The College of Liberal Arts and Sciences

Undergraduate Educational Policy and Curriculum Committee

**Minutes**

Thursday, September 21, 2017

Attending: Steve Duck; Helena Dettmer (Chair); Andrew Forbes; Kathryn Hall (staff); Anita Jung; Cornelia Lang; Jerald Moon; Mary Noonan; Ana Rodríguez-Rodríguez

Absent: Meena Khandelwal; Tristan Schmidt; Rachel Williams

1. The minutes from September 7 were approved as written.
2. Daniel Matheson, Director, Sport and Recreation Management Program, Department of Health and Human Physiology and Anna Jensen, Director, Office of Field Experience, Department of Health and Human Physiology, met with UEPCC to discuss the [Certificate for Interscholastic Athletic/Activities Administration](http://catalog.registrar.uiowa.edu/liberal-arts-sciences/health-human-physiology/interscholastic-athletic-activities-administration-certificate/), which is offered both on-campus and online. The certificate was implemented in Fall 2016 and offers coursework required to meet the Iowa Board of Educational Examiners standards for certification in the area of athletic or activity administration within Iowa schools. Previously, Iowa regulations required those holding these positions to be teachers; the rule was replaced by the Board with clear standards and outcomes for these new “non-teaching” positions. For example, students must have a baccalaureate degree in a sport-related area and must complete certain courses as well as a field experience with “an approved partner” and with oversight by an expert in the field. Since HHP offers the Sport and Recreation Management major, it responded to this change in the regulation by designing and offering the Interscholastic Athletic/Activities Administration Certificate.

Students have responded favorably, with around 50 students enrolled, which is very good since the certificate has only been in existence for one year. Of those 50 students, around 30 have completed or are now completing the required field experience for the certificate. Students to date have been placed in 30 different schools in Iowa. Field supervisors report students are well prepared for a first career in athletic or activity management, with the program thus seen very positively by schools in Iowa.

UEPCC members wondered what these positions and their duties entailed. Activity administrators might manage, for example, the logistics for a cluster of high school activities, such as the marching band and theatrical productions, which includes managing budgets, schedules, transportation, lodging, other personnel, and parental concerns, just to name a few of the responsibilities. Athletic administration has similar responsibilities, which are quite extensive; teachers are no longer asked to take on these jobs. This is a positive change since teachers were sometimes underprepared and there was a high turnover in these positions. The new regulation has also had the positive effect of allowing UI students to return to their home towns in Iowa for employment rather than having to move out of the state.

The conversation next turned to the College’s 6 s.h. “double-counting policy” which states that a student earning a certificate and another major, minor, or certificate may count no more than 6 s.h. of earned course work from those additional programs of study toward the certificate. For the Interscholastic Athletic/Activities Administration certificate, the 6 s.h. policy is especially difficult to enforce since two of the courses in two of the SRM major’s concentration areas are the same as those in the certificate, with students in both programs needing to complete a field experience (12 s.h. for the major/tracks and 3 s.h. for the certificate) and some duplicative course work. Students may choose which to count toward the 6 s.h. maximum course overlap, either the field experience (3 s.h.) and one of the duplicative courses (3 s.h.) or both courses. However, since both a sport-related major and these courses and the field experience are required by the Iowa Board of Educational Examiners for certification, students are put in a difficult position. If double counting of any kind was not allowed, the student would, in fact, violate the 56 s.h. rule since the student would need to take 6 additional s.h. in SRM courses. Careful advising is required to avoid this problem, and the certificate works because the rule is carefully enforced by only one person, with great consistency. The double-counting rule is not tracked in the degree-audit, making it harder to educate students about the policy, and as the program grows, it will be even harder to enforce. UEPCC members wondered if perhaps the concentrations within the SRM major causing the double-counting issues could j be eliminated. However, there are two such subprograms, the Interscholastic Athletic/Activities Administration Concentration and the Coaching and Sport Instruction Concentration. The two courses in question can be removed from neither since any student wanting to be certified by the Iowa Board of Educational Examiners must complete them. Those courses must remain as choices so that students not earning the certificate may also be qualified for school positions in Iowa in activities and athletic program administration. The certificate, likewise, cannot be modified since it serves students who are not planning to earn the SRM major. The certificate is offered online and thus is open to students who have completed a degree or who are already in the field and would like to enhance their education. Education majors at Iowa are also interested in the certificate. Thus options are needed for students with different backgrounds and goals. The conversation then briefly turned to the involvement of HHP in the Event Planning Certificate, and the field trips offered by the SRM major and the Interscholastic Athletic/Activities Administration Certificate.

After the guests left, UEPCC discussed issues related to the 6 s.h. double-counting policy. UEPCC recommended that programs where the student’s certification requires specific courses, such as this one, be allowed to double count additional hours. Otherwise, students could violate the 56 s.h. rule. This is a concern since the purpose of a liberal arts education is the students’ breadth of preparation. Additionally, UEPCC members also mentioned that some departments are worried about the growth of new certificates because they tend to compete with long-standing programs of study. The College is collecting data on this issue.

1. The committee reviewed the language used for the College’s Undergraduate Teaching Assistant (UTA) policies and procedures that were discussed in detail on September 7. During that meeting, the committee recommended that UTAs must not be the instructor of record; could not grade or submit grades; and must be closely supervised, with the College approving those and additional recommendations. At the meeting on September 21, the committee made minor suggestions to the wording of the document which outlines these policies and procedures.
2. The meeting was adjourned.

Respectfully submitted,

Andrew Forbes   
Associate Professor, Department of Biology  
Secretary for UEPCC