Minutes
University Senate Academic Policies Committee
Volume 51, Number 3
October 7, 2014


Guests:  Mike Carney (representing P. Kleine), Margaret Cassidy, Jennifer Fager, Deb Jansen, Tessa Perchinsky, Jill Prushiek, Tim Vaughan

Chair Pratt called the meeting to order at 2:02 PM.

1.0 Meeting Minutes
Minutes from 09/16/2014 were approved as circulated.

2.0 Operations Management Emphasis Name Change.
Associate Dean of the College of Business, Tim Vaughan, outlined the need for the name change. The current name was from the 1960s and is now outdated. The courses and curriculum have already been updated with changes in the discipline. The name change may help with recruiting.

Motion by S. Duckworth-Lawton to change the name of the Operations/Materials Management emphasis of the Management Major (Code 820-001) to Operations and Supply Chain Management emphasis. Motion was seconded. Motion was approved 6-0.

3.0 Notice of Intent Addition to FASRP
Associate Vice Chancellor of Undergraduate Studies, Mike Carney, described the new procedures for submitting requests for new majors to UW-System. The new UW-System procedures were put in place in 2012. The first step is submission of a two-page Notice of Intent. UWEC currently does not have a policy on the approval process of Notice of Intents.

There was discussion of whether any have been submitted since the 2012 change (Materials Science and Engineering was submitted.) There was discussion on whether Deans should be explicitly included in the approval process and noted on the approval chart. The Associate Deans didn’t see a problem with the chart only indicating Provost approval, since Deans are already typically included in the discussion regarding new majors. There was also a question regarding whether the “(or equivalent)” needs to included. Carney responded that Materials Science was an example of an “or equivalent”.

Motion by B. Nowlan to Add a “Submit Notice of Intent for new major” to the “Undergraduate Academic Program Change: Is Action Required?” table in the FASRP (p. 132 of the 7th edition) and corresponding text on page 131 (immediately after “University Levels....” bulleted list).

<table>
<thead>
<tr>
<th>Type of Proposal</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dept or Equivalent</td>
</tr>
<tr>
<td>Majors</td>
<td></td>
</tr>
<tr>
<td>Submit Notice of Intent for new major</td>
<td>Y</td>
</tr>
<tr>
<td>Establish new major</td>
<td>Y</td>
</tr>
<tr>
<td>Eliminate major</td>
<td>Y</td>
</tr>
<tr>
<td>Suspend or Reinstate major</td>
<td>Y</td>
</tr>
<tr>
<td>Change major requirements</td>
<td>Y</td>
</tr>
<tr>
<td>Rename major</td>
<td>Y</td>
</tr>
</tbody>
</table>

A Notice of Intent for a new degree program proceeds from the department (or equivalent) to the Provost/Vice Chancellor (Administration) and the System Administration.

Motion was seconded by S. Ducksworth-Lawton. Motion passed 9-0.

4.0 Credit-Bearing Certificates Policy and Associated Catalog Text

Associate Dean of the College of Arts and Sciences, Margaret Cassidy described the need to update Certificate Policy and associated catalog text.

Changes discussed included requiring a University wide requirement of a 2.0 GPA for minor completion. Currently each college requires a 2.0, so effectively there is no change but establishes the requirement at the University level.
Discussion on the reduction to 25% for the percentage of credits that need to be taken in residency at UWEC. M. Cassidy said the group looked at possibly removing the residency requirement. Registrar, Tessa Perchinsky, said that according to HLC best practices, the minimum residency requirement for a degree program is 25%.

Discussion on the roles of minors and certificates.

Discussion on the proposed policy text. Standards #9 was removed because certificates are degree programs. Procedure 1.d.iv was removed because it was redundant with 1.d.ii. Procedure 1.e.v was requested to be changed to “Identification of an administrative home for certificate programs involving more than one academic department/program”.

Chair Pratt raised the issue of the Certificate approval process. Currently the last action is done by APC. Should certificates be approve by Senate? No changes were made to the text regarding approval.

The question was raised as to why Certificates are capped at 18 credits and why don’t we just convert minors to certificates. Director of Assessment, Jennifer Fager stated that according to HLC most certificates are 12 credits.

Motion by B. Nowlan recommends that the policy and related Undergraduate Catalog text related to credit-bearing certificates be updated as follows:
1. Update the “Policy Statement on Credit-Bearing Certificate Programs” published on the Academic Affairs/Provost website (https://www.uwec.edu/AcadAff/policies/) per Appendix A.
2. Update pages 40 and 47 in the Undergraduate Catalog per Appendix B.

Seconded by S. Ducksworth-Lawton. Motion passes 9-0.

Meeting adjourned at 2:58 pm.

Respectfully submitted

Doug Dunham

Secretary for the meeting