

ACADEMIC POLICIES SUBCOMMITTEE

8/20/2009

Appointment of Academic Policy Subcommittee

Larry Snyder, Chair
Rachel Kinder
Ashley Chance-Fox
Eric Bain-Selbo
Freida Eggleton, Advisory
Beth Plummer, Advisory

9/24/2009

Appointment of Steering Subcommittee:

Retta Poe, Advisory

There were no other volunteers, therefore Vice Chair Shadoan said she would make the appointments and they would be announced at the October meeting.

Report from the Academic Policy Subcommittee:

Andrew McMichael moved approval of the **proposed policy revision for undergraduate student enrollment in graduate courses**: Vice Chair Shadoan opened the floor for discussion. After a considerable amount of time, Dawn Bolton moved to **vote immediately to end discussion**. The motion was seconded. The motion carried.

After a **vote on the main motion** by show of hands, **the motion failed**. The proposal will go back to the Academic Policy Subcommittee for further considerations.

10/22/2009

Steering Committee is now in place
Dawn Bolton
Megan Thompson
Carol Watwood
Retta Poe, Advisory

11/17/2009

Dr. Shadoan said a couple issues have come to her attention, and she would like to refer each of these to the Steering Committee:

- (1) The inclusion of a signature line on all proposals, specifically new programs, new certificates, new minors, majors that utilize courses in a significant way from other areas, departments and/or colleges. The signature line is very important to verify the proponent of such proposals contacted other areas, and everyone is in agreement that content would not impact or

infringe upon one another or that no additional resources are required.

(2) Changes in courses must explain if the change affects other areas. Our Guidelines do not say anything about certificates or articulation agreements. There could be the possibility that some of these courses may affect other areas, in some instances this could apply to the Community College and their 2 + 2 programs, etc. The signature line would verify that others in all areas which could be affected have looked at and approved the proposal.

Next Vice Chair Shadoan said she would like to express her appreciation to those members who read the proposals before the meetings, and the efforts made by those members in contacting the proponent to resolve any issues prior to the meeting, and for also keeping the Chair and Vice chair in the loop. She reminded members that UCC meetings are public forums, and she asked that members be respectful to guests and keep their comments, questions and revisions germane to the proposals.

REPORT FROM THE ACADEMIC QUALITY SUB-COMMITTEE

Peter Hamburger moved approval of the following **proposal to revise an Academic Policy**

1. **Identification of proposed policy revision:**

Undergraduate student enrollment in graduate courses

2. **Catalog statement of existing policy:**

Undergraduate Seniors Earning Graduate Credit

Undergraduate seniors at Western may enroll in graduate course work (i.e., courses requiring graduate standing) during their final semester provided they meet the following conditions:

1. Admission requirements (see Standard Examination Scores for admission to graduate studies and to the program of interest) except for completion of the bachelor's degree,
2. Make formal application to graduate study (Form A should be submitted to Graduate Studies at least four weeks prior to the beginning of the semester),
3. Seniors lacking no more than 9 hours to complete a bachelor's degree may enroll in a maximum of 6 hours of graduate credit. Seniors lacking no more than 12 hours may enroll in a maximum of 3 hours of graduate credit.
4. Carry a final semester course load of no more than 15 hours (combined undergraduate and graduate hours), and
5. Do not, in any way, attempt to apply the graduate course(s) to the undergraduate degree.

Students wishing to pursue graduate credit must file the appropriate paper work, which can be obtained in the Office of Graduate Studies and Research. Requests for enrolling in graduate courses will not be considered without this form.

3. **Catalog statement of proposed policy:**

Undergraduate student enrollment in graduate courses

Undergraduate students at **Western Kentucky University** may enroll in graduate-level courses. Several conditions must be met to facilitate such enrollment:

1. Students must file all appropriate paper work through Office of Graduate Studies and Research.
 - a. Undergraduate Application for Graduate Enrollment Form
 - b. Letter of recommendation from director of graduate program (or department head) that speaks to the student's ability to perform at graduate level and justification of appropriateness of enrollment in such courses.
2. Undergraduate students must have declared a major or minor in the subject area or a closely related area for which the graduate course is offered.
3. Students must have a minimum cumulative GPA of 3.0 in the major or minor area in which the graduate coursework is closely related
4. Students may enroll in no more than 15 hours of coursework (graduate and undergraduate combined) in any semester in which enrollment in graduate-level courses occurs.
5. With the concurrence of the student's undergraduate advisor, department head and dean, graduate coursework may be used to satisfy undergraduate degree requirements; however, graduate credit hours used to meet the requirements for a baccalaureate degree may not be used toward a graduate degree.

4. **Rationale for proposed policy revision:**

The proposed policy will provide an opportunity currently not granted to well-qualified undergraduate students to excel in the area(s) in which they are proficiently prepared. By allowing well qualified, rather than seniors only, to take graduate courses we are providing not only an opportunity for undergraduate students to begin taking graduate courses for a graduate program, we are also providing a mechanism to complete their undergraduate degree and begin their graduate program simultaneously.

5. **Impact of proposed policy revision on existing academic or non-academic policies:**
A review by the Office of the Registrar identified no impact on policies affecting any undergraduate degree programs. The adoption of this policy does not preclude the creation of accelerated graduate programs.

6. **Proposed term for implementation: Spring 2010**

The Chair opened the floor for discussion. Questions were asked and answered satisfactorily. The following editorial changes were noted and corrected for the official record. Section 4. (Rationale) second sentence insert the word "students" after well qualified..... Last word in paragraph replace ~~simultaneously~~ with "concurrently."

4/22/2010

REPORT FROM THE UNIVERSITY CURRICULUM STEERING SUB-COMMITTEE:

Chair Plummer asked Eric Bain-Selbo to preside over the meeting so that she could step aside and present the Steering Committee Report.

Acting Chair Bain-Selbo called upon Dr. Plummer to present the report.

Dr. Plummer said the Committee has looked at clarifying the following on-line printable Proposal Creation and Guideline forms and moved approval for:

- a) New Minor Program Form
- b) New Certificate Form
- c) General Guidelines for Proposals to Create a New Major Program
- d) General Guidelines for Proposals to Create a New Minor Program
- e) General Guidelines for Proposals to Create a New Certificate Program

Acting Chair Bain-Selbo opened the floor for discussion. Several friendly amendments were made, as well as other corrections to the documents.

Dr. Plummer withdrew her motion, and asked each who made amendments, as well as others who wish to make corrections or comments, to email them to her outlining the amendments or comments and where in the document they should be made. She said she would turn all the suggestions over to the incoming Chair, and he/she could work with the new Steering Committee on the changes.

Chair Plummer thanked Dr. Bain-Selbo, and resumed her position as Chair.

REPORT FROM THE ACADEMIC POLICY SUB-COMMITTEE

Eric Bain-Selbo moved approval of the following Academic Policy Change from the Academic Policy Sub-Committee:

1. **Identification of proposed policy revision:**
Undergraduate student enrollment in graduate courses

2. Catalog statement of existing policy:

Undergraduate Seniors Earning Graduate Credit

Undergraduate seniors at Western may enroll in graduate course work (i.e., courses requiring graduate standing) during their final semester provided they meet the following conditions:

1. Admission requirements (see Standard Examination Scores for admission to graduate studies and to the program of interest) except for completion of the bachelor's degree,
2. Make formal application to graduate study (Form A should be submitted to Graduate Studies at least four weeks prior to the beginning of the semester),
3. Seniors lacking no more than 9 hours to complete a bachelor's degree may enroll in a maximum of 6 hours of graduate credit. Seniors lacking no more than 12 hours may enroll in a maximum of 3 hours of graduate credit.
4. Carry a final semester course load of no more than 15 hours (combined undergraduate and graduate hours), and
5. Do not, in any way, attempt to apply the graduate course(s) to the undergraduate degree.

Students wishing to pursue graduate credit must file the appropriate paper work, which can be obtained in the Office of Graduate Studies and Research. Requests for enrolling in graduate courses will not be considered without this form.

3. Catalog statement of proposed policy:

Undergraduate student enrollment in graduate courses

Undergraduate students at **Western Kentucky University** may enroll in graduate level courses. Several conditions must be met to facilitate such enrollment:

1. Students must file all appropriate paper work through Office of Graduate Studies and Research.
 - a. Undergraduate Application for Graduate Enrollment Form
 - b. Letter of recommendation from director of graduate program (or department head) that speaks to the student's ability to perform at graduate level and justification of appropriateness of enrollment in such courses.
2. Undergraduate students must have declared a major or minor in the subject area or a closely related area for which the graduate course is offered.
3. Students must have a minimum cumulative GPA of 3.0 in the major or minor area to which the graduate coursework is closely related
4. Students may enroll in no more than 15 hours of coursework (graduate and undergraduate combined) in any semester in which enrollment in graduate-level courses occurs.
5. With the concurrence of the student's undergraduate advisor, department head and dean, graduate coursework may be used to satisfy undergraduate degree

requirements; however, graduate credit hours used to meet the requirements for a baccalaureate degree may not be used toward a graduate degree.

4. **Rationale for proposed policy revision:**

The proposed policy will provide an opportunity currently not granted to well-qualified undergraduate students to excel in the area(s) in which they are proficiently prepared. Many students come to WKU with advanced preparation (e.g. AP math classes) and subsequently limited by courses available at the undergraduate level. These students are academically qualified to be enrolled in graduate-level courses but unable to access such courses because they lack senior standing. As such, revision in policy allows well-prepared undergraduate students regardless of class standing (e.g. Gatton Academy students) to enroll in courses appropriate for their respective abilities.

5. **Impact of proposed policy revision on existing academic or non-academic policies:**

A review by the Office of the Registrar identified no impact on policies affecting any undergraduate degree programs. The adoption of this policy does not preclude the creation of accelerated graduate programs.

6. **Proposed term for implementation: Spring 2010**

After some discussion, the motion was seconded. The motion passed.

REPORT FROM AD HOC COMMITTEE

4/22/2010

Andrew McMichael, Chair of the Ad Hoc Committee to discuss potential changes in faculty governance as they related to curriculum reported the Committee's discussions are still in the planning stages. He did say however that the Committee is looking into possibilities of putting proposals online which would speed up the approval process immensely. He said he is looking into what other universities are doing as well as looking into our Banner applications and other software and technical issues.