# ASCRC Minutes 2/2/16

GBB 202, 2:10 p.m.

## Call to Order

Members Present: C. Chestnut, D. Coffin, I. Crummy, E. Engebretson, J. Eglin, B. Hillman, A. Lawrence, T. Manuel, P. Frazier, G. St. George, E. Uchimoto
Ex-Officio Present: B. French, J. Laine, N. Lindsay
Members Excused: T. Bundy, M. Boller, J. Hickman, B. Holzworth, M. Semanoff, S. Smith, W. Smith, G.G. Weix

Minutes: The minutes from 12/8/15 were approved.

Communications

* Student member Chase Greenfield and Caleb Chestnut were welcomed to the committee and members introduced themselves.
* The committee was informed that the system wide GBLD rubric was approved by OCHE.
* Professor Steve Lodmell and Student member E. Engebretson are on the OCHE PLA Council. Professor Lodmell is the Chair and UM’s PLA Liaison. There is a meeting in Helena on Thursday. Professor Lodmell is putting together a group of stakeholders (Advising, Veterans Services, Registrar, Recruitment, Testing, Provost’s office, plus one or more PLA-eligible or experienced students, and faculty) for matters relating to PLA. He would like to have a representative from ASCRC. Anyone interested should contact Steve or Chair Manuel.
* There are several curriculum items that will be submitted this spring for review.
	+ The forms to align the nursing program per the conditions of the TAAACT-4 grant will not be submitted until March because the program is currently busy planning for their accreditation visit.
	+ The 2+2 Elementary Education program with Blackfeet Community College requires coordination with the School of Business and Social Work. Professor Lawrence will keep the Committee apprised of how negotiations are progressing. This proposal may or may not be submitted this semester.
	+ Modern and Classical Languages has requested a spring review to transition several language courses from 5 to 4 credits. The Committee agreed that it would review the proposals. Chinese, Japanese and Arabic will not be changing their credits because of their complexity. The credit requirements for the general education program will not change because of this. The language requirement will still indicate 0-10 credits. Students can test out (0 credits) test into second semester (4 or 5 credits) or take two semesters (8-10 credits). The language may need to be revised to clarify that the goal is competency in a language equivalent to two semesters.
	+ Missoula College (MC) has a restructuring plan for some of the programs identified in AAIP and the President’s Budget forum to accommodate the budget reductions and to focus on reinvigorating targeted programs. MC is bringing forward three proposals in Industrial technology: a name change from Carpentry to Sustainable Construction Technology, a CAS certificate titled Construction Management, and a Certificate of Technical Skills – Construction Helper. Missoula College has reached out to local construction companies who would hire graduates from this program. The Committee agreed that it would consider proposals related to the budget situation.
* Professor Coffin reported that he is working to get various stakeholders together to coordinate issues related to UM and MC’s health curricula. The group will be titled the Health Curriculum Communication Workgroup. The stakeholders include the pre-med advisors and advisors from HHP, Psychology, Pharmacy, Pre-Health, and Missoula College Health Professions. He is organizing a meeting next week. He hopes to plan a mini retreat to layout the framework for interdisciplinary collaboration and consultation. The group hopes to eliminate roadblocks for students and make sure the groups are talking to each other when curriculum changes impact other units. Professor Coffin wishes to form a steering committee that would help ensure the curriculum proposals from the various units are more coordinated to reduce confusion and ensure students receive the education required to meet their goals. As an example of what can happen without this coordination, Missoula College eliminated sections of Anatomy and Physiology which resulted in 20 nursing students having to take the course from DBS.
* ASCRC may wish to look at its subcommittee structure to see whether it needs to be revised. Chair Manuel will facilitate a discussion of the current subcommittee structure.
* Over the break Chair Manuel met with the Provost, the Faculty Senate Leadership, and the Chair of Graduate Council. The Deans have requested a spring deadline for curriculum review. The notes from this meeting were sent with the agenda. There is a desire on campus for the review process to be more nimble, timely, and responsive, especially for occupational, technical and workforce development programs.  At the same time curriculum proposals need to be fully developed, vetted, and reviewed prior to consideration by ASCRC or Graduate Council. There are also two changes at the system level. First, Level II proposals will only require one meeting of the Board of Regents instead of two. Second, a preplanning process will be instituted whereby Chief Academic Officers (CAOs) of the MUS will receive monthly notification of major curriculum changes. The CAOs will then meet by phone and discuss proposed curriculum proposals.

Although the outcome of the meeting was to recommend a year trial for a new curriculum proposal timeline for Graduate Council, ASCRC agreed that the Faculty Senate curriculum deadline should not change for undergraduate proposals, and that items in the spring should still be considered on an exceptions basis with justification. Delineating that only certain curriculum items be considered in the spring could cause more confusion, and may not solve the issue of department procrastination and lack of consultation with affected groups. ASCRC also has a substantial agenda in updating and creating academic standards in the spring. However, if the necessary Courseleaf software is purchased, and is successful at streamlining the review process, ASCRC will reconsider a spring deadline. Jasmine Zink reported that there does not appear to be sufficient funding to purchase the curriculum development piece of Courseleaf. The initial purchase will only be for catalog development.

The following recommendations could be considered by the academic deans and the Provost Office, but is not the purview of ASCRC.

**Earlier and more detailed review by Dean’s offices and Provost Office**.  This would not only be a quality control process, but also allow for consideration of scheduling and teaching assignments well in advance of campus deadlines.   We would also hope that affected programs could receive earlier notification and involvement in curriculum development.  For major curriculum proposals, an annual review date of April 15th was suggested for Deans, with proposals due to the Provost’s Office by June 15th.  This would mean revisions could occur prior to the Faculty Senate deadline of the last Friday in September.

Although ASCRC agrees that the planning process described above could be useful to help ensure better and more thoughtful curriculum proposals, the committee is concerned that some departments may need more flexibility in setting their own deadlines. Ione Crummy correctly noted that one problem may occur is that departments may not know their budgets for the next fiscal year by the deadline.

Chair Manuel met with Missoula College Dean Shannon O’Brian to discuss its curriculum review needs. Dean O’Brian feels that maintaining the current process of a fall review schedule with the understanding that items requiring a spring review due to workforce needs is adequate. Neither Dean O’Brian nor ASCRC favors creating a standing committee to review Occupational and Technical Education items separate from the normal ASCRC review process.

## Business Items

* Over the break Camie Foos did an audit of the fall curriculum proposals and found several items that were missing from the consent agenda. These will be placed on the consent agenda for the February Faculty Senate meeting.
* Members were sent the syllabus for the First Year Transition Course UNC 101. The syllabus was a joint effort of a group of faculty. The course is an 11 week 1 credit course taught as UNC 101. This course has been offered as a two credit course in the past, but is now offered as a one credit to facilitate students fitting it in their schedules. ASCRC approved the credit change. This spring there are three sections offered (Tuesday at 11:10 a.m. and Thursday at 8:10 a.m. and 3:10 p.m. for 80 minutes) as a pilot project. It was noted that often the 80 minute class time could be problematic for students to coordinate with other course offerings. Two forty minute sessions were suggested, and the oversight committee will consider this. There will be consultation with the C&I department in the future regarding possible academic oversight, which is highly desirable. It is hoped that class discussions regarding Alcohol EDU and PETSA will result in a more meaningful experience for students than simply taking these units online on their own. The course will not be required. It is hoped that it will be eventually be a regular offering among many first-year experiences.
* The European Studies Minor is still pending. Representatives from Modern and Classical Languages are willing to meet with ECOS to discuss the credit hour issues. The only remaining concern is that the minor require too many hours under Board of Regents rules. MCLL firmly maintains that first-year language courses are general education and should not count towards the minor. Chair Manuel will take another look at the proposal and discuss it with ECOS on February 4, 2016.
* The revision of the *Successful Education Abroad Course* is still in process. Professor Lawrence reported that C&I has asked for the CVs of the instructors, and the e-curr form still requires approvals. Professor Lawrence is hopeful the proposal will be ready for the February 9th meeting.
* The draft letter informing submitters of the decision on the proposed cross list courses was amended and approved.
* Discussion of the Catalog concerns was postponed because there was not a representative from the Registrar’s Office in attendance. Language is needed that lets students know which courses are offered at Missoula College by semester.
* Professor Eglin reported on the efforts of the X and Y workgroup. He revised the learning outcomes and sent the draft to Professor Semanoff who commented. Input from a student member of the workgroup is needed. Student member Chase Greenfield volunteered. The General Education Committee would like to have coordination on the revisions as well.. Members from the General Education Committee will be contacted with the hope of having agreement on the revision by March.
* Chair Manual asked ASCRC whether it wanted to revisit the creation of an Academic Oversight Policy. The committee agreed that this is an important issue. He will ask for guidance from ECOS and work on modifying the draft document to include permanent courses and not just programs as it is currently written.
* ASCRC reviewed revised Policy 201.75 Rubric Creation Process and Criteria which incorporates OCHE’s restrictions. However, many members were confused by the language. Professor Eglin will rewrite the sections of concern. It may also be helpful to provide an example of some of OCHE’s criteria.

## Adjournment

The meeting was adjourned at 4:00 p.m.