The College of Liberal Arts and Sciences

Undergraduate Educational Policy and Curriculum Committee

**Minutes**

September 5, 2019

Attending: Helena Dettmer (Chair); Andrew Forbes; Eric Gidal; Kathryn Hall (staff); Anita Jung; Andrew Kitchen; Rebekah Kowal; Brain Lai; Ana Rodríguez-Rodríguez; Jennifer Rogers; Shaun Vecera

1. After introductions, Helena Dettmer discussed the importance of the committee’s work. UEPCC members provide expertise from multiple perspectives, helping to analyze and anticipate the strengths of a proposed change as well as its unintended consequences. Additionally, proposals for new programs of study benefit from the committee’s insights. Although the committee’s responsibilities may be time-consuming, this work supports undergraduates and their education through improved policy and curriculum. Helena Dettmer thanked the committee members for their time and dedication.
2. The minutes from April 18, 2019, were approved as written.
3. The following appointments to UEPCC positions were made:

* UEPCC secretary: Anita Jung, Art and Art History
* Liaison to the Faculty Assembly Agenda Committee: Eric Gidal, English
* Liaison to the General Education Curriculum Committee (GECC): Andrew Kitchen, Anthropology

1. Scheduling issues with off-cycle courses were next addressed. The start and end dates for off-cycle courses provide flexibility for UI colleges and their students, which is particularly important for study abroad courses, practicums, and clinical experiences. In recent years, CLAS has asked instructors to offer off-cycle courses starting after mid-semester so that students who drop a course can add an off-cycle course to maintain full-time status. Loss of full-time status can affect scholarships, financial aid, and international student status. However, with the increase of off-cycle courses, problems have occurred. If an off-cycle course, for example, ends near the close of the semester, the Registrar generally cannot schedule a final exam for the course without manipulating the rest of the final exam schedule, which in turn causes more exam conflicts for students. Additionally, CLAS has a policy that “no exams of any kind” may be given in the week before Final Exam Week in order to allow students time to study for finals.

Off-cycle courses must meet for a minimum of 750 minutes per credit hour, as do all UI courses, and if a course starts later in the semester, this ratio can be harder to reach. As a solution, some departments or programs have scheduled off-cycle courses beyond the “close of classes” date for the semester, in some cases to hold the final exam and in other classes to extend class time. Regardless, this extension has implications since grades are not due for off-cycle courses until ten calendar days after the date of the last class meeting. As a result, if an off-cycle course is scheduled beyond the “close of classes” date, some students will not receive their final grades in a timely manner. The CLAS office handling dismissals for students on probation is affected since not all grades are reported and decisions about dismissals cannot be made; likewise, the time a student has to appeal the dismissal can be shortened, with the possibility of the student’s rights lessened.

UEPCC members discussed this issue, agreeing that the proposed solution, below, was appropriate since off-cycle courses by their very nature do not fit within the regular structure of the semester. In other words, these courses already have exceptions to some CLAS and UI policies with a final exam being given in the week before finals a similar reasonable exception to better serve students in these courses. Additionally, many off-cycle courses are 1-2 s.h., suggesting that a final exam could fit within a class period or that a final exam may not be needed, with the final evaluation of students’ work completed by a different activity.

Below is a copy of the policy and procedures concerning off-cycle courses, which will be implemented by CLAS starting with Spring 2020. UEPCC also recommended updating the MyUI course search function so that off-cycle courses could be filtered by start and end dates as well as by meeting day and time to better serve students and advisors.

*CLAS Off-Cycle Course Policy Effective Spring 2020*

This policy only applies to off-cycle courses offered during a regular semester (Fall or Spring.)

* All UI courses must allow for a minimum of 750 minutes of class time for each offered credit hour, including off-cycle courses.
* CLAS courses must end before or on the “close of classes” date, including off-cycle courses unless a special exception is warranted (see exception policy below).
* Final exams for off-cycle courses must be given within the time period scheduled for the course before Final Exam Week begins.
* Final exams for off-cycle are granted an exception to CLAS policy that “no exams of any kind may be given during the week before the Final Exam Week.”
* No final examinations for off-cycle coursesmay be given during the Final Exam Week.
* Exceptions will be made to this policy for courses that take place in another location and/or involve travel, such as study abroad or fieldwork courses.

1. Possible agenda items were next discussed, with the following suggested:

* Details about the UI centralized curriculum committee.
* Update from the ACE Evaluation Committee.
* CLAS grading policies or guidelines that might affect DFW rates.
* Tools to better link learning outcomes with activities within a course and across related majors, minors, or certificates in a department or program.
* Possible incentives for excellent teaching.
* Credit hour insights, with guests invited to discuss the topic.

CLAS faculty are invited to send items for the UEPCC agenda to the Chair or to any member of the committee.

1. The meeting was adjourned.

Respectfully submitted,  
Anita Jung, Professor, Art and Art History   
Secretary for UEPCC