPORT**

Assistant Dean McNeley noted the 9.0 upgrade for Enroll & Pay had been launched on Monday, April 26, with only a few glitches, and mentioned that faculty who print off course rosters, for instance, should use Internet Explorer instead of Firefox to print successfully. She added this upgrade is a good move forward and more information about the advances would be communicated soon. Dr. McNeley also mentioned the Enroll & Pay system will be going down again on Friday, May 28, and was expected to be back up and running on Tuesday, June 1, after the Memorial Day holiday.

### **SUBCOMMITTEE CHAIR REPORTS**

A. **ADVISING & AWARDS** – Professor Kuczera reported that the Award for Excellence in Undergraduate Advising would be going to the UKan Teach program.

B. **CURRICULAR CHANGES/DEGREE REQUIREMENTS**

1. **Curricular Changes for Approval:**

NEW COURSES: AAAS 345, EALC 317, JWSH 361, WGSS 345

CHANGES: EALC 316

Administrative Director Karen Ledom presented for the subcommittee and first brought forward the proposals for AAAS 345 and WGSS 345, new cross-listed courses. A motion to approve both courses was made and seconded, and the motion passed unanimously. The next two items were the changes to EALC 316 and new course EALC 317, and Ms. Ledom explained the change to EALC 316 was in title and description and, essentially, the course was being split into two time periods, so the new course EALC 317 was created to cover the second time period. A motion was made to approve both courses. The motion was seconded and passed unanimously. The last item for consideration was the new course JWSH 361. Ms. Ledom reported that the rationale for this proposal had included references to both Film and American Studies, and both departments had submitted a letter of support for the new course, indicating they did not feel there was a substantial overlap with their course offerings. It was noted there are no plans to cross-list this course with their courses, as it is a nice complement to offerings in Film and American Studies, but does not contain enough overlap that it would be appropriate to cross-list with their current course offerings. Ms. Ledom also noted a suggestion had been made for a minor modification to the course description in the last sentence, adding the word “the” so the last sentence would read, “We discuss important historical and cultural processes such as **the** break-up of the shtetl life, immigration to America, Zionism, anti-Semitism and the Holocaust, as well as the friction between religious and secular ways of life, and learn to apply our understanding of these processes to film analysis. Ms. Ledom will run that by the department. A motion was made to approve this course with the possible modification. The motion was seconded and passed unanimously.

2. **Degree Requirements for Approval:**

a. Change to Existing Women, Gender & Sexuality Studies Major and Minor

Ms. Ledom noted for the record that, although the department is now called “Women, Gender & Sexuality Studies,” no proposal has been submitted to change the name of the major or the minor from Women’s Studies, so that correction to the proposal would be made prior to sending forward to CAC. Ms. Ledom went on to explain the proposed change was to add the newly-approved WGSS 345 course as a possibility in the humanities area for the major and the minor. A motion was made to approve this change with the edit noted above. The motion was seconded and passed unanimously.

b. **Creation of Admission Requirements for Existing Linguistics Major**

The last item for consideration was the proposal to create admission requirements for the existing Linguistics major. One concern was raised about the language of the proposal that begins, “After this requirement is met, students should apply to the major by filling out a Major Declaration form...” because in light of electronic tracking of major declarations, if a department’s major admissions requirements are met, students will not have to apply for acceptance into the major, but must notify the department of their intent to declare. The suggestion was made to strike that language and instead use the standard language of the CUSA-approved template:

**Application Term:**

Application to the major should occur in the term in which designated admission requirements will be initially completed. If student does not meet established admission GPA criteria or neglects to apply for admission in this term, the student must petition the department for permission for late application. The department, as part of an approved petition, will determine late admission requirements (including GPA and course requirements) and the final deadline for admission

The admission requirements could continue as proposed, with, “Students are strongly encouraged to declare the major before the beginning of their junior year. Suggestions for completing the major in a timely manner are listed on the departmental website.” A decision was made to continue with the vote as amended above and, if approved, Ms. Ledom will take the proposal back to the department to be sure they want to continue with the amendment prior to forwarding it to CAC. A motion was made to approve the proposal as amended. The motion was seconded and passed unanimously.

C. **ACADEMIC STANDARDS**

Professor Tucker presented, and began with the first topic for discussion. It concerned an Organic Chem. course a student took at another 4-year institution, where it was evaluated as a 200-level course. The course transferred into KU as equivalent to a 600-level course, so the question was whether or not JR/SR credit should also be granted for this course if it is considered the equivalent to an upper-level course at KU, even though it was not at the original institution. It was noted this same issue has also come up regarding credit equivalency with MATH 365. Discussion ensued and some suggestions were offered, such as whether the departments may consider renumbering the course(s) after reevaluation, and whether departments may want to reconsider how the transfer work is evaluated. There was general agreement to first check with both the Chemistry and Math departments to solicit input about this issue, so it will be discussed again in future CUSA meetings.

The next topic involved situations when a student receives an incomplete for a course, then re-enrolls in the course and completes the requirements. The question was if a retroactive withdrawal should be approved for the course with the I. Discussion notes included the fact that, ideally, in a case of documented administrative error or when a student was mistakenly advised to re-enroll in the course, the second enrollment should be cancelled and tuition refunded, and the earned grade should be posted to replace the incomplete. The issue sometimes remains of determining if this occurred due to an advising error or to a misunderstanding on the student’s part, and it was pointed out that the processing of incompletes has not always been smooth in the past, but with the recent changes in automation of incompletes lapsing to an F (or whatever grade was stipulated), within a year, the number of these issues should decrease in the near future. After further discussion, there was a general conclusion that the grade should lapse to an F per the approved policy, then determine if the circumstances are eligible for a retroactive withdrawal.

The next topic was a question of flexibility for some students/courses in allowing substitutions for various principal course requirements, and discussion ended with the subcommittee encouraging review of the principal course requirements, and general agreement to continue upholding the current principal course requirements to ensure fairness for all students.

The next topic for discussion was a petition had brought up an older question of whether or not EECS 128 and EECS 138 should count as NM principal courses. There was general agreement to recommend this issue be reviewed by CUSA in the next academic year.

The last topic involved retention of files required for processing of petitions, specifically retroactive withdrawal petitions, and the Academic Standards subcommittee proposed guidelines regarding the administrative process of gathering documentation from instructors, to be included in the current retroactive withdrawal policy approved by CUSA. It was agreed to vote on these proposed administrative guidelines at the next CUSA meeting.

The meeting was adjourned at 12:30.

1. **Curricular Changes for Approval**

**FRENCH & ITALIAN**

CHANGE: NEW COURSE

ITAL 480 STUDIES IN ITALIAN LITERATURE: \_\_\_\_\_ 3 H  
A study of a period, theme, group of authors, or cultural movement. Subject matter will vary; may be taken more than once if subject differs. Prerequisite: ITAL 300 or demonstrated knowledge of Italian. LEC

CHANGE: TITLE

ITAL 695 STUDIES IN ITALIAN LITERATURE 1-3 U  
(OLD) May be taken more than once, total credit not to exceed nine hours. Directed readings, conferences with instructor. Prerequisite: ITAL 495 or consent of instructor. IND

ITAL 695 GRADUATE DIRECTED READINGS IN ITALIAN 1-3 U  
(NEW) May be taken more than once, total credit not to exceed nine hours. Directed readings, conferences with instructor. Prerequisite: ITAL 495 or consent of instructor. IND

**LIBERAL ARTS & SCIENCES**

CHANGE: CREDIT, ONE-SEMESTER APPROVAL

LA&S 160 DEAN'S SCHOLARS PROGRAM SEMINAR 1 U  
(OLD) An enhancement of communication, time management, and leadership skills. The students will explore resources and determine goals pertinent to their objectives regarding graduate school. Restricted to students in the Dean's Scholars Program. LEC

LA&S 160 DEAN'S SCHOLARS PROGRAM SEMINAR 0.5 – 3.0 U  
(NEW) An enhancement of communication, time management, and leadership skills. The students will explore resources and determine goals pertinent to their objectives regarding graduate school. Restricted to students in the Dean's Scholars Program. LEC

**SPANISH & PORTUGUESE**

CHANGE: NEW COURSE

SPAN 326 SPANISH FOR HEALTH CARE WORKERS 3 U  
This course is designed to provide students with the linguistic and cultural competencies necessary to communicate with and help treat Spanish speaking patients with limited English proficiency. Includes a general review of pertinent grammar, specific vocabulary groups relating to assessment and care of patients, vocabulary to establish rapport, and discussions leading to cultural competencies. Prerequisite: Completion of Spanish 216 with a grade of C or better. LEC

**WOMEN, GENDER & SEXUALITY STUDIES**

CHANGE: NEW COURSE

WGSS 397 STUDY ABROAD TOPIC IN: \_\_\_\_ 1-6 S  
This course is designed for the study of special topics in Women's Studies at the junior/senior level. Course work must be arranged through the Office of KU Study Abroad. May be repeated for credit if content varies. LEC

2. **Degree Requirements for Approval**

- a) Change to Existing French Major – Italian Concentration

**PROPOSAL:**

To add the new course ITAL 480: Studies in Italian Literature: \_\_\_\_\_ (3) to the list of courses that fulfill major elective hours for the French Major with the Option in Italian. The relevant section in the Undergraduate Course Catalog (currently p. 125) would then read as follows (with insertion included in bold font):

Requirements for the Option in Italian.

At least 24 credit hours are required beyond ITAL240. Among these are

ITAL300 Composition and Conversation .....3

ITAL315 Advanced Composition and Conversation .....3

Six credit hours earned through any combination of the following: .....6

ITAL301 Introduction to Italian Literature I (3)

ITAL302 Introduction to Italian Literature II (3) 1

ITAL495 Directed Readings in Italian (3) 1

ITAL695 Studies in Italian Literature (3)

At least 12 hours chosen from the following courses: .....12

ITAL335 Italy and the Italians I (3)

ITAL336 Italy and the Italians II (3)

ITAL405 Italian Literature in Translation: \_\_\_\_\_ (3)

ITAL410 19th- and 20th-century Short Stories (3)

ITAL420 19th- and 20th-century Poetry (3)

ITAL430 Dante's Masterpiece (3)

ITAL440 Italian Renaissance and Early Modern Literature (3)

ITAL465 19th- and 20th-century Novels I (3)

ITAL466 19th- and 20th-century Novels II (3)

**ITAL480 Studies in Italian Literature: \_\_\_\_\_ (3)**

ITAL502 Dante's Divine Comedy I (3)

ITAL503 Dante's Divine Comedy II (3) 1

ITAL495 Directed Readings in Italian (3) 1

**ITAL695 Graduate Directed Readings in Italian (3) 1**

1 by permission of the Italian adviser only

The following courses do not count toward the maximum limit of 40 hours in the option: ITAL110, ITAL120, ITAL230, and ITAL240.

#### **JUSTIFICATION:**

The Department of French and Italian unanimously approved the creation of a new course: ITAL 480: Studies in Italian Literature: \_\_\_\_\_ (3) H/W A study of a period, theme, group of authors, or cultural movement. Subject matter will vary; may be taken more than once if subject differs. Prerequisite: ITAL 300 or demonstrated knowledge of Italian.

As a 400-level literature course taught in Italian, the course will accomplish goals similar to other major elective courses. Current Italian offerings are primarily organized by century or period, which limits the range of thematic courses or genre-specific courses (i.e.: a multi-century survey of poetry, plays, or short stories). The only exception is ITAL 405: Italian Literature in Translation, a course taught in English, not Italian. Adding ITAL 480 will keep upper-level literature instruction in Italian and allow for the design of courses with broader coverage.

#### b) Change to Departmental Honors Requirements in Linguistics

##### **PROPOSAL:**

LING 496 will no longer count toward the required 9 credit hours of electives in Linguistics. A Linguistics major who does not graduate with honors would need a minimum of 30 credit hours (21 hrs + 9 hrs of electives) while a major graduating with honors would need a minimum of 33 credit hours (3 additional hours of LING 496).

##### **CURRENT REQUIREMENTS:**

To graduate with honors in Linguistics, a student must complete LING 496 (Honors Essay in Linguistics). Three credit hours of LING 496 will count toward elective hours in Linguistics. The student must have a grade point average (GPA) of at least 3.5 in Linguistics and a GPA of 3.25 in all courses.

##### **PROPOSED REQUIREMENTS:**

To graduate with honors in Linguistics, a student must complete LING 496 (Honors Essay in Linguistics) in addition to the 30 credit hours required for the major. ~~Three credit hours of LING 496 will count toward elective hours in Linguistics.~~ The student

must have a grade point average (GPA) of at least 3.5 in Linguistics and a GPA of 3.25 in all courses.

**JUSTIFICATION:**

The proposed change reflects the fact that Honors thesis work is in addition to the regular coursework for the major. To graduate with honors, students need to complete Ling 496 plus the coursework for the major including the 9 credit hours of electives (these electives usually include at least one second-level course). The addition of 496 as an additional requirement would insure that the necessary elective coursework is taken. The proposed change would formalize the current situation since our honors students typically take more than the currently required 30 credit hours.

c) Change to Existing Spanish Major

**PROPOSAL:**

Currently, SPAN 346: Transatlantic Hispanic Cultures (3) is a course that serves as a major elective. We are requesting that SPAN 346 be added as a requirement for all Spanish majors. This will raise the required credits needed for the major from 29 to 32.

**PROPOSED REQUIREMENTS (changes indicated with bold font):**

Core Requirements.....6 hours required  
 SPAN 340 Textual Analysis and Critical Reading (3)  
**SPAN 346 Transatlantic Hispanic Cultures (3)**  
 Hispanic Literary and Cultural Studies Requirements.....9 hours required  
 Peninsular Spanish literary and cultural studies  
 Choose one of the following:  
 SPAN 440 Hispanic Studies (with focus on Spain) (3)  
 SPAN 441 Special Topics on Spanish Literature and Culture (3)  
 SPAN 450 Medieval Spanish Studies (3)  
 SPAN 451 Early Modern Spanish Studies (3)  
 SPAN 452 Nineteenth-century Spanish Studies (3)  
 SPAN 453 Twentieth-century Spanish Studies (3)  
 SPAN 474 Studies in Spanish Literature and Culture (3)  
 Latin American literary and cultural studies  
 Choose one of the following:  
 SPAN 440 Hispanic Studies (with focus on Latin America) (3)  
 SPAN 442 Special Topics on Latin American Literature and Culture (3)  
 SPAN 460 Colonial Spanish-American Studies (3)  
 SPAN 461 Nineteenth-century Spanish-American Studies (3)  
 SPAN 462 Twentieth-century Spanish-American Studies (3)  
 SPAN 463 National Traditions in Spanish America (3)  
 SPAN 464 Reading and Analysis of U.S. Latino/a Literatures (3)  
 SPAN 475 Studies in Latin-American Literature and Culture (3)  
 And choose one of the following:  
 SPAN 540 Colloquium on Hispanic Studies (3)  
 SPAN 550 Colloquium on Spanish Film (3)  
 SPAN 560 Colloquium on Latin American Film (3)  
 Advanced Language Study Requirements.....11 hours required  
 SPAN 424 Advanced Spanish Composition and Grammar (3)  
 SPAN 428 Advanced Spanish Conversation (2)  
 Choose one of the following:  
 SPAN 429 Spanish Phonetics (3)  
 SPAN 448 Spanish Language and Culture for Business (3)  
 SPAN 520 Structure of Spanish (3)  
 SPAN 522 Advanced Studies in Spanish Language (3)  
 SPAN 570 Studies in Hispanic Linguistics (3)  
 Choose one of the following:  
 SPAN 520 Structure of Spanish (3)  
 SPAN 522 Advanced Studies in Spanish Language (3)  
 SPAN 570 Studies in Hispanic Linguistics (3)  
 PORT 212 or higher (except PORT 300 and PORT 611)  
 Electives.....6 hours required

Six additional credits/hours in SPAN courses numbered SPAN 429 or higher, excluding SPAN 500 and SPAN 566. SPAN 346 may also be used to fulfill this requirement.

Total Required Hours

Minimum Major Hours.....~~29~~ **32**

Certain course selections may increase total major hours completed.

Within the total minimum major hours, the following must be met:

Junior/Senior Hours (21)

Junior/Senior Hours in Residency (15)

**JUSTIFICATION:**

The historical and cultural information provided in the course complements the focus of Span 340, which focuses on the skills, tools, and vocabulary of textual analysis and critical reading. It will also benefit students in more advanced courses in our major program. Currently, students who have completed Span 324/328 (the grammar, composition, and conversion courses students must take before Span 340) are only able to take one course (Span 340). Span 346 would provide students with another option. Lastly, adding 3 more credits to our major still places us within the average range of other CLAS major programs.