# ASCRC Minutes 9/8/15

GBB 205, 2:10 p.m.

## Call to Order

Members Present: T. Bundy, I. Crummy, J. Eglin, E. Engebretson P. Frazier, A. Lawrence, T. Manuel, S. Smith, G. St. George, E. Uchimoto, M. Semanoff, W. Smith, G.G. Weix  
   
Ex-Officio Present: J. Hickman, N. Lindsay, J. Zink  
Members Excused: D. Coffin, M. Boller, B. French, B. Hillman

Guests: A. Capolupo, J. Deboer, J. Weltman  
Minutes: The minutes from 4/28/15 were approved.   
  
Communication

* New members were welcomed and members introduced themselves.
* The committee was reminded that the deadline for curriculum changes to be submitted is Friday, October 2nd.

Business

* The Graduation Appeals Committee would like to improve the appeals process. It reviews many requests related to the writing requirement and would like to add a member from the Writing Committee to help with these deliberations. ASCRC approved the request. A permanent membership change will require an amendment in the Faculty Senate Bylaws.   
    
  Last year Beth Howard suggested that the appeal documentation include a completed graduation application form for the catalog year in which the student wishes to graduate. It will help the Committee to know whether the student has met the graduation requirements. ASCRC approved the requirement.
* The Committee would also like to create a path to assist students with disabilities navigate general education more efficiently. Some DSS students have extreme difficulty in succeeding in certain Gen Ed courses due to their disabilities. It may help reduce student frustration and increase graduation rates to identify a set of substitute courses that meet the outcomes of Gen Ed. Currently some students struggle through the regular Gen Ed courses, often multiple times, and then appeal if they don’t make an acceptable grade. Any policy chosen must ensure the University is in compliance with ADA requirements. Prior Chair John DeBoer has been working with Amy Capolupo, Director of the Office of Disability Services for Students and Jessica Weltman, Director of the Equal Opportunity Office and Title 9 Coordinator to draft language for the GAC procedure, and received revised language earlier today from Lucy Franz, UM Legal Counsel. However, the revised policy language does not satisfactorily clarify the intended process, which should include consultation with the student’s advisor. The policy statement should also indicate that the GAC is the deciding body on what constitutes an acceptable substitute. DSS hopes that the student would not need to appeal if a modification is accepted earlier than at the point of graduation. Students can work directly with the faculty member for a modification although under current policy the GAC would have to approve a substitution for a Gen Ed class. DSS will create an internal procedure as well. It would be helpful to have a member of GAC working with DSS. Although the faculty and the GAC 203.5 policy do not condone the establishment of precedents for substitutions, it would be helpful for DSS to have a list of courses that have been accepted in the past.   
    
  DSS wonders whether it is necessary to have the chair and dean sign the appeal. It is confusing to students when the appeal is recommended for approval by the chair and the dean but then denied by the GAC. Clarity and simplification of the process would be better for the students. These signatures are a way to notify the department of the appeal. The form could include a statement that clarifies that the GAC has the authority to decide the outcome of appeals to general education requirements.   
    
  Last year there were some students that may have assumed they would receive a modified requirement and did not attempt the course. The GAC would like DSS to encourage students to attempt the course with reasonable accommodations. If the student is not engaging in the process then an exception to the requirements may not be granted.

The GAC will refine the process / language in consultation with Disability Services for Students and the Office of Equal Opportunity and bring it back to ASCRC for approval.

* The following subcommittee Chairs were confirmed.

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| Subcommittee | Chair |
| Education & Fine Arts | Adrea Lawrence |
| Humanities & Cultural Studies | John Eglin |
| Business & Journalism | Tony Crawford |
| Forestry & Biomedical Science | Doug Coffin |
| Science & Math | Eijiro Uchimoto |
| Social Science | Doug Dalenberg |

* Chair Manual received a request from Mary Nielson, the Nursing Curriculum Director for a 15 Million TAAACCT 4 grant for the Montana HealthCARE Project across the state, to review the Level II proposal and associated course forms late (hopefully in November or December). The HealthCARE Montana grant was awarded to address potential worker shortages in health care, ensuring that there are enough workers to fill the future long-term healthcare needs of Montanans. It is a statewide, industry and 2 year college healthcare education partnership comprised of a 15-two-year college consortium and 4-tribal colleges, the Montana Department of Labor & Industry, the Office of the Commissioner of Higher Education, and the Montana Area Health Education Center. The goal of the HealthCARE Montana grant is to facilitate the provision of high-quality, locally accessible, and industry-relevant training opportunities in the high-demand, high-skill area of health care.

The proposals will revise the present State of Montana common nursing curriculum.  This entails fully revising the Practical Nursing (PN), Associate Degree Registered Nursing (ASN), and RN-BSN Completion nursing programs in MT. ASCRC approved the request for a late submission

* Professor John Eglin and Ione Crummy (alternate) volunteered to serve on the Academic Conduct Board.
* Changes due to common course numbering created some questions with regard to how activity courses are set up. The draft procedure documents the past practice for clarity. ASCRC approved the draft appended (201.80.1).
* Members were asked to consider the Chair-elect position. Professor Eglin is potentially interested, but would like some time to think about it.
* An inconsistency with ASCRC’s credit hour policy was brought to Chair Manuel’s attention (201.35). He drafted revised language to be in compliance. The revision was approved (appended below).
* ASCRC was provided with the final Prior Learning Assessment Document. It is on the Faculty Senate Agenda as information this week as well and will be going to the Board of Regents this month. Campuses are already doing all the assessments except portfolio review, which is of concern. This is a very rigorous process and difficult for students to do, but would offer another pathway for veterans with real life experience that could be considered equivalent to course work. It also takes significant time for the associated unit faculty to review. The impetus for this is the desire to increase graduation rates across the state. It seems like another unfunded mandate. Send any comments to Chair Manuel or Camie and they will be forwarded.
* Chair Manuel would like to pursue whether OCHE has been tracking student success related to Common Course numbering. It would be nice to have data that shows that CCN has been successful.
* IT and the Registrar’s Office requested a faculty member to help with the implementation of the Faculty Grade Entry in Banner. Chair Manual will help. Camie will ask others who might be interested.

## Good and Welfare

* There is concern regarding the rumor that General Education reform is in the works. There is a conference on “[Defining a 21st Education for a Vibrant Democracy on October 26-27](http://www.umt.edu/21stcenturyeducation/)th. This was a result of the work of the AAIP with regard to the charge to determine how we: “ensure that the liberal arts are central to today’s higher education and how should we communicate the importance of the liberal arts to prospective students, parents, teachers, and the general public”.
* There were several items that the Registrar’s Office was working on that were discussed last year.
  + The long titles in Banner are now working. Departments can inform the Registrar’s Office of the correct titles through the catalog review process in the spring. These are considered editorial and do not require review by curriculum committees.
  + There were extenuating circumstances that cause the late publishing of the catalog. The general education and policy and procedure section is much improved. The Registrar’s Office is in the editing period now, so please let them know if you find errors.
  + ASCRC will have a demonstration of the new degree audit system just before it goes live in February.
  + Four-year degree maps are the prerogative of departments. These are used as advising tools, but may not be needed once degree audit goes live. The Web Team is working with departments to imbed maps on their sites.
  + The unused attributes have been removed from the course search drop down. There are a few that still remain on old courses that have not been offered in a few years.
  + Courses taught by multiple departments’ remains a problem in Banner. The work around is to use course search which includes the location. This has been an issue for Missoula College.
  + There is catalog software (CourseLeaf) that offers a workflow system that is fully integrated with Banner. The issue is that is cost $110,000. The Registrar’s Office does not have the funds to purchase, so it would need to become a priority for campus so that funding is provided centrally or each academic unit contributes. ASCRC support the purchase of the software and is considering drafting a resolution indicating this would be a worthwhile investment that could go forward to the Faculty Senate. The benefit is that the forms would be a single living document with records of approvals and modifications. More information about the system is needed from the Registrar.

Adjournment  
The meeting was adjourned at 4:00 p.m.

## Appendices

# Procedure Physical Activity/ Skills Courses

Procedure Number: 201.80.1  
Date Adopted:   
Last Revision: 9/9/15  
References: BOR Policy 301.535, MUS Common Course Numbering Transfer Guide  
Approved by: ASCRC

## Physical Activity/ Skills Courses are courses with the ACT rubric numbered 100-287 or courses with the ACTV rubric used for varsity athletes, or courses with the HHP rubric numbered 170—179 used by independent contractors off campus. Military Science has two physical education/skills courses (MSL 106 and 203). Only 4 physical activity/skills course credits count toward a baccalaureate degree.

## Physical Activity /Skills Courses are not subject to standard review by ASCRC. However, they must be listed on the [common curriculum course guide](http://www.mus.edu/Qtools/CCN/ccn_default.asp). If not on the guide the department must submit a [common course numbering form](http://www.mus.edu/Qtools/CCN/CCN_FORMS.asp) to the Associate Provost, or the Common Course Numbering Liaison for submission to OCHE. Once on the guide activity courses can be requested by departments through the spring catalog review process initiated by the Registrar’s Office. The department must provide the course description, prereq/coreq, restrictions, credits, repeatability, etc and any fees.

Prior to Common Course numbering physical activity courses had the HHP rubric and were numbered 100-179.

Any additional course fees must be approved by the Board of Regents. Administration and Finance coordinates this process.

# Description: FSonllyDescription: umlogostretch450mwProcedure Credit Hour Definitions

Procedure Number: 201.35  
Date Adopted: 5/8/14   
Last Revision: ~~5//8/14~~9/8/15  
References: ASCRC Procedure 201.40, 201.55, BOR Policy 303.3, 309.1, Code of Federal Regulations 34 (C.F.R.) 600.2  
Approved by: ASCRC, Pending Approval by Graduate Council, Faculty Senate

## Definition of Credit Hour

Credits for all coursework completed at the University of Montana shall be awarded in accordance with the Department of Education's regulations as set forth in 34 C.F.R. [§ 600.2](http://www.ecfr.gov/cgi-bin/text-idx?rgn=div8&node=34:3.1.3.1.1.1.23.2).

Credits awarded for short courses and workshops shall comply with ASCRC procedure [201.40](http://www.umt.edu/facultysenate/procedures/ASCRC_200/Procedure_CompressedCourse.docx) and BOR policy [309.1](http://mus.edu/borpol/bor300/309-1.pdf).

Laboratory work, internships, practica, studio work, and similar activities shall be awarded 1 credit for a total of 3 ~~2~~ hours of organized or independent activity per week. Activities may include a variety of items including internship work or other undertakings that build or apply student competencies consistent with the institution’s or program’s learning objectives.

## Evaluation of Compliance

Compliance with the federal credit-hour policy is evaluated when a course is proposed, when a course is changed, and as part of regular [program review](http://www.umt.edu/provost/faculty/progreview/default.php).