

Undergraduate Academic Board

Audio: 786-6755 | ID: 284572 | Agenda

April 28, 2017

2:00-5:00pm

Physical location: ADM 204

Audio Conference: 786-6755, Passcode: 284572

I. Roll

- | | | |
|--|--|--|
| <input type="checkbox"/> Carrie King, Chair (FS) | <input type="checkbox"/> Vacant (CBPP) | <input type="checkbox"/> Casey Rudkin (KPC) |
| <input type="checkbox"/> Sandy Pence (FS) | <input type="checkbox"/> Troy Payne (COH) | <input type="checkbox"/> Luke Grabarek (Mat-su) |
| <input type="checkbox"/> Cheryl Smith (FS) | <input type="checkbox"/> Yvonne Chase (COH) | <input type="checkbox"/> Kathryn Hollis-Buchanan (Kod) |
| <input type="checkbox"/> Vacant (FS, CAS) | <input type="checkbox"/> Vacant (COE) | <input type="checkbox"/> Vacant (PWSC) |
| <input type="checkbox"/> Alberta Harder (CAS) | <input type="checkbox"/> Darrin Marshall (CTC) | <input type="checkbox"/> Bettina Kipp Lavea (SA) |
| <input type="checkbox"/> Barbara Harville (CAS) | <input type="checkbox"/> Utpal Dutta (COENG) | <input type="checkbox"/> Ian Minnock (USUAA) |
| <input type="checkbox"/> Grant Cochran (CAS) | <input type="checkbox"/> Robin Hanson (LIB) | |

Ex-Officio Members

- Susan Kalina, Vice Provost for Academic Affairs
- Lindsey Chadwell, Interim Registrar

II. Review of Agenda (pg. 1-2)

III. Review of Meeting Summary (pg. 3-4)

IV. Administrative Report

- A. Vice Provost for Academic Affairs, Susan Kalina
 - i. Self-Study Update
- B. Interim University Registrar, Lindsey Chadwell

V. Chair's Report

- A. UAB Chair, Carrie King
- B. GERC Chair, Sandy Pence

VI. Policy Related Issues

- A. TOEFL Memo, Lora Volden (pg. 5)

VII. Program/Course Action Request- Second Readings

VIII. Program/Course Action Request- First Readings

- Chg [MA A220 Coding for the Medical Office](#)
- Add [MA A235 Medical Insurance, Billing and Healthcare Documentation](#)
- Chg [MLSC-BS Bachelor of Science in Medical Laboratory Science](#)
- Chg [MUS A303A University Wind Ensemble](#)
- Chg [MUS A303B University Wind Ensemble](#)
- Chg [MUS A313 Opera Workshop](#)

- Chg [ART A209](#) [Beginning Metalsmithing and Jewelry](#)
- Chg [ART A271](#) [Beginning Surface Design](#)
- Chg [ART A272](#) [Beginning Fiber Structures](#)
- Chg [ART A273](#) [Beginning Woven Forms](#)
- Chg [ART A309](#) [Intermediate Metalsmithing and Jewelry](#)
- Chg [ART A371](#) [Intermediate Surface Design](#)
- Chg [ART A372](#) [Intermediate Fiber Structures](#)
- Chg [ART A373](#) [Intermediate Woven Forms](#)
- Chg [ART A409](#) [Advanced Metalsmithing and Jewelry](#)
- Chg [ART A471](#) [Advanced Surface Design](#)
- Chg [ART A472](#) [Advanced Fiber Structures](#)
- Chg [ART A473](#) [Advanced Woven Forms](#)
- Chg [ARTS-MNR](#) [Minor in Art](#)
- Chg [ARTS-BA](#) [Bachelor of Arts in Art](#)
- Chg [ARTS-BFA](#) [Bachelor of Fine Arts in Art](#)

IX. New Business

- A. Elect Chair for 2017-18
- B. Review Values and Priorities (pg. 6-13)

X. Informational Items and Adjournment:

- A.

Undergraduate Academic Board

Audio: 786-6755 | ID: 284572 | Summary

April 21, 2017

2:00-5:00pm

Physical location: ADM 204

Audio Conference: 786-6755, Passcode: 284572

I. Roll

[X] Carrie King, Chair (FS)	[-] Vacant (CBPP)	[X] Casey Rudkin (KPC)
[X] Sandy Pence (FS)	[A] Troy Payne (COH)	[E] Luke Grabarek (Mat-su)
[E] Cheryl Smith (FS)	[X] Yvonne Chase (COH)	[X] Kathryn Hollis-Buchanan (Kod)
[-] Vacant (FS, CAS)	[-] Vacant (COE)	[-] Vacant (PWSC)
[X] Alberta Harder (CAS)	[E] Darrin Marshall (CTC)	[X] Bettina Kipp Lavea (SA)
[X] Barbara Harville (CAS)	[X] Utpal Dutta (COENG)	[E] Ian Minnock (USUAA)
[X] Grant Cochran (CAS)	[X] Robin Hanson (LIB)	

Ex-Officio Members

[X] Susan Kalina, Vice Provost for Academic Affairs
[X] Lindsey Chadwell, Interim Registrar

II. Review of Agenda (pg. 1-2)

III. Review of Meeting Summary (pg. 3-4)

IV. Administrative Report

A. Vice Provost for Academic Affairs, Susan Kalina

i. Self-Study Update

Invitation to end of year celebration May 5th, 6-8 pm at Susan's home. RSVP to Megan Carlson.

B. Interim University Registrar, Lindsey Chadwell

Encourage faculty to use the "Final Exams Search" on Registrar's Office website

V. Chair's Report

A. UAB Chair, Carrie King

B. GERC Chair, Sandy Pence

VI. WICHE GER Passport Discussion, Dan Kline and Jane Sherman

VII. Policy Related Issues

A. Writing placement and written communication GER policy alignment with UAF and UAS (pg. 5-6)

i. Proposed changes to catalog copy for ACT and SAT writing placement, Jackie Cason (pg. 7)

Approved for first reading, forward to Faculty Senate

ii. Policy Recommendation regarding DSST (Formerly DAN TES), Patricia Jenkins (pg. 8)

Approved for first reading, forward to Faculty Senate

B. Chemistry AP Scores Catalog Change, Patrick Tomco (pg. 9)

Approved for first reading, forward to Faculty Senate

- C. New Proposed UNIV Prefix, Vara Allen-Jones (pg. 10)
No objections to changes.

VIII. Program/Course Action Request- Second Readings

IX. Program/Course Action Request- First Readings

- Chg [IPC A403](#) [Communications and Media Research](#)
Chg [ENG-BS](#) [Bachelor of Science in Electrical Engineering](#)
Add [ATP A103](#) [Part 61 Private Pilot](#)
Add [PSY A499A](#) [Developing Psychological Research](#)
Add [WELD A295](#) [Welding Nondestructive Testing Internship](#)
Chg [NDTT-OECERT](#) [Occupational Endorsement Certificate in Nondestructive Testing Technology](#)
Chg [WLD-OECERT](#) [Occupational Endorsement Certificate in Welding](#)
Chg [WTNT-AAS](#) [Associate of Applied Science in Welding and Nondestructive Testing Technology](#)
Chg [AWEL-OECERT](#) [Occupational Endorsement Certificate in Advanced Welding](#)

Approved for first reading, forward to Faculty Senate

- Chg [ET A101](#) [Basic Electronics: DC Circuits](#)
Chg [ET A102](#) [Basic Electronics: AC Circuits](#)
Chg [ET A126](#) [Digital Electronics](#)
Chg [ET A240](#) [Computer Systems Interfacing](#)
Chg [ET A243](#) [Programmable Logic Controllers](#)
Chg [ET A246](#) [Electronic Industrial Instrumentation](#)
Chg [PETR A101](#) [Industrial Hand Tools](#)
Chg [PETR A155](#) [Blueprint Reading](#)
Chg [PETR A244](#) [Industrial Process Instrumentation IV](#)

Approved for first reading, forward to Faculty Senate after CTC Dean Approval

Also need clarification on the acceptable MATH pre-reqs and use of symbols in the topical course outline.

X. New Business

A.

XI. Informational Items and Adjournment:

- A. UNIV 194 Prefix Change Temporary Course Proposal (pg. 11-14)
B. PSY Topical Non-credit Workshop (pg. 15-18)



To: Faculty Senate
Through: UAB and GAB
From: Lora Volden, Interim AVC for Enrollment Services
Date: 4/25/2017
Re: TOEFL Scores

Issue:

Recent changes to our ESL courses have changed our ability to issue F-1 visas for students with limited ability to speak English. F-1 students must enroll in minimally 12 credits and even prior to this change it was challenging to accomplish this.

It is important that UAA raise the English language cut scores that are part of our admissions criteria for international students so that we can adequately communicate requirements to prospective students and advise accordingly.

Current Policy:

For undergraduates:

A TOEFL score of 45 (iBT) or an IELTS score of 5.0

For graduates:

Official TOEFL (minimum score of 79-80 iBT) or IELTS (minimum score of 6-6.5)

Proposed Policy based on peer review:

Undergraduates:

A TOEFL scores of 61 or IELTS of 6.0

Graduates:

A TOEFL score of 79 or IELTS of 6.5

UAB Values Statement

It is the intent of this document to state the shared values and priorities of the Undergraduate Academic Board. We believe that this is an opportunity to discuss our core beliefs and to share them with our faculty colleagues. In doing so, we hope to reflect the significance and importance of our faculty colleagues, whose work creates the university.

We also believe that this delineation of our values and priorities, as well as our procedures and processes will ensure that we work in a way that reflects those values, honors our faculty colleagues, builds trust, and contributes to the excellence of the university.

At the same time, we believe that in order to be responsive to a changing university, UAB needs to be flexible and adaptive to needs and circumstances as they arise.

While we envision the values of the Board to be relatively stable, we believe that an on-going conscious consideration of our values, priorities, and processes ensures that we continue to work in a way that reflects those values and priorities. Therefore, it is our intent that this document be a flexible and adaptable guideline for the priorities, procedure, and processes of the Undergraduate Academic Board.

Reflection Questions

- What values do you believe are essential for the university?
- How will your work as a member of UAB reflect those values?
- When you have a difficult decision to make, will you be able to support these values?
- How will you ensure that you are modeling these values at Board meetings?
- We always want the faculty to be able to say _____ about the way we do our work.

UAB Values

UAB Values Statement:

The Undergraduate Academic Board is dedicated to a shared, rigorous, open, and critical inquiry of curricular excellence in a collegial framework that fosters intellectual vitality and creativity.

UAB values are grounded in both *academic integrity* and *process integrity*.

Academic integrity encompasses the values of inclusiveness and innovation, as well as intellectual excellence, rigor and vitality/currency/relevance.

Process integrity includes the values of inclusiveness, fairness and transparency, as well as collaboration, honesty, respect and constructive feedback.

UAB Priorities, Procedures and Processes Statements

- The purpose of the priorities, procedures and processes statements is to clarify and support the values statement, *to show the values at work*.
- It is a priority of the Board to represent the academic values of our peers across the University, including the community campuses.
- We endeavor to serve UAA's diverse and intellectually curious faculty in the creation of opportunities for student success.
- In our efforts to both represent and support our peers, it is our goal to work collaboratively with faculty initiators and to offer respectful and constructive feedback as we review curriculum, programs, and policy changes or adoptions.

UAB Priorities

Institutional

- Accreditation: UAB works with the Office of Academic Affairs on accreditation.
- UAB's curricular review processes directly support Teaching and Learning (UAA's Core Theme #1) as well as Student Success (UAA's Core Theme # 3).
- Academic policy changes and/or adoptions: UAB works with the Office of Academic Affairs and the University Registrar on academic policies and procedures.

- Curriculum coordination: UAB works with the Governance Office, the Office of Academic Affairs, the Graduate Academic Board, the Academic Assessment Committee, the College Curriculum Committees, and Department Curriculum Committees and Chairs.

Board specific Priorities

- Curricular excellence

Intellectual vitality requires that course offerings remain current with advances and discoveries in the scientific, humanistic, and artistic disciplines associated with undergraduate degrees offered at UAA.

- Curriculum currency and vitality
- Rigorous, open and critical review of curriculum

- Collaboration

Faculty members are the core of the institution and their work on curriculum development is among the most significant work of the university. It is a goal of UAB to inform and facilitate the development of excellent curriculum.

- Create a seamless process to help faculty initiators navigate the UAA curriculum process
 - Seek ways to minimize “paperwork” response to UAB by approving CAR/CCGs with minor changes so that the documents move forward rather than making them return to the Board.

- Transparency

Be clear and consistent in both stating and following the Board’s procedures and processes.

- Academic policy

UAB is the core of academic policy development and is at the forefront of changes in academic policy and programs. As the university grows and changes, UAB is privileged to guide faculty in developing and integrating programs into the curriculum.

It is the goal of UAB to contribute to and support excellence in the university. At the same time that UAB oversees the development of programs, it is also oversees the deletion of programs as the university evolves.

UAB Procedures The established or expected way of conducting business of the Board.

Non Curricular Review Meetings

- **Introductory Meeting**
 1. The first meeting of the Academic Year
 2. The Board begins the Academic Year with a priorities, procedures, and processes meeting.
 3. Board welcomes new members.
 4. New and returning members review and update previous year's priorities, procedures, and processes in light of the Board's values.
 5. Chair reviews and explains priority group member selection process.
 6. Board discusses the role of the priority groups in curriculum groups.
 7. This review and update should help orient new members and should also help returning members to keep focus on the Board's priorities throughout the year.
 8. Due dates for curriculum are reviewed, as set with UAA governance.

- **College and Campus Curriculum Chairs Meeting**
 1. Generally scheduled in September – this is a meeting with the college and campus curriculum chairs to discuss UAB priorities and to talk about college and campus concerns and priorities
 2. Recommendations are discussed with the college and campus curriculum chairs for setting due dates for curriculum at the college and campus level in agreement with UAA governance calendar.

- **Fall Joint UAB/GAB meeting**

- **Spring Joint UAB/GAB meeting**

- **Final Meeting of the Academic Year**
 1. Board reflects on values, priorities, procedures and processes over the year.
 2. Summary of work is prepared for submission to faculty senate.
 3. Chair is elected for upcoming academic year.

Curriculum Review Meetings

1. Chair assigns curriculum to “priority” groups for review of substantive issues.
2. First and second readings.
3. Presence of faculty initiator (or proxy) is required to conduct course review.
4. If faculty initiator or proxy cannot answer the board’s questions, the review will be postponed.

UAB Curriculum Review Processes

The series of actions that the Board undertakes in conducting its business—this is what happens, or the step-by-step operation of the Board.

1. Faculty initiator (or proxy) is present;
2. Faculty initiator is invited to make a brief presentation on the curriculum brought for review;
3. University Registrar and Scheduling make comments, **if necessary**;
4. Priority team members ask questions, make comments, and/or offer suggestions for clarification/coherence/alignment of curricular documents focusing on substantive issues;
5. Non-priority team members ask follow up questions and make comments and suggestions;
6. Faculty initiator has the opportunity to answers questions, respond to comments and suggestions, and to take notes; with the faculty initiator’s approval, the governance staff makes changes in the Curriculum Inventory Management (CIM) system
7. Board actions or motions are as follows:
 - First reading (one of the following):
 - **Action: Accept for first reading.**
 - **OR**
 - **Motion: Approve at first reading and forward to faculty senate.**
 - Second reading:
 - **Motion: Approve and forward to faculty senate.**

8. Curriculum, programs, policy changes/adoptions proceed to Faculty Senate for final approval by faculty senators
9. When UAB approves programs for deletion, the Chair of UAB formally recognizes the contributions that these programs and their faculty have made to the University when presenting the action for final approval by the Faculty Senate.

Common motions at UAB

First Reading Motions

- **“Move to accept for first reading”**
 - the curriculum has been reviewed and the faculty initiator is requested to bring the curriculum back to the Board for a second reading
- **“Move to approve at first reading and forward to faculty senate.”**
 - the curriculum is approved by the Board and is ready to move forward to Faculty Senate

Second Reading Motions

- **“Move to approve and forward to faculty senate”**
 - the curriculum is approved by the Board and is ready to move forward to the Faculty Senate

General motions

- **“Move to postpone”**
 - members of the Board believe that it would be beneficial to postpone the review, for example, if a proxy for the faculty initiator is unable to answer relevant questions

Per Section 3 of the bylaws of the UAA Faculty Senate Constitution:

a. Composition of the Undergraduate Academic Board. Faculty members on leave that prevents them from meeting the qualifications for membership and attendance requirements in the Faculty Senate Constitution (Article 5, Sections 3 & 12) are not eligible to serve as members of the Undergraduate Academic Board and must relinquish the position.

(1) Each of the units listed in Article III, Section 3, of the Constitution shall elect representatives to the Undergraduate Academic Board so that total membership on the Board is the equivalent of one representative for each sixty (60) or fraction thereof of faculty members who meet the requirements laid down in Article V, Section 3, of the Constitution.

(2) The Senate shall choose four senators to serve on the Board.

Senate Representation

Arts and Sciences (1)

Any Senators (3)

(3) Non-Senate Faculty Members shall be elected by faculty within their respective units as defined in Article III, section 3 of the Constitution.

Non-Senate Faculty Representation:

Arts and Sciences

College of Business & Public Policy

College of Education

College of Health

Community & Technical College

School of Engineering

Library

Matanuska-Susitna College

Kenai Peninsula College

Kodiak College

Student Affairs

Adjunct (Part-time) Faculty

Members may attend the meetings of the Undergraduate Academic Board as voting members via remote link.

(4) Faculty holding appointments of less than .50 F.T.E. (hereafter called adjunct or part-time faculty) may collectively elect one representative to the Undergraduate Academic Board.

(5) Faculty members of the Board for Undergraduate Academic Board shall serve two-year staggered terms.

(6) The students of the University of Alaska Anchorage may appoint one undergraduate or certificate-seeking student to voting membership on the Undergraduate Academic Board. The method of selection of the student representative shall be the responsibility of the student government.

(7) New and continuing members of the Board shall elect the chair person(s) no later than May 15, with service to begin June 1. The chair(s) shall be elected by the Board from those members who are in the second year of their terms or who have served at least one previous term of office. If no chair is an elected senator, a chair shall act as an ex-officio, voting member of the Senate at Senate meetings.

(8) One representative from the Office of Academic Affairs, appointed by the Provost, one representative from the Office of the Registrar, and one representative from Enrollment Services, Publications and Scheduling, shall be ex-officio and non-voting members of the Undergraduate Academic Board. The Governance Office shall be responsible for coordinating the activities of the Undergraduate Academic Board.

b. Functions and Responsibilities of the Undergraduate Academic Board

(1) The Board may initiate and review all academic policies of undergraduate programs as defined in Article II, Section 2, subsection c(1) of the Faculty Senate constitution.

(2) Subject to Article V, Sections 5, 5a, and 5b of the Constitution, the Board shall have the authority to

(a) approve all new permanent numbered courses, including those from Community Campuses and changes in number, content, title, and description of existing undergraduate courses;

(b) review and recommend any changes in existing undergraduate degree and undergraduate certificate programs, which have been initiated by program faculty;

(c) review and recommend any new undergraduate degree or undergraduate certificate programs, which have been initiated by faculty.

(3) The Board may forward issues about academic computing, distance learning, instructional technology, e-learning, or telecommunications to the Academic Computing, Distance Learning, Instructional Technology, and eLearning Committee. These requests may include a request for a timely response.

(4) Approved actions of the Board shall be submitted for review to the Faculty Senate at the next regularly scheduled meeting of the Senate.

(5) The Chair of either the Undergraduate Academic Board or the Graduate Academic Board may request that the Faculty Senate establish a joint special committee to consider matters of mutual concern to the Academic Boards.

(6) The Undergraduate Academic Board shall present an outline of its yearlong agenda and goals to the Faculty Senate no later than the regularly scheduled October meeting.

(7) The Undergraduate Academic Board shall present a report of its yearlong activities to the Faculty Senate at the regularly scheduled May meeting.