

# Undergraduate Academic Board

Audio: 786-6755 | ID: 284572 | Agenda

February 26, 2016

2:00-5:00pm

Physical location: ADM 204

Audio Conference: 786-6755, Passcode: 284572

## I. Roll

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Sandy Pence (FS)       | <input type="checkbox"/> Carrie King (COH, Chair) | <input type="checkbox"/> Casey Rudkin (KPC)            |
| <input type="checkbox"/> Utpal Dutta (FS)       | <input type="checkbox"/> Yvonne Chase (COH)       | <input type="checkbox"/> Luke Grabarek (Mat-su)        |
| <input type="checkbox"/> Cheryl Smith (FS)      | <input type="checkbox"/> Vacant (COE)             | <input type="checkbox"/> Kathryn Hollis-Buchanan (Kod) |
| <input type="checkbox"/> Alberta Harder (CAS)   | <input type="checkbox"/> Vacant (CTC)             | <input type="checkbox"/> DB Palmer (PWSC)              |
| <input type="checkbox"/> Barbara Harville (CAS) | <input type="checkbox"/> Jeff Hoffman (COENG)     | <input type="checkbox"/> Christina Stuve (ADV)         |
| <input type="checkbox"/> Grant Cochran (CAS)    | <input type="checkbox"/> Robin Hanson (LIB)       | <input type="checkbox"/> Ian Minnock (USUAA)           |
| <input type="checkbox"/> Vacant (CBPP)          |   |  |

## Ex-Officio Members

- Susan Kalina
- Lora Volden
- Scheduling and Publications

## II. Approval of the Agenda (pg. 1-2)

## III. Approval of Meeting Summary (pg. 3-4)

## IV. Administrative Report

- A. Vice Provost for Undergraduate Academic Affairs Susan Kalina
- B. University Registrar Lora Volden

## V. Chair's Report

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

## VI. Program/Course Action Request- Second Readings

- Chg [OFFD-OECERT Occupational Endorsement Certificate in Office Foundations](#)
- Chg [OFSP-OECERT: Occupational Endorsement Certificate in Office Support](#)
- Chg [MATH A211 Mathematics for Elementary School Teachers I](#)
- Add [MATH A212 Mathematics for Elementary School Teachers II](#)

## VII. Program/Course Action Request- First Readings

- Chg [BA A273 Introduction to Statistics for Business and Economics](#)
- Chg [ADT A151 Medium/Heavy Duty Engine Repair](#)
- Chg [ADT A152 Heavy-Duty Suspension and Steering](#)
- Chg [ADT A155 Heavy-Duty Brake Systems](#)
- Chg [ADT A156 Heavy-Duty Maintenance Inspection](#)
- Chg [ADT A195 Automotive Practicum I](#)
- Chg [ADT A225 Mobile Heating, Ventilation, and Air Conditioning Systems](#)

- Chg [ADT A266 Heavy-Duty Power Systems Lab](#)
- Chg [ADT A268 Mobile Hydraulic Systems](#)
- Chg [ADT A269 Heavy-Duty Drive Trains](#)
- Chg [HDTE-UGCERT Undergraduate Certificate in Diesel Power Technology](#)

**VIII. Old Business**

**IX. New Business**

- A. Review UAB Joint Values Statement (pg. 5-10)

**X. Informational Items and Adjournment:**

# Undergraduate Academic Board

Audio: 786-6755 | ID: 284572 | Summary

February 19, 2016

2:00-5:00pm

Physical location: LIB 302

Audio Conference: 786-6755, Passcode: 284572

## I. Roll

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Sandy Pence (FS)       | <input checked="" type="checkbox"/> Carrie King (COH, Chair) | <input type="checkbox"/> Casey Rudkin (KPC)                |
| <input checked="" type="checkbox"/> Utpal Dutta (FS)       | <input checked="" type="checkbox"/> Yvonne Chase (COH)       | <input checked="" type="checkbox"/> Luke Grabarek (Mat-su) |
| <input checked="" type="checkbox"/> Cheryl Smith (FS)      | <input type="checkbox"/> Vacant (COE)                        | <input type="checkbox"/> Kathryn Hollis-Buchanan (Kod)     |
| <input checked="" type="checkbox"/> Alberta Harder (CAS)   | <input type="checkbox"/> Vacant (CTC)                        | <input type="checkbox"/> DB Palmer (PWSC)                  |
| <input checked="" type="checkbox"/> Barbara Harville (CAS) | <input type="checkbox"/> Jeff Hoffman (COENG)                | <input checked="" type="checkbox"/> Christina Stuve (ADV)  |
| <input checked="" type="checkbox"/> Grant Cochran (CAS)    | <input checked="" type="checkbox"/> Robin Hanson (LIB)       | <input checked="" type="checkbox"/> Ian Minnock (USUAA)    |
| <input type="checkbox"/> Vacant (CBPP)                     |  |  |

## Ex-Officio Members

- Susan Kalina
- Lora Volden
- Scheduling and Publications

## II. Approval of the Agenda (pg. 1-2)

## III. Approval of Meeting Summary (pg. 3-4)

## IV. Administrative Report

A. Vice Provost for Undergraduate Academic Affairs Susan Kalina

B. University Registrar Lora Volden

Introduce Owen Tucker, new member from the registrar's office.

## V. Chair's Report

A. UAB Chair, Carrie King

B. GERC Chair, Sandy Pence

Approved TECH A453- Capstone Project

## VI. Program/Course Action Request- Second Readings

- Chg [CIOS A113 Operating Systems: MS Windows](#)
- Chg [CIOS A135A Spreadsheets I: MS Excel](#)
- Chg [CIOS A146 Internet Concepts and Applications](#)
- Chg [CIOS A150A Presentations: MS PowerPoint](#)
- Chg [CIOS A230A Word Processing II: MS Word](#)
- Chg [CIOS A235A Spreadsheets II: MS Excel](#)
- Chg [CIOS A260A Business Communications](#)
- Chg [CIOS A262A Job Search Strategies](#)
- Chg [CIOS A276A Independent Project](#)
- Chg [CIOS A295 Office Internship](#)

Unanimously Approved. All approved CIOS curriculum on hold until Provost's office receives a program suspension.

The following block of CIOS courses has been waived first reading, approved for second on 1/22/16, and is being held for review of program on 2/19/16.

- Chg [CIOS A101A Keyboarding A: Basic Keyboarding](#)
- Chg [CIOS A101B Keyboarding B: Business Documents I](#)
- Chg [CIOS A101C Keyboarding C: Business Documents II](#)
- Chg [CIOS A115 10-Key for Business Calculations](#)
- Chg [CIOS A125A Electronic Communications I: MS Outlook](#)
- Chg [CIOS A130A Word Processing I: MS Word](#)
- Chg [CIOS A140A Databases I: MS Access](#)
- Chg [CIOS A161A Proofreading](#)
- Chg [CIOS A165 Office Procedures](#)
- Chg [CIOS A264A Records Management](#)
- Chg [CIOS A265 Office Management](#)
- Add [BA A180 Working in Effective Teams](#)

Postponed until 2/26/16

- Chg [TECH-BS Bachelor of Science in Applied Technologies Leadership](#)  
Unanimously approved

**VII. Program/Course Action Request- First Readings**

- Chg [CEL A450 CEL A450: Civic Engagement Leadership Capstone](#)
- Chg [TECH A453 Capstone Project](#)
- Chg [MATH A302 Ordinary Differential Equations](#)
- Chg [CSCE A241 Computer Hardware Concepts](#)
- Chg [EE A241 Computer Hardware Concepts](#)
- Chg [GEO A146 Geomatics Computations I](#)
- Chg [GEO A156 Fundamentals of Surveying](#)
- Chg [ENGN-BS Bachelor of Science in Electrical Engineering](#)  
Waive first, approve second
- Chg [OFFD-OECERT Occupational Endorsement Certificate in Office Foundations](#)
- Chg [OFSP-OECERT: Occupational Endorsement Certificate in Office Support](#)
- Chg [MATH A211 Mathematics for Elementary School Teachers I](#)
- Add [MATH A212 Mathematics for Elementary School Teachers II](#)  
Accepted for first read
- Chg [BA A273 Introduction to Statistics for Business and Economics](#)  
Faculty Initiator not present

**VIII. Old Business**

**IX. New Business**

**X. Informational Items and Adjournment:**

## 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**

The first meeting of the Academic Year

The Board begins the Academic Year with a priorities, procedures, and processes meeting.

Board welcomes new members.

New and returning members review and update previous year's priorities, procedures, and processes in light of the Board's values.

Chair reviews and explains priority group member selection process.

Board discusses the role of the priority groups in curriculum groups.

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.

- **College and Campus Curriculum Chairs Meeting**

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

- **Fall Joint UAB/GAB meeting**

- **Spring Joint UAB/GAB meeting**

- **Final Meeting of the Academic Year**

Board reflects on values, priorities, procedures and processes over the year.

### Curriculum Review Meetings



Chair assigns curriculum to “priority” groups for review of substantive issues.

First and second readings.

Presence of faculty initiator (or proxy) is required to conduct course review.

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 Management System**
7. Board makes a motion to either:
  - ~~waive first, approve for second~~;
  - **approve at first reading**
  - to **accept** for first reading only;
8. Board approves/not approves a motion;
9. Curriculum, programs, policy changes/adoptions proceed to Faculty Senate for final approval by faculty senators

10. 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 approve at first reading”
  - the curriculum is approved by the Board and is ready to move forward to Faculty Senate
- “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

### Second Reading Motions

- “Move to approve”
  - 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