ASCRC Minutes 2/16/162:10 GBB 202

## Call to Order

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

Minutes: The minutes from 2/9/16 were amended and approved.   
  
Communication

* Registrar Hickman and Associate Registrar Holzworth provided a demonstration of the degree audit system, Degree Works. The software contains different views for faculty and advisors and for students. The demonstration presented was the advisor’s view using simulated test data. The login process is through Cyberbear. The system currently automatically populates with up to 200 advisees. The Registrar’s Office plans to increase the maximum number of advisees to 400. The system indicates graduation requirements and shows the courses and other methods used to satisfy them. The percentage of requirements completed necessary to satisfy the chosen degree is also provided. Requirements are color coded and are depicted in green if complete, red if not complete, and are marked with a tilde if the student is currently enrolled. Different blocks are presented for major and minor requirements, general education requirements and electives. The advanced writing course may be in both the major requirement and general education. The software provides graduation and registration checklists that are easily printable. The last three audits conducted are stored as pdf files. Advisors can create notes that are visible to the student. The software provides data for double majors in one audit, but students with double degrees will need to run two separate audits.

The system can search the catalog to identify course offerings that meet requirements that have not yet been fulfilled. This feature may allow for the future removal of general education letters on course numbers. Prerequisite courses are shown in the system, but remedial courses are not. Transfer students’ records should be correctly presented by the system as long as the courses taken at the prior institution(s) were coded in Banner. Waivers and substitutions will have to be entered by hand in Banner. The system eliminates the need for manual calculations of items such as hours required so there should be fewer errors.   
  
The Registrar’s Office has had a professional scribe working with departments for the past three months to enter degree and program requirement rules. The plan is to go live in March with the 2014-2015 and 2015-2016 catalog years. Students matriculating prior to these catalog years will remain under the old manual system. However, all students will be in the system so all will be able to conduct a degree audit using the “what if” scenario under a catalog in the system. A major benefit of the system is the elimination of the need for advisors to examine student transcripts in order to determine the remaining graduation requirements. The software will also replace Academic Planner.   
  
Targeted training is taking place now and advisor training is scheduled for this summer in anticipation of full implementation of the software next fall. Videos will be provided for students, and they will be given a live demonstration during orientation. Registrar Hickman implemented this system at his previous institution and is confident that the students will need little training. The system is scheduled to be implemented at Missoula College next spring. The Office of Student Success will be implementing the planning component and hopes to incorporate early alert notifications.   
  
It will be possible to enter “what if” questions to determine the shortest path to a given degree. This will be useful for students thinking about changing majors or adding a minor. There is also a “look ahead” function that will tell students how a course will count in their degree. The software provides a GPA calculation that will show students the grades they need to earn in remaining courses to earn or retain a certain GPA. Students can run these calculations themselves and this may allow more focused and productive communication with their advisor. The system will also be able to check for cohort compliance rules. For instance, compliance with NCAA requirements for athletes is schedule to be launched in July. There is also a financial aid compliance component that will be phased in next fall. Upon implementation the catalog should be more dynamic and have fewer errors. The system will be updated when requirements change. This work flow could be improved if the full CourseLeaf software is purchased. The degree audit system will allow forecasting class cohort completions of requirements; thus, departments can easily determine how their majors are progressing. For instance, it will be possible to run queries to show how many students are close to meeting graduation requirements.

* The appeals policy for general education substitutions for students with disabilities is progressing. The Workgroup met with Lucy France last week and is working on a final draft. Most of the substantive differences between Disability Services, legal counsel and ASCRC were resolved in the meeting. ASCRC Chair Elect John Eglin has graciously offered to put together a final draft of the new process.
* The Faculty Senate approved the curriculum consent agenda and the cross listing policy. The Senate had many questions regarding the policy and several members of the Senate wanted reassurance that ASCRC would work with faculty to understand the requirements to cross list courses.

## Business

* Associate Registrar Bonnie Holzworth will check with IT regarding removing the WPA rubric from the drop down menu in course search. Updates to the list depend on the table linked to the search. One of the tables includes all the rubrics ever used on campus and must be modified behind the Banner interface.
* ASCRC reviewed and edited the revisions to the Minors Policy (appended below). Minors currently listed in the catalog with over thirty credits will be asked to modify the catalog entry to be in compliance with the Board of Regents and Senate policy which requires minor to contain no fewer than 18 credit hours and no more than 30 credit hours, 1/3 of which must be at the upper division level.
* The European Studies minor was approved pending approval of the revised minors policy (203.80) by ECOS and the Faculty Senate. The European Studies minor will not be in compliance with Board of Regents and UM policy unless the new policy is approved.
* Associate Provosts Lindsay and Zagalo-Melo requested ASCRC consider granting credit for International Baccalaureate Standard Level (SL) courses. Currently credit is granted only for the individual IB courses at the High Level (HL) or for the full IB Diploma, which includes SL courses. MSU accepts standard level courses in languages. Hellgate High School now offers 11 SL Courses and Big Sky offers 9 such courses. IB courses are known to be very rigorous, and Montana County Public Schools are trying to expand their IB offerings. There is a strict international standard for all IB courses and rigorous requirement for instructors in the program. Professor Lawrence indicated Curriculum and Instruction will be offering an IB certificate for high school teachers to support their teaching efforts. The standard level courses teach breadth and the higher level courses teach depth. IB courses are inquiry oriented and teach foundational knowledge designed to prepare students for success in college. The IB Theory of Knowledge course is widely known as a strong course. IB represents a different approach to Advanced Placement (AP) credit that has a more comprehensive approach to building knowledge and skills. Provost Lindsay brought the proposal to accept SL courses and indicated other institutions already do so. Accepting SL credits would help with recruiting by increasing the pathways between local high schools and by making our admissions standards competitive with other universities.
* The committee asked for additional information regarding the meaning of the IB test scores and other aspects of the program.   
  Additional information desired includes
  + the percentage of students earning a score of 4, which is the minimum acceptable score at UM and other Universities.
  + how to interpret the score, including the range of possible scores and the percentage of correct answers needed to earn a given score.
  + how to relate the score to advanced placement scores.
  + specific information regarding the curriculum of SL courses and how this relates to similar 100-level college courses.
  + which standard level courses are most commonly taken and which SL courses other universities typically accept.
* Professor Hillman presented proposed changes to Industrial Technology offerings at Missoula College using a spreadsheet. He showed the various tracks students could take to earn certificates or go on to earn their AAS. Their faculty has been working with representatives from Big Sky High School who are interested in developing a construction academy. There are no new courses or faculty required for the certificates. The changes were approved contingent upon receiving the appropriate signatures on the associated forms.
* Director French reported on his efforts to clarify the language in the catalog to determine which students are eligible to use the Montana University System (MUS) Core to satisfy general education. Students who have completed at least 20 credits of the MUS core at another institution and transfer to UM are eligible to complete their lower division general education requirements by meeting the MUS core rather than meeting UM’s general education requirements. The Provost’s Office has indicated it is acceptable to apply this standard to degree seeking students who earned credits outside the MUS system. The issue is whether AP, CLEP IB high school pilot/dual enrollment credits that meet the MUS core requirement can be counted toward the minimum 20 credits. These credits are deemed equivalent to courses and thus should count, but the requirements state that the credits must be obtained by degree seeking students. Nikolaus Vonessen brought this matter to the attention of Director French and suggested the language below, which was edited by the committee:  
   The following paragraph regarding AP, CLEP, IB, and high school pilot / dual enrollment credits was added to the catalog language, pending approval by the Faculty Senate.

*Credits earned as a non-degree seeking student (e.g., AP, CLEP, IBm and high school pilot/ dual enrollment credits) can only be counted towards the 20 credits eligibility requirement for a student to use the MUS Transfer Core if the student has earned at least 20 credits as a degree-seeking student at another institution prior to their initial registration at UM-Missoula.*

* Chair Manuel asked that members send edits /comments regarding the draft academic oversight policy.

## Adjournment

The meeting was adjourned at 3:58 p.m.

# Procedure Minors Policy

Procedure Number: 203.80  
Date Adopted: 10/21/80   
Last Revision: 2/13/16  
Reference: BOR Policy 303.1 & 301.5.3, UM Catalog Language-Major and Minor Requirements

Approved by: Faculty Senate

A minor is a coherent program of study as defined by a department or program. Minors are earned by students who successfully complete this prescribed and approved group of courses in a field of study outside their major.  
  
Students are required to pass at least 18 semester hours but no more than 30 semester hours of credit to earn a minor, one-third of which must be at the upper-division level. In counting hours required for a minor, classes that are prerequisites and fulfill a General Education requirement may be excluded from the total.

Other course requirements in a minor include:

* To successfully complete a minor a student must earn a 2.0 or greater grade point average in courses in the minor and a “C-“ or better in all classes that are used to satisfy the pre-requisites or required courses in a minor.

Administrative considerations in offering a minor include:

* Courses and other requirements for minors must be stated in the catalog.
* Adding a minor where a major exists is a Level I proposal; adding a minor where a major does not exist is a Level II proposal. Both proposals require Board of Regents approval.
* Minors where no major exists require a host department for administration.
* Degree minors are optional unless required by a student’s major department or school.
* Degree minors shall be open to all students.

Teaching minors are separate entities from degree minors.