

DATE: March 20, 2003

Audrey ConnerRosberg
George Madden
Connie Landis

Alan Davis
Keith Edgerton – *excused*
Matt Redinger – *excused*

Joe Michels (ex-officio)
George White (ex-officio)
Terrie Iverson (ex-officio)
Janie Park (ex-officio)

PRESIDING: George Madden, Vice Chair

The March 6, 2003, meeting minutes were approved with corrections.

These Items were approved by the UCC March 7, 2003.

Item 46 COMT 416/516 Leadership and Communication. Approved New course (already approved as Item 18) – Change catalog description: **online only course.**

It was noted that while on the subject of online courses, it should be noted that the College of Education and Human Services put out a pamphlet that stated many courses were available online, which in fact they were not. Several Departments, including Art and Reading, were included in the pamphlet, and those departments were never consulted about offering those courses online.

It was cited that this pamphlet was put out as a “feeler” to find students. It was noted that whatever it may be, things like this should not be getting published without departments’ consent.

Another problem was also brought to light: a faculty member was asked to teach a course online. The faculty member said it was an inappropriate course for online delivery, and so the administration *took her syllabus* and gave it to another instructor in Wyoming, who is now teaching the course online for MSU-B and using the exact syllabus as her own. In effect, they stole the faculty member’s syllabus. The policy has developed that if you as a faculty member do not want to teach a course online, the administration will find someone who will teach the course.

⇒ Motion by Sandie Rietz, seconded by Mark Hardt to **accept Items 45.a, 45.b, 45.c, 45.d, and 46 for information.**

⇒ Motion carried.

It was also noted that a scheduling problem has developed with the Office of Certification and Field Experience. The Certification Office schedules class meetings at will, with no consideration to other courses that may run at the same time. Students are allowed to bring a slip from the Certification Office that the instructor of the course being missed must sign. This slip states that the student will be out of class 6 class periods of the semester for 2 hours at a time. If other students missed that much class time, they would be strongly advised to consider dropping the course.

II. NEW BUSINESS

A. Streamlining Academic Senate Forms, Continued Discussion.

It was noted that if someone from the Department is to come and explain their changes to the Committees, what is the use of the UCC (Undergraduate Curriculum Committee)? The Senate will be doing the UCC’s job. It was noted that the Senate will, at times, get very bogged down with the curriculum changes. It was then cited that the UCC can send notice to the Senate saying an Item needs inspection by the Senate, and otherwise the Items would be accepted as pro-forma.

It was then noted that when a course is converted to online, it is really a new course. There should be a checkbox added to the New Course Form for proposing an online version of an existing course. That way all new online courses would have to follow the same procedure as on-site courses.

B. General Education Committee Report, Mark Hardt. Dr. Hardt distributed a document, saying it will replace the lengthy description of the Gen Ed program currently in the catalog. It begins by describing the three parts of the baccalaureate degree: Concentration (the student's major), Distribution (Academic Foundation, also known as Gen Ed), and Election (elective courses of the student's choice). It then lays out the proposed new program.

Dr. Hardt stated that the committee got "the cart before the horse" on the number of credits required in Gen Ed. Originally, the Committee had voted to reduce the number of credits to 31. It is now known that fitting the Board of Regents requirements of 30 credits plus MSU-B's 1-credit labs and an additional writing course (3 credits), the minimum total is 34 credits. He also stated that the Committee would like a capstone course that would be offered through the department and would vary between 1 and 3 credits. The specifications of that course are still fuzzy.

The meeting adjourned at 4:50 p.m.

rjrm