The College of Liberal Arts and Sciences

Undergraduate Educational Policy and Curriculum Committee

**Minutes**

Thursday, January 31, 2019

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

Absent: Meena Khandelwal

* + - 1. The minutes from January 24, 2019, were approved as written.
      2. Committee members suggested the following agenda items for Spring 2019:
* Review of the CLAS policy concerning the syllabi attachment to the MyUI course schedule.
* A discussion about requiring the use of ICON for the course syllabus and grades.
* Continued discussion about the purpose of ACE evaluations and how to increase student responses, with the campus-wide ACE committee invited to attend.
* Study Abroad and its expense, with an exploration with the Study Abroad Office about possible additional sources of funding for undergraduate students.
  + - 1. Members discussed transfer credit issues and whether or not current policy is sufficient to protect the integrity of the major and degree. Current CLAS policy for the major states that a reasonable proportion of course work must be taken in residence at the University of Iowa (<https://clas.uiowa.edu/faculty/majors>). CLAS and UI also have specific residence requirements to ensure students take a minimum number of credits at CLAS and UI to earn the degree. CLAS accepts a maximum of 60 s.h. from community colleges in Iowa while there is no limit on credits transferred from a four-year accredited institution. [For more information, see this page: <https://clas.uiowa.edu/students/handbook/requirements-bachelors-degree#ui-clas-residence>.] The conversation then focused on the reasons an additional policy might be needed. Some members noted that UI undergraduate programs can be quite different from those offered at other universities and that this distinctiveness is sometimes well known. This uniqueness could be protected by requiring a specific number of CLAS credit hours in the major. In other cases, it might be more important to require specific courses for the major that must be completed at UI, especially if these courses are prerequisites that prepare students for upper-level work. Other members of the committee added that a uniform policy for all CLAS majors could have unintended consequences, triggering a request by students for more exceptions, for example. Everyone agreed that success of CLAS undergraduates must be a priority, with any policy ultimately helping students to transfer and to graduate. The committee also reviewed the current method of approving transfer courses for a major. That is, Admissions reviews transfer courses for General Education equivalency and for application as electives toward the 120 hours needed for graduation. A department or program, however, generally must review each transfer course for the major before it is applied to those requirements. While this provides flexibility for departments, it also creates some uncertainty for students who do not always know how many transfer credits can or will be applied to the major. Still, this flexibility is needed by departments and programs since the content and learning outcomes of a course can vary widely by institution and thus must be evaluated individually in order to decide if the course is appropriate for the corresponding CLAS major. At the end of the discussion, UEPCC recommended that each department or program offering an undergraduate major be asked to discuss these issues and to decide on a reasonable number of hours that must be taken at UI for the major (or majors) offered by that unit. The department or program could likewise decide to require specific courses in the major that must be taken at UI or might decide to use a combination of both UI hours and specific courses. Any decision on this matter must still fall within the current CLAS policy of requiring a “reasonable ratio” of UI credit hours to transfer credit hours. Some departments already have clear standards in place but will be encouraged to discuss them if the department or program has not done so recently.
      2. The meeting was adjourned.

Respectfully submitted,

Anita Jung  
Professor, Art and Art History   
Secretary for UEPCC