

Academic Council Minutes

Academic Council met Friday, September 22, 2017 at 2 PM in the MacFeat House.

Kristen Abernathy	Arts & Sciences
Abbigail Armstrong	Education
Bettie Parsons Barger	Education
Leslie Bickford	Arts and Sciences
Alice Burmeister	Visual & Performing Arts
Jennifer Disney	Arts and Sciences
Marguerite Doman*	Business Administration
Chad Dresbach	Visual & Performing Arts
Chlotia Garrison	Business Administration
Laura Glasscock	Arts and Sciences
Adam Glover	Arts and Sciences
Christian Gratton	Arts and Sciences
Shawna Helf	Education
Jo Koster	Arts and Sciences
Stephanie Lawson*	Business Administration
Alice McLaine	Education
Gale Teaster-Woods	Dacus Library
Will Thacker	Business Administration
Kristen Wonderlich	Visual & Performing Arts
TaDean Page*	CSL Student Representative
Gina Jones, Secretary	Registrar

* Absent

Guests: Jeff Bellantoni, Tim Drueke, Michael Lipscomb, P.N. Saksena, Takita Sumter, Meg Webber

I. Approval of minutes from April meeting –approved via email.

II. Chair’s Very Brief Comments—Jo Koster

Dr. Koster welcomed everyone back. She is crossing her fingers as she is not aware of any major issues to work on this year. She asked folks to introduce themselves.

III. Remarks from the Provost and Executive Vice President for Academic Affairs—Debra Boyd

Dr. Boyd stated that it is always important for the council members to know that she appreciates the work they do. There is a lot of detail-oriented work here and we need to pay attention to details. It is also important to get the big picture. How do these things fit in the larger picture of the curriculum of the university? There is a lot more need and interest in collaboration. There are a set of things that we will be talking about this year. As they see things that need attention, please let her know. Her office is working diligently to get her email under control. Please call her if she doesn't respond. We're in the midst of a complex and significant shift in Winthrop's focus with online programs. We are not trading our land-based programs—this is an "and." She urged the council to not wait to ask questions.

IV. Report from Standing Committees

A. CUC—Will Thacker

1 Program Change Item (Degree) recommended

Program	Department	Action
BS-ATRN	Physical Education, Sport and Human Performance	Modify program: Replace BIOL 307 and 308 with BIOL 213 and 214.

Academic Council unanimously approved

Dr. Thacker pointed out that PETE 310 was withdrawn and will not go forward.

B. GEN ED—Kristen Abernathy

1. Dr. Abernathy reminded the council that 100-level courses are up for recertification this year. One course from last year did not make it in time, and so it was submitted last month: HDFS 573. It was recertified by the committee.

2. There were two *first certifications*. There was no discussion and were **unanimously approved**.

NAT SCIENCE--CHEM 123

QUAN-- MATH 112

3. The committee received several requests concerning cross-listed courses. The discussion of these requests led the committee to adopt the following practices:

a. For courses that will be cross-listed with existing Gen Ed courses for one semester, the instructor and/or chair of the department can notify the Gen Ed committee or the Registrar and forward a syllabus for the course to receive Gen Ed credit for that semester.

b. For courses that are permanently cross-listed with Gen Ed courses, the instructor and/or chair will need to submit a course inclusion application the first time that course is taught to receive Gen Ed credit. The applications for inclusion and recertification will be amended to include a place to designate whether a course is cross-listed or not. In the case of recertification, only one set of paperwork will need to be submitted for courses that are cross-listed.

V. Old Business

Dr. Koster updated the council on the progress of the formation of the University Committee on Academic Integrity by saying that the Rules Committee is considering this. Their concerns include “why do we need one more committee” and “how will this fit with judicial committee and academic conduct committees?” Dr. Burmeister will work with Andrew Besmer on this.

VI. New Business

Incorporation of Strategic Planning into the Curriculum Application System

Dr. Boyd stated that Academic Council has never really been a part of the Strategic Planning process. Often times the curriculum process happens late in the year and planning can't be done. This is also out of sync with the budget process. She asked, “How can we get faculty involved in a more informative way?” On page two of the Curriculum Action System, we ask for the effect of a course on other programs, but we don't ask how programs affect others and we don't ask about planning. So that we can start looking for impact, we need to ask about staffing, instructional resources and organization resources. (See addendum, p. 4.)

Dr. Boyd noted that the CAS starts with the input from a faculty member. Sometimes we get surprised by things. We may not have the resources. She said we should be asking, “What are the priorities?” The sooner we can get the information into the conversation, the easier it will be to plan. Chairs and Deans may need to know to ask for funding if they know something is coming down the pike. We have to work together to make sure the institution is meeting the needs of the students.

Dr. McLaine said that as this is implemented, we need to do a good job of educating faculty about what these boxes (on page two of the CAS) mean.

Dr. Boyd said we should probably make some revisions in the CAS to make it clearer.

Dr. Thacker said if it's going into the existing system, these boxes should be hidden from CUC because it's not their purview.

Mr. Drueke thought it would be good to allow deans and chairs to edit those fields. In the current system, no one can edit but Registrar and him.

Dr. Boyd noted that we will be looking at finding a new curriculum system, but it won't be immediately.

Dr. Disney said she liked the idea of making changes to page two of the CAS. The justification and assessment boxes are confusing. There is often an overlap.

Everyone seemed to be on board with this proposal. It may not happen this year. However, it will give an opportunity for administration and faculty to see in each other's world.

VII. Announcements

Ms. Jones reminded the council about interim grading which starts next Friday.

Dr. Sumter indicated that the summer research showcase is going on in Richardson Ballroom.

Dr. Koster stated that the council would be meeting in the Polly Ford conference room in the West Center at the November meeting.

VII. Meeting was adjourned by the chair at 2:40 p.m.

Respectfully Submitted,

Gina Jones, Secretary

Addendum

- Winthrop Plan: Expansion of programs and curricula
- What role(s) do faculty play in strategic planning for delivering curriculum?
- How can information better be disseminated among all the parties (faculty, departments, chairs, deans, Academic Affairs) so that resources for curricular changes can be planned for?

Proposed Page 3 for Curriculum Action System: Course Actions

**This information is for strategic planning purposes only and is not meant to be used as a factor in approving or rejecting this action.

Box 1. Staffing. How will this course be staffed? How will staffing this course affect the staffing of other classes, or the frequency with which they are offered? If there are no new resources available to staff this courses, how will the department implement this change? Explain any impact on the staffing needed to support this curriculum action.

Box 2. Instructional Resources. What other resources are required to implement this course action (for instance software, software renewals, hardware, physical space, personnel training, other materials, etc.)? If no additional resources are available, how will the department provide the instructional resources for this course action? Explain.

Box 3. Organizational Resources. Will this curriculum action require any organizational changes, such as internship supervision, program coordination, interdisciplinary advisory boards, etc.? Discuss the organizational impact (if any) of the proposed course action.

Proposed Page 3 for Curriculum Action System: Program Actions

**This information is for strategic planning purposes only and is not meant to be used as a factor in approving or rejecting this action.

Box 1. Staffing. How will this program action affect staffing? How will it affect course rotations or the ability of students in the program to complete their degrees? If there are no new resources available to support this program action, how will the department implement this change? Explain any impact on the staffing needed to support this program action.

Box 2. Instructional Resources. What other resources may be needed to implement this program action (for instance software, software renewals, hardware, physical space, personnel training, other materials, etc.)? If no additional resources are available, how will the department provide the instructional resources for this program action? Explain.

Box 3. Organizational Resources. Will this program action require any organizational changes, such as internship supervision, program coordination, interdisciplinary advisory boards, etc.? Discuss the organizational impact (if any) of the proposed program action.