

## UNDERGRADUATE COUNCIL

November 30, 2021 | 3:30pm

UC Council Room

MINUTES

**Present:** Couch, Denny, Dineen, Franklin, Klein, Matchett, Park, Rose, Somero

**Absent:** Benavidez, Fulton, Henson, Tucker, Weber, Welsh, Zukiewicz

**Guests:** Beyers, Clavir

### Call to Order

The meeting was called to order at 3:31pm.

### Approval of Agenda

Approved with prior then loans

### Approval of Minutes 11-09-21

Approved without objection.

### Chair's Report/Announcements (Franklin)

### Reports from Councils

- **LAC (Denny)** – The Council reviewed course proposals and policy exemption requests. They also approved a policy to allow the Registrar's Office to waive the LAC Math requirement (LAX1) for students who had an ACT/SAT Math exemption in their previous catalog.
- **Assessment Council (Dineen)** – No Report.

### Special Reports

- **Schulze Chair update (Matchett)**
  - Corinne Wieben has accepted the position as Schulze Chair.

### Unfinished Business

- **Prior UNC degree credit applicability**
  - Couch presented clarifying language around requirements for 2<sup>nd</sup> BA degrees: Students must complete a minimum of 30 semester hours of UNC credit **beyond the hours required for the first degree** to qualify for the second bachelor's degree. **(Also see Concurrent Degrees and Multiple Majors)**
  - Couch also provided examples of policy language from other institutions.

### DISCUSSION:

- Council members made the following suggestions based on the policies of other institutions:
  - None of the 30 credits may have been used toward another bachelor's degree.
  - All the additional credits must be earned at UNC.
  - The student must satisfy all program requirements of the new degree and any graduation requirements not previously met.
- Couch will revise the catalog language with those recommendations and send it to Matchett and UGC.
  - UGC will review the language at the January 11th meeting.

- Matchett noted that beyond the scope of these clarifications for 2<sup>nd</sup> BA degrees, UGC/APC may want to examine bachelor's degree requirements for upper division courses and overlap between majors/minors.

- **S/U grading policy**

- The subcommittee is working on a policy recommendation.

- **Policies surrounding expectations for Canvas use**

- The Council resumed discussion about developing minimum expectations for Canvas use for faculty.

DISCUSSION: *non-scheduled/individualized instruction*

- Dineen noted that Biology instructors expressed concern at APC about the difference between scheduled and non-scheduled courses, that requiring Canvas use for non-scheduled courses would be burdensome when dealing with many sections.
  - Franklin explained that in such cases of individualized instruction (internships, lab work, etc.) the work and interaction between faculty and students might not have an online component.
- However, individualized courses (whether primarily in person or online) require documentation of expectations, work, grades, etc. just like regularly scheduled courses. Canvas would still be an appropriate repository for documentation.
  - For some units, that documentation is occurring in Digital Measures, which is meant to manage faculty data, not student records.
- Canvas shells are already automatically generated for all courses, including non-scheduled courses.
- Merging Canvas shells is also an option to manage multiple sections more easily.

DISCUSSION: *development of policy versus recommending best practices*

- Beyond creating recommendations for best practices, the Provost's Office would like to see a policy implemented as part of strategic planning in enrollment management.
- There are two main reasons for pursuing a policy:
  - Student success: Requiring minimum Canvas use would provide students with a consistent way of tracking their progress.
  - Data governance: Canvas provides the university with a single data repository for teaching activities.
- Any policy should be general enough to be applicable across colleges/disciplines, providing a structure without curtailing customized, creative, or discipline-specific use.
- Potential scope of the policy:
  - Perhaps a policy could first be established for 100-level courses, those intended for first-year students.
  - More broadly, the policy could be applied to any undergraduate standard didactic instruction courses.
  - The Council will revisit the question of whether to include individualized instruction (non-scheduled) courses.
- The creation and implementation of a policy will require conversation and feedback from across campus as a policy could significantly change practices on campus.

- Franklin will draft a document with rationale outlining main points for discussion at a later meeting.
  - Minimum requirements may include use of: ‘start here’ introduction, syllabus, grade book, and perhaps calendar

- **Syllabus Statements**

- CETL houses syllabus statements on their website: [https://www.unco.edu/center-enhancement-teaching-learning/teaching-resources/syllabus\\_statements.aspx](https://www.unco.edu/center-enhancement-teaching-learning/teaching-resources/syllabus_statements.aspx)
- The Council will review the statements and consider whether there are any additional statements they would like to recommend.

New Business

- **Short term loans for students**

Comments to the Good of the Order

Adjournment

The meeting was adjourned at 4:56pm.

Scott Franklin  
Chair

Betsy Kienitz  
Recording Secretary