

## Faculty Senate Undergraduate Council

### Year End Report (2013-2014)

Council Members: Michele Baer, Gennifer Furst, Sue Mankiw (chair), Diana Peck, Karen Phillips, Yvonne Roux, Deborah Sheffield, Kenneth Wolf, Ge Zhang

The council convened and received charges on September 12, 2013 (Susan Dinan present) and January 30, 2014. In addition, the Council met electronically on a regular basis through e-mail and the council Bb.

During the 2013-2014 academic year, the Undergraduate Council recommended the following programs for approval by the Faculty Senate:

- Business- Honors track (new program)
- Spanish minor and major (program changes)
- Accelerated BA/MA Sociology major/Applied Sociology (new program)
- Bachelor of Music, emphasis in Sound Engineering Arts (program change)
- Endorsement in English as a Second Language (ESL) (new program)
- Clinical Psychology & Neuropsychology Honors (new program)
- Religious Studies minor (new program)

All of these programs were successfully approved by the FS.

The UG Council also reviewed proposals for the following program changes, although it was later decided the changes were minor and therefore UG Council review was not required:

- Liberal Studies in the Arts, Humanities & Social Sciences (program change)
- Social Services concentration (program change)

The Council reviewed the program changes to the Pop Music program. Sue Mankiw contacted Diane Falk, advising the music department of the council's questions, concerns and suggestions.

The following proposals are pending review by the UG Council:

- Italian and Italian American Studies minor (new program)
- Bachelor of Arts in Geography (program change)
- Minor in Geography (program change)

Work continues on the review of the "blue form" for new program proposals and changes to already existing programs. Sue Mankiw reached out to Nina Trelisky and she has agreed to meet with the Council in Fall 2014 to discuss potential changes to the forms. The council decided they needed additional review time and therefore we have not constructed a formal recommendation to the FS. However, the following highlights the council's conversation concerning the blue form, so far.

- Recommendation for an electronic form. (Will discuss possible online format with Nina).
- Request submission of 4-year plan for all new programs.
- Include reminder about budget sheet (where appropriate).
- Request information about where the proposal fits with the University Strategic Plan.
- Request information about UCC requirements.
- Request information about Student Learning Outcomes.
- Request course descriptions.
- Is there such a thing as a “temporary” change? (Form asks “Is this changed to be temporary or permanent?”) (At the very least, correct the grammar).
- In the area, “Approval” signatures should include a place to print names of “Department curriculum committee chair”; “College curriculum committee”; “College dean” (Signatures are difficult to read). Each signature should have a spot for a date (to chronicle the approval process). Indicate a contact person.

#### 2014-2015 Priorities

- Continue the conversation about the kinds of “blue form” information that will help the Council to continue operating in an efficient and effective manner.
- Follow-up and decide on a date in Fall to meet with Nina Trelisky about an electronic format.
- Address the three new pending proposals as soon as the Council convenes in September (or sooner if possible).

Respectfully submitted by Sue Mankiw  
June 2, 2014