

COUNCIL ON ACADEMIC AFFAIRS

200 Bricker Hall

October 21, 2009

3:00 PM – 5:00 PM

MINUTES

ATTENDANCE

Faculty:

- ✓ Dr. Lawrence A. Baum (Political Science)
- Dr. Neelima M. Bendapudi (Marketing and Logistics)
- ✓ Dr. Marilyn J. Blackwell (Germanic Languages and Literatures)
- ✓ Dr. James W. Cogdell (Mathematics)
- ✓ Dr. Jay S. Hobgood (Geography)
- ✓ Dr. Daniel A. Mendelsohn (Mechanical Engineering)
- ✓ Dr. Robert J. Ward (Music)
- ✓ Dr. John W. Wilkins (Physics)
- ✓ Dr. Kay N. Wolf (Allied Medical Professions)

Students:

- ✓ Ms. Sarah K. Douglas (CGS, History)
- Ms. Olga A. Isenberg (CGS, Business)
- ✓ Mr. Benjamin T. Reinke (USG, Physics)
- Ms. Meghan Offenberger (IPC, Pharmacy)
- ✓ Mr. John D. Tannous (UGS, Political Science)

Administrators:

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

Guests:

- Dr. Alexis C. Collier (Associate Provost)
- Dr. Steven Fink (Faculty Fellow, Academic Affairs)
- Dr. Terry L. Gustafson (Associate Dean, Arts and Sciences)
- Dr. Kate Hallihan (Director, ASC Curriculum and Assessment Office)
- Mr. Jay Johnson (Assistant Provost)
- Dr. Gene Mumy (Associate Dean, Social and Behavioral Sciences)
- Ms. Sarah Tokar-Lang (Academic Planning Specialist, College of Education and Human Ecology)
- Dr. John Wanzer (Senior Assistant Vice Provost, Enrollment Services and Undergraduate Education)
- Prof. Valarie Williams (Associate Curricular Dean, Arts and Humanities)

The Council came to order at 3:05 PM

APPROVAL OF THE MINUTES OF THE MEETINGS OF AUGUST 25, 2009 AND OCTOBER 7, 2009

Hobgood moved approval of the Minutes of the August 25, 2009 and October 7, 2009 meetings; the motion was seconded by Ward and approved unanimously.

COMMENTS FROM THE CHAIR—PROFESSOR JAY S. HOBGOOD

- At its October 15, 2009 meeting, the University Senate approved the proposal to establish a Specialized Masters in Business Degree Program in the Fisher College of Business and the proposal to establish an Educational Specialist (Ed.S.) Degree Program in the College of Education and Human Ecology.

Also at this meeting, Richard Gunther, a member of the Student Evaluation on Instruction (SEI) Oversight Committee, led a discussion on the move to the electronic use of the SEI.

- The special ad hoc committee that will review the proposal to restructure the Colleges of the Arts and Sciences (ASC) is in place and the committee's charge will be drafted this week. The committee is comprised of six faculty, two students, and one staff member.

COMMENTS FROM THE VICE CHAIR — PROFESSOR W. RANDY SMITH

- In 1996, the Board of Trustees approved the Institute of Behavioral Research as a university-level institute. On October 14, 2009, the University's Senior Management Council (chaired by Provost Joseph Alutto) endorsed the renaming of Murray Hall as the Institute for Behavioral Medicine Research; essentially taking the institute concept and applying it to the building.

As required, Smith is informing the Council on Academic Affairs of this use of the word "institute."

- Last year, Council undertook two reviews of university-level centers: The Campus Microscopy and Imaging Facility and the Center for Cognitive Science. These are the first centers to be reviewed under the new center guidelines. The former is nearly complete and will be coming before the Council soon. The review of the Center for Cognitive Science continues - members of Subcommittee C continue to interview people internal to the Center including administrators as well as individuals who have been related to the Center in the past. The full report will likely come forward to Council during Winter Quarter 2010.
- The proposal to move the Department of Entomology fully to the College of Food, Agriculture and Environmental Sciences (FAES) will appear before Council at one of its November meetings.

- Smith announced that the University Senate has named a replacement to Council for Professor Stan Ahalt who left the University. The newest member is Professor Leslie Alexander, Department of History. The student Inter-Professional Council representative has also been named, Meghan Offenberger.

SUBCOMMITTEE C—NEELI BENDAPUDI, JAMES COGDELL, SARAH DOUGLAS, BEN REINKE, KAY WOLF

- Revision to the Astronomy Major, College of Mathematical and Physical Sciences

Cogdell provided an overview of the proposal to make two changes in the Astronomy major: to drop the requirement of Physics 664 (Classical Mechanics) from the major and to add the newly approved Astronomy 295 as a requirement. Paul Martini, Assistant Professor and Director of Undergraduate Studies in the Department of Astronomy, attended the meeting to respond to comments and questions.

The revisions are in response to the Department of Physics' recent addition of two prerequisites to Physics courses also required for Astronomy majors (but not part of the existing major). These additions have added eight credit hours to Astronomy's total degree program. Eliminating Physics 664 would result in a net increase of four credit hours rather than eight.

The proposal also seeks to add Astronomy 295 to the curriculum. Astronomy 295 is a one-credit course designed to expose students to Astronomy faculty in order to make students aware of the types of research and careers available. It will also serve as a recruitment and retention tool. Students will be required to take it twice (ensuring that students could gain exposure to all or most faculty members).

The following concerns were shared and clarifications given during the meeting:

- Do these revisions create the issue of allowing majors to increase the number of hours required at the same time that the GEC is being reviewed? After some discussion, it was determined that the Astronomy Department is actually trying to decrease the number of effective hours in the major by dropping a required course. This action will compensate for the prerequisites that their students are now required to take.
- Information on requirements from benchmark institutions would be helpful when reviewing proposals. Although it is not required, comparative data can be requested by Council.
- Even though Astronomy 295 will be offered during the Autumn and Winter Quarters, it will more than likely not result in students meeting the same professors even if a student takes in the Autumn or Winter Quarters only. Cogdell suggested, on behalf of Subcommittee C, that with the change to semesters, that Astronomy 295 should become a semester course, thereby completely eliminating this concern. Martini agreed that in a 14-week semester the student would be able to see most of the faculty. He will take the suggestion back to Astronomy.

- Astronomy 295 appears to have two distinct functions: an overview of contemporary research in the field and advising. Advising will make up a small portion of the course.
- It is rare for freshmen to be involved in research in the Astronomy major. Efforts toward undergraduate research are concentrated on second-year students who have at least taken true astronomy courses so that they have the technical background they need to get started. Exceptions can certainly be made for more advanced first-year students.

Cogdell moved approval, it was seconded by Mendelsohn, and the motion was carried with all in favor.

PROPOSALS FROM SUBCOMMITTEE D—PROFESSORS JAY S. HOBGOOD AND W. RANDY SMITH

- Name Change: Department of Radiation Medicine, College of Medicine

Hobgood shared the rationale for the proposal to change the name of the Department of Radiation Medicine to Radiation Oncology: The nomenclature of *Radiation Oncology* is the industry standard versus *Radiation Medicine*; no board-certified field called *Radiation Medicine* exists; and the vast majority of the Ohio State patients are cancer patients (only 5% are treated for non-neoplastic conditions).

- There we no major concerns surrounding this proposal.

Hobgood moved approval of the proposal. It was seconded by Ward and the motion was carried with 9 in favor and with 2 abstentions.

Smith added that this proposal will go onto the University Senate meeting on November 19, 2009 for action and if approved there, to the February 2010 Board of Trustees meeting.

SEMESTER CONVERSION UPDATE AND DISCUSSION: W. RANDY SMITH, VICE PROVOST FOR ACADEMIC PROGRAMS

Smith shared a document that outlines the quarter to semesters conversion process to date, noting that activities are occurring in close partnership with the University Senate Leadership:

- The University Senate adopted the calendar for 2012-13 at its June 2009 meeting.
- Meeting with the University Senate Leadership through the summer, a 3-level structure that will oversee implementation was designed consisting of:
 - A Coordinating Committee (~25) that will meet once per month and represent Students, Regional Campuses, Co-located Campuses and Partner Colleges, Faculty from Key Subcommittees, and Key Academic Support Offices (Academic Affairs, CIO, Registrar, Business and Finance, Student Life, Human Resources, Enrollment Services, and the Graduate School).

- Sub-Committees (6): Advising, Information Technology, Space, Curriculum, Communication, and Core Business Processes. The Curriculum Sub-Committee is made up of individuals leading curriculum at the college levels. This group will also serve as a forum for an ongoing dialogue about how their respective colleges are approaching the curriculum review process for semester conversion.
 - Point People from each academic unit (~100).
- Key Academic Affairs staff include: Assistant Provost Jay Johnson, who will serve as the day-to-day Project Manager; Faculty Fellow and Professor of English Steve Fink who will serve as Co-Chair of the Semester Coordinating Committee; and Professor Ann Christy from the Department of Food, Agricultural, and Biological Engineering, who will co-convene the Curriculum Committee.
- Smith and Johnson have met with key academic support offices (the Office of the Chief Information Officer, the Registrar, the Office of Student Life, etc.) and have asked for a point person to be designated from each of these areas. Smith, along with Martha Garland, Vice Provost and Dean for Undergraduate Studies, met with property and business owners east of High Street to discuss additional impacts of semester conversion (such as lease issues, traffic concerns). The meeting was organized by Campus Partners.
- Existing Process Issues have emerged:
 - Basic parameters are being finalized (semester credit hour definition; class times; course numbering): the Board of Regents has determined that a semester credit-hour is 750-minutes; the recommendation by the Registrar's office is for a 55-minute class with a 15-minute break (beginning at 8:00 a.m.); and it is recommended that course numbering moves from a 3-digit to a 4-digit system. The total number of credit hours will probably drop from 180 hours to 120 hours (minimum). Also, the Graduate School is now addressing questions surrounding the effect on GTA assignment guidelines needed for graduate students and graduate instruction.
 - Ongoing discussions during the summer months with Arts and Sciences and the Senate Leadership have determined that this conversion is an opportunity to look at the structure of the General Education Curriculum. The existing University Level Advisory Committee on the General Education Curriculum (ULAC-GEC) has been supplemented with other members and charged with this task. The Provost has indicated that there will be a buffering period for financial implications of changes in the GEC. Because ULAC-GEC is a subcommittee of the Council on Academic Affairs, it will bring its recommendation to the full Council, but only after formal involvement by the Arts and Sciences Committee on Curriculum and Instruction (CCI) and the Arts and Sciences Senate. Mendelsohn is the Council's representative on the ULAC.
 - College Sequence: Smith and Johnson are preparing to meet with each college and proposals will begin to coming forward as early as late Spring to early Summer of 2010. None should come in later than early Autumn 2011.

- There exist at least two approaches for this Council to complete its work on semester conversion: it can work more intensively, or embellish the Council with additional members.
 - Later this Quarter a manual will be made available to colleges and departments/schools that will contain two templates: one that outlines what information is needed for courses and one for the review of majors. For course review, it is unlikely that this will include a request for a detailed syllabus. Christy and Collier will be involved in developing the templates to expedite the process.
 - An Ohio Semesters Summit was hosted by Wright State University on October 14, 2009 with over 400 people from the 17 Ohio institutions in attendance. The sharing of information will continue as we move forward as a university system.
- Communication: A Web site is now available and there are plans for a monthly electronic newsletter to all faculty, students, and staff.
 - Ongoing discussions have raised important, as yet unanswered, questions of the implications of: the proposed May term, the Work Load policy for Faculty, and the Transition Plans for each unit for those students that begin their academic career on quarters and end on semesters.
 - During Autumn 2009, there will be:
 - Meetings with College deans and with academic unit point people
 - Updates have been or will be given to: Trustees/Senate Committees/Deans/Chairs/Student Government/Staff Advisory

In terms of the ULAC-GEC, Blackwell reminded the Council of University Rule 3335-5-27(B) which specifies the role of the arts and sciences in: “the basic education requirements for all programs in the colleges of the arts and sciences, and joint responsibility for planning the basic education requirements for colleges outside arts and sciences on a cooperative basis. Jurisdiction for the basic education requirements for colleges outside arts and sciences shall lie with the university senate through the council on academic affairs, and not with the faculty of the arts and sciences. (B/T 10/11/67)”

Smith noted that as a result of the most recent review of the GEC (the 2006 McHale Report), ULAC was established to maintain the centrality of the arts and sciences but to accommodate the need to receive input from the professional and health sciences colleges with regard to continuous assessment of the GEC.

NEXT MEETING

A meeting is scheduled for Wednesday, November 4, 2009 at the Faculty Club followed by a dinner with the Provost

The meeting adjourned at 4:25 PM.

Respectfully submitted

W. Randy Smith
Melissa Soave