

## COUNCIL ON ACADEMIC AFFAIRS

200 Bricker Hall  
September 4, 2013  
3:00 - 5:00 PM

### MINUTES

#### Attendance

##### Faculty:

- ✓Dr. Heather Allen (Chemistry and Biochemistry)
- ✓Dr. Mollie Blackburn (School of Teaching and Learning)
- ✓Dr. Lisa Florman (History of Art)
- ✓Dr. Ken Goings (African American and African Studies)
- ✓Dr. Eric MacGilvray
- Dr. James Rathman (Chemical and Biomolecular Engineering)
- ✓Dr. Fernando Unzueta (Spanish and Portuguese)
- ✓Dr. Kay Wolf (Health and Rehabilitation Sciences)
- ✓Dr. Henry Zerby (Animal Sciences)

##### Students:

- ✓Krista Bryson (USG, Political Science)
- ✓Emily Chory (Inter-Professional Council, Veterinary Medicine)
- ✓Elena Chung
- ✓Marnie Janson (CGS, Education and Human Ecology)
- ✓Kelsey Reinhard (Optometry)

##### Administrator:

- ✓Dr. W. Randy Smith (Academic Affairs), Vice Chair

##### Guests:

- Mr. Bernard Forjwuor (Office of Undergraduate Admissions)
- Dr. Steve Fink (College of Arts and Sciences)
- Mr. Robert Griffiths (Office of Distance Ed and eLearning)
- Dr. Scott Herness (Graduate School)
- Dr. Alan Kalish (University Center for the Advancement of Teaching)
- Ms. Sarah Odum (College of Education and Human Ecology)
- Dr. Brad Myers (Office of the University Registrar)
- Dr. Bishun Pandey (Marion Campus)
- Mr. David Roy (Office of Undergraduate Admissions)
- Ms. Jen Simmons (Office of Distance Ed and eLearning)
- Ms. Melissa Soave (Office of Academic Affairs)
- Dr. Bernadette Vankeerbergen (College of Arts and Sciences)
- Dr. Bryan Warnick (College of Education and Human Ecology)

**The meeting came to order at 3:05 pm.**

**APPROVAL OF THE MINUTES OF THE MEETINGS OF APRIL 17, JUNE 19, AND JULY 10, 2013**

Wolf moved approval of the Minutes of the Meetings of April 17, June 19, and July 10, 2013. The motion was seconded by Blackburn and carried with all in favor.

**WELCOME AND INTRODUCTIONS – HENRY N. ZERBY**

Zerby welcomed new and returning members and introductions were given.

Members were asked to note the Council website where new members have been assigned to a subcommittee. It was noted that Subcommittee A will be chaired by Eric MacGilvray, Subcommittee B by Fernando Unzueta, and Subcommittee C by Heather Allen. The Council Chair and Vice Chair (Zerby and Smith) will make up Subcommittee D. A number of proposals are in the queue to be assigned and these will be made available to the subcommittees in the near future and be updated on the Council's website.

**REPORT FROM THE VICE-CHAIR – PROFESSOR W. RANDY SMITH**

As in years past, Council members will have a dinner with the Provost before the end of the Autumn Semester. This dinner will immediately follow a regularly scheduled Council meeting.

As a member of the Second-year Transformational Experience Program (STEP) Executive Steering Committee, Smith reported that the pilot program is up and running and involves 1,000 second-year students who live in the residence halls. Later in the Semester, we may ask Professor David Stetson who is overseeing the program to provide Council with an overview. More than 50 faculty members are participating.

Smith reminded Council members that soon, they will be seeing a proposal for a new interdisciplinary undergraduate major in Data Analytics leading to the Bachelor of Science Degree. The major is being developed across three college colleges: Arts and Sciences, Business, and Engineering. Additional colleges will be involved in the future. The proposal is currently going through various college-level curriculum committees and will also need to go to the Ohio Board of Regents (OBR). The goal is to begin enrolling students in the major in Spring Semester 2014.

Smith continues to be involved in the OBOR efforts in statewide transfer and articulation and noted that there is increasing activity in the transition from high school to post-secondary education. In addition, there is ongoing discussion/activity related to Prior Learning Assessment

(PLA) which includes military credit, credit for portfolios, and credit by exam. He will keep Council members alerted as these initiatives progress.

## **SUBCOMMITTEE D. PROFESSORS HENRY ZERBY AND W. RANDY SMITH**

- **Name Change of the Foreign Language Center to the Center for Languages, Literatures and Cultures, College of Arts and Sciences**

Guests: Diane Birckbichler, Director, Foreign Language Center; Garrett Heysel, Assistant Dean, Division of Arts and Humanities, College of Arts and Sciences

Smith presented the proposal and reminded Council that it has responsibility for the approval and review of University Centers, including name changes. This proposal is to change the name of the very successful Foreign Language Center that was developed 25 years ago. As the needs and orientation of the Center have evolved over time, so too has a need for a name change to reflect this evolution.

The Center is administered by the College of Arts and Sciences. The proposal has a letter of support from Executive Dean David Manderscheid and Arts and Humanities Divisional Dean, Mark Shanda.

Council members asked if there were any concerns raised about the change and if the Department of English was fully consulted do the omission of “Foreign” in the title. Dr. Birckbichler indicated that there were no concerns or opposition raised and Dr. Heysel indicated that he had consulted with then Associate Dean Sebastian Knowles who is a Professor in the Department of English, and current Associate Dean, Chadwick Allen, but no formal concurrence was given by the Department of English.

No additional level of approval is necessary for this proposal and the change will be effectively immediately upon Council approval.

Smith moved approval of this proposal; the motion was seconded by Allen and carried with all in favor.

- **Name Change: From the Department of Psychiatry to the Department of Psychiatry and Behavioral Health, College of Medicine**

Smith outlined the proposal - the rationale and the process of approval within the College. He had contacted Divisional Dean for Social and Behavioral Sciences, Giff Weary, to confirm concurrence and received it.

Council members asked for concurrence from the College of Public Health, and sought clarification from Vice Dean for Academic Affairs, Robert Bornstein as to the reasoning for the specific name choice.

Blackburn made a motion for the proposal to be tabled until this concern can be addressed; it was second by Allen with all in favor.

- **New Online Masters in Applied Clinical and Preclinical Research, Colleges of Medicine, Nursing, and Pharmacy**

Guests: Karen Ahijevych, Professor, Colleges of Nursing and Public Health; Cynthia Carnes, Professor, College of Pharmacy; Adjunct Professor, College of Medicine; Margie Neidecker, Clinical Assistant Professor, Colleges of Nursing and Pharmacy; Adjunct Asst. Professor, College of Medicine; Celia Wills, RN Graduate Studies Chairperson

Zerby provided an overview. This program has four specialization areas, clinical research management, regulatory affairs, safety pharmacology, and clinical pharmacology. The program has 39 credit hours, 21 core credit hours, and 12 credit hours in the specialization of choice, and 6 courses within the capstone program which is an internship. The core hours and the specialization hours will all be online courses. The program is designed to be completed full-time or part-time within 16-32 months.

Upon formal approval of this program, the Colleges of Medicine, Nursing, and Pharmacy will be seeking accreditation from the Consortium of Academic Programs in Clinical Research (CoAPCR, coapcr.org).

Guests explained that the program will prepare highly qualified research professionals for numerous research careers in healthcare, the pharmaceutical industry, and government regulatory agencies. Graduates will be prepared to be successful administrators, regulators, and research team members involved in both clinical and preclinical research. MS graduates with this education are needed for the complexity of research protocols and the growing demand for health practitioners to actualize their innovative ideas for products and processes to improve health.

This new interdisciplinary program is the result of collaboration among the Colleges of Nursing, Pharmacy, Medicine, and Veterinary Medicine. The program will be co-administered by the Colleges of Nursing, Pharmacy, and Medicine, and the College of Veterinary Medicine will contribute additional elective courses.

Scott Herness, Associate Dean, Graduate School, added that following the approval by Council it will go to the University Senate and then the University Board of Trustees for approval. He will then prepare it for review by the Ohio Board of Regents.

Smith explained that going forward, all online programs are required to work with the new Office of Distance Education and eLearning (ODEE) to ensure quality of delivery. There must be adherence to federal and state requirements for distance education. A Memorandum of

Understanding from ODEE now will be included with online program proposals as they go through the internal approval workflow, to alert the next level that compliance has been met which can then lead to the formal curricular review process beginning. Historically, the University has not been an online university, and going forward, as we move in this direction, we need to determine what platform we need to have established before we begin looking at programs academically. ODEE is defining that platform. ODEE has been reaching out across the University to discuss the role it is playing, and Smith is keeping the Colleges' Associate Deans for Curriculum informed. Rob Griffiths, ODEE) is paying a strong leadership role. Units developing online programs are encouraged to use their respective curricular dean and Griffiths as a resource.

It was also noted that the University is using the Higher Learning Commission criteria to determine if a program is considered online:

- Distance-delivered **courses** are those in which all or the vast majority (typically 75% or more) of the instruction and interaction occurs via electronic communication, correspondence, or equivalent mechanisms, with the faculty and students physically separated from each other.
- Distance-delivered **programs** are those certificate or degree programs in which 50% or more of the required courses may be taken as distance-delivered **courses**.

OSU is currently a Category I institution, meaning 5% of our programs can be online.

There is a need to monitor and capture the number of online classes being taught across the university and processes are being put into place to do so.

Zerby moved approval of this proposal; the motion was seconded by MacGilvray and carried with all in favor.

### **SUBCOMMITTEE B: Mollie Blackburn, Emily Chory, Marnie Janson, Jim Rathman, Fernando Unzueta**

- **Draft Proposal on Guideline for Undergraduate Minors**

Subcommittee Chair, Fernando Unzueta presented a draft status report of findings to date. The draft status report has been shared and discussed with the Curricular Associate Deans.

There currently are more than 100 undergraduate minors. Unlike the situation for majors, there are no university-wide guidelines for minors; instead, colleges have developed their own. Over the years the variability in guidelines related to minimum grades, and overlap with the major, among other issues have made it difficult for students, particularly if they moving among colleges.

In addition, the College of Arts and Sciences has a separate approval process so that it can be determined whether arts and sciences students can take a minor from a unit outside that college. Many other colleges have expressed concern with that policy.

Overall, undergraduate minors are popular and it is expected that their numbers will continue to grow.

The subcommittee has determined that streamlining and University-wide guidelines are desirable.

Key recommendations from the draft report are that minors should have:

- A minimum of 12 credit hrs. and a maximum of 21
- Minimum C- for a course to be listed on the minor

A discussion by the full Council focused on course overlap (in particular with General Education courses), transparency for students, and maintaining the minimum C- so that students have an appropriate level of understanding of the subject matter in their minor and are prepared to be in the course.

Smith noted the proposal will return to the Council for action later this semester, and that he, Zerby, and Steve Fink, Associate Executive Dean, College of Arts need to meet with the leadership of the College of Food, Agricultural and Environmental Sciences to discuss the draft recommendations. It is the College on which there would be the most impact. It requires that all of its majors complete a minor program.

**The Meeting Adjourned at 4:40 pm, and was followed by a brief orientation for new members.**

Respectfully submitted,

W. Randy Smith  
Melissa A. Soave