COUNCIL ON CURRICULAR PROGRAMS AND INSTRUCTION

Thursday, 3 December 2015

**Algonquin Room - University Union - 3:30 p.m.**

# M I N U T E S

MEMBERS PRESENT: R. Buchanan, M. Doh, J. Gates, D. Gravitt, A. Hardeman, G. Jelatis, J. Lin, P. McGinty, K. Myers, S. Rosenthal, L. Wolff

**Ex-officio:** N. Parsons, D. Williams

MEMBERS ABSENT: None

GUESTS: Sean Cordes, Linda Prosise

1. Consideration of Minutes

	1. 12 November 2015

**MINUTES APPROVED AS DISTRIBUTED**

1. Announcements

Dr. Lin expressed a concern of the College of Business and Technology that title changes, when they are the sole change to a course, are not seen by CCPI so do not have as much oversight and not as many people are informed of the change. Since title changes by themselves are considered to be minor changes, CCPI policies and procedures specify that they go directly to the Provost’s office where they are processed by Ms. Prosise. Dr. Lin pointed out that, in some cases, titles can be carefully constructed, but when they are changed the information is not provided to other departments, as is the case of changes which go through CCPI.

Dr. Lin noted the example of courses in Health Sciences/Social Work and in Engineering Technology which provide Occupational Safety and Health Administration (OSHA) certification; one department was unaware of the importance of communicating with the other before any changes were made to the carefully crafted titles. Associate Provost Parsons observed that, although two courses were approved some time ago by CCPI, they are essentially the same course since OSHA only provides one type of certification. Dr. Gravitt pointed out that the focus of the two courses is different. As an example, Associate Provost Parsons observed that it is probably also not necessary for all programs to have their own STAT courses. She recalled that a number of years ago all departments relied upon STAT 171 taught through the Department of Mathematics, but that department couldn’t handle all of the statistics needs for over 300 majors. She added that there are less resources available now for every department to be able to have a statistics course.

Dr. Gravitt asked how departments would know that minor changes such as title changes are made when they are sent directly to the Provost’s office and there are no minutes or record posted about the changes. Associate Provost Parsons stated that in some cases – such as Art, Graphic Communication, and Instructional Design and Technology graphic design courses which are housed in different colleges – title changes should come to CCPI so that all departments have a better chance of being informed and there is no appearance of any changes being hidden. Ms. Prosise offered to provide information to Ms. Hamm about minor changes made in her office so that they can be included on the informational sheet shared with Faculty Senate about changes made at CCPI that do not go forward at Senate. Associate Provost Parsons stated that the problem with this process is that the minor changes would have already been made by Ms. Prosise before the information is disseminated, but Ms. Prosise stated that the changes can be undone if there is an objection to them.

1. Old Business – None
2. New Business
	1. Curricular Requests from University Libraries
3. Request for Change in Credit Hours
	* + 1. LIB 201, Using Libraries Today I – Information Access and Evaluation, 3 s.h.

**Current:** 3 s.h.

**Proposed:** 1 s.h.

 **Motion:** To approve LIB 201 (Gravitt/Buchanan)

University Libraries professor Sean Cordes told CCPI that the Library gets a lot of requests for this class, especially from transfer students and those from smaller high schools that would like to get up to speed on new concepts and technologies. The tightening of program requirements, fewer undirected electives, and the cost of a 3 s.h. class is impeding some students’ ability to take the course. The Library thought that reducing the credit hours would open LIB 201 up to more students who really need the instruction. Mr. Cordes added that LIB 201 was a 2 s.h. course until 2009, when it was increased to 3 s.h. because of the amount of material to be covered, but some of that content is no longer relevant to the course. He explained that from 2006-2011 the Library increased the number of database tools, and since the procedures were different for each, LIB 201 had to include instruction for six to seven databases each semester. He stated that now these tools are more standardized so there is no need to teach the procedures for each database. Mr. Cordes added that what remains in the course are concepts about how to tell when a student has gathered enough information or how to evaluate the information in terms of whether it fits students’ needs, so now the course can focus on the content that is really needed.

Dr. Gravitt asked if there is a LIB 101 class; Mr. Cordes replied that there is not. She asked if LIB 201 is intended as a sophomore level class; Mr. Cordes replied it is the only course of its kind that the Library offers. Dr. Gravitt suggested that if the course number were changed to 101 it would more clearly indicate that it is appropriate for freshmen, particularly since there are no prerequisites. Mr. Cordes stated that he is not opposed to changing LIB 201 to a 100-level class; it could be equated with 100-level or with 200-level classes offered at other universities.

 **MOTION APPROVED WITH CHANGES 11 YES – 0 NO – 0 AB**

* 1. Curricular Requests from the Department of Engineering Technology
		1. Request for Change of Major
			1. Construction Management – Option A (Construction Management) and Option B (Facility Management)

**Motion:** To approve change of major (Gravitt/Myers)

Dr. Gravitt explained that the changes were the result of input from members of the construction management industry who serve as advisors to the program. They informed the department that students in the industry definitely need instruction on power and electrical systems.

Chairperson Wolff asked if the department offers 2 s.h. or 4 s.h. classes to complete the 4 s.h. of open electives. Dr. Gravitt responded that students are not limited to courses within the department but may take any courses across the campus or transfer in courses to complete the open electives.

 **Changes:**

* Change the last sentence of the Rationale to read, “By removing CSTM 432 from the core courses and ~~put~~ **putting** it into the Special Courses list for Option A (CM) ~~list~~, this overlap is removed and balances out the addition of CSTM/ET 356 to the Special Courses for Option B (FM).”

**MOTION APPROVED WITH CHANGES 10 YES – 0 NO – 1 AB**

V. Provost’s Report

Associate Provost Parsons reported that she has received an administrative ruling from the Illinois Board of Higher Education (IBHE) that undergraduate certificates of less than 30 s.h. cannot be transcripted. Although the University can offer the certificates and can award paper documentation that the coursework has been completed, they cannot be shown on a student’s transcript as an undergraduate certificate. Associate Provost Parsons will meet with departments offering undergraduate certificates of less than 30 hours to discuss these issues. She notes that students who have already begun working toward existing undergraduate certificates will be allowed to complete them. She added that the ruling does not apply to Fire Science because those undergraduate certificates have been assigned a Classification of Instructional Programs (CIP) Code by the IBHE and meet the minimum 30 s.h. requirement. The Fire Science certificate is required by the national fire science program in order to satisfy outside requirements.

Dr. Lin stated that the Department of Economics and Decision Sciences has been waiting on the final report from CCPI’s Subcommittee to Examine Undergraduate Certificates before proceeding with its proposed undergraduate certificates. She observed that emphases are also not transcripted, but she thinks that being allowed to offer an undergraduate certificate, even if it doesn’t appear on the transcript, is better than not being allowed to reflect this combination of specialized courses.

Associate Provost Parsons announced that the IBHE has also changed its meeting schedule, which will have an effect WIU’s curriculum approval process. The IBHE will now only meet four times per year, rather than six, in months that are evenly divisible by three; for 2016, those meetings will take place on March 1, June 21, September 27, and December 2. Certain programs requiring feasibility studies to be approved by the Provost’s office, such as new majors and 30-60 hour certificates, must also be approved by the IBHE, and their June meeting date will be too late to get any approved programs into WIU’s undergraduate catalog, which has a deadline at the end of May.

Associate Provost Parsons related that the IBHE has proposed a two-year structure for the new metrics on number of students that programs should be graduating. The IBHE proposes to identify low-enrolled programs every odd year and establish a review process for those programs; programs identified this year as low enrolled will need to provide status reports next year regarding steps taken to increase enrollment. IBHE has proposed a change in the metrics to recommend:

* 40 students enrolled for undergraduate majors with 9 graduates per year;
* 10 students enrolled in masters programs with 5 graduates per year (no change from previous metric);
* 10 students enrolled in doctoral programs with 2 graduates per year.

Previous metrics were determined over a five-year period; the IBHE has proposed to reduce that period to three years. Associate Provost Parsons has had program review meetings with those programs that were identified by the IBHE this year as being low enrolled. She told CCPI that one department has decided to eliminate its low-enrolled program; discussion continues regarding the others. She stated that complaints have been raised that the same metric is being used for larger universities, such as the University of Illinois, as for smaller institutions.

Associate Provost Parsons explained that the IBHE cannot eliminate programs nor can it tell a university that it must eliminate a program; it can only approve programs. The IBHE, however, must submit a report on low-enrolled programs to the state legislature; this year, the report on the 12 institutions under the IBHE numbered 277 pages. Associate Provost Parsons stated that many programs which are experiencing low enrollments at WIU are also experiencing low enrollments at other state institutions.

Dr. Hardeman noted that low enrollments seem to focus exclusively on single majors, and double majors are not considered. She observed that many programs have a lot of student contact hours but may not have a lot of majors. Associate Provost Parsons responded that this is part of the justification that can be provided by low-enrolled programs. She added that for enrollment purposes WIU sorts the data into first and second majors, but only first majors are counted by the IBHE, which considers degrees conferred as more important than enrollment. Dr. Lin asked if Pre-Business majors are counted; Associate Provost Parsons responded that they are. Mr. Rosenthal asked if the enrollment figures are publicly available. Associate Provost Parsons responded that the 2014 enrollments are available in the Fact Book found at wiu.edu/irp, but the 2015 figures are not yet posted.

Associate Provost Parsons stated that formerly the IBHE conducted reviews every three years after a new bachelors, masters, and doctoral programs was created, followed by continuing reviews every eight years; now, however, masters programs have been proposed to be reviewed every five years, after the initial three-year review, while the others remain unchanged.

**Motion:** To adjourn (Hardeman)

The Council adjourned at 4:23 p.m.

Kat Myers, CCPI Secretary

 Annette Hamm, Faculty Senate Office Manager and Recording Secretary