The College of Liberal Arts and Sciences

Undergraduate Educational Policy and Curriculum Committee

**Minutes**

Thursday, April 4, 2019

Attending: Helena Dettmer (Chair); Jill Beckman; Matthew Gilchrist; Kathryn Hall (staff); Anita Jung; Meena Khandelwal; Rebekah Kowal; Jerald Moon; Ana Rodríguez-Rodríguez; Shaun Vecera

Absent: Andrew Forbes; Tristan Schmidt

1. The minutes from March 28, 2019 were approved as written.
2. Guests Amanda Thein, Associate Dean for Academic Affairs and Graduate Programs and Professor of Language, Literacy, and Culture, College of Education; and Ted Neal, Clinical Associate Professor, Science Education, Teaching & Learning, College of Education, presented a proposal to change the name of the major in Science Education to Science Studies (BS). Since this major is offered in the College of Education but the degree is awarded by CLAS, both colleges decided that it was appropriate to bring this proposed change to UEPCC for discussion. Starting with Fall 2019, a different program offered by the College of Education called Science Education will become a new major and will be closely associated with teaching licensure, with the two programs thus having identical names. The program with the proposed title of Science Studies appeals generally to students wanting to be educators outside of the traditional classrooms, with careers for example at a national park or a museum, for example. A change in name will help to distinguish the purpose of each program while removing any confusion. UEPCC recommended approval for the change.
3. UEPCC next discussed how to best define an “academic program” and the approval process for the creation of such a program since that has become unclear in recent years. The committee agreed that an academic program is a basic organizational unit offering at least one undergraduate or graduate major, minor, or certificate. It was noted that there are some programs that function more as offices providing services or opportunities for students or the public, but these should not be considered academic programs since they do not offer a specific academic program of study, such as a major, minor, or certificate. Programs that are not academic in nature will have a different approval processes, perhaps outside of the collegiate structure. It should also be stressed that certificates often are part of a department, as are majors and minors, but may also be affiliated with a different unit such as division.

Generally, an academic program has a name, a budget line and a budget, with staff support perhaps through shared services. An academic program has any number of faculty with some type of appointment associated with the program. A program might be large with more faculty lines, including tenure lines or might be small, with only one part-time instructor, for example. Academic programs are housed within other academic units, such as in departments, divisions, or schools. A coordinator or director functions in an administrative role, coordinating the program and related issues, such as the budget, hires, enrollment management, and student issues. Generally, academic programs have an advisory board, especially if interdisciplinary. Sometimes a unique subject acronym for offering courses, such as GHS, is associated with the academic program.

In order to have academic program status, a proposal must be approved by the Executive Committee since resources are involved in this status. The related steps are below:

* 1. Approval of a major, minor, or certificate associated with the academic program (if one does not already exist), using current processes in place, e.g., with a recommendation for approval by UEPCC and FA; and with approval by the Associate Dean for Undergraduate Programs and Curriculum; and with final approval by the Dean.
	2. Approval of a proposal in writing for academic program status, outlining the rationale for the creation of the program; the type, number, and amount of resources requested; their importance; with recommended approval by EC and with final approval by the Dean.
	3. Creation of a memo of understanding, giving details of allotted resources, including space, faculty, and staff, following the usual procedures for such memos.
1. The meeting was adjourned.

Respectfully submitted,

Anita Jung
Professor, Art and Art History
Secretary for UEPCC