COUNCIL ON CURRICULAR PROGRAMS AND INSTRUCTION

Thursday, 11 February 2016

**Algonquin Room - University Union - 3:30 p.m.**

# M I N U T E S

MEMBERS PRESENT: R. Buchanan, M. Doh, J. Gates, D. Gravitt, A. Hardeman, P. McGinty, K. Myers

**Ex-officio:** N. Parsons, D. Williams

MEMBERS ABSENT: G. Jelatis, J. Lin, S. Rosenthal, L. Wolff

GUESTS: Katrina Daytner, Ray Diez, Buzz Hoon, Kyle Mayborn, Michael Murray, Linda Prosise, Scott Walker

1. Consideration of Minutes  
   1. 11 February 2016

**MINUTES APPROVED AS DISTRIBUTED**

1. Announcements – None
2. Old Business
   1. Curricular Requests from the School of Law Enforcement and Justice Administration
      1. Requests for Changes of Options
         1. Fire Protection Services (Fire Administration major)

**Changes:** In Summary of Changes, change Open Electives to Directed Electives and correct numbering error.

**APPROVED WITH CHANGES 6 YES – 0 NO – 0 AB**

* + - 1. Fire Protection Services (Fire Science major)

**Changes:**

* In Summary of Changes, change Open Electives to Directed Electives and correct numbering error.
* Correct last sentence of Rationale for Change to “…they **are** offered by the fire program …”
* Remove reference to Optional Minor.

**APPROVED WITH CHANGES 6 YES – 0 NO – 0 AB**

* + 1. Requests for Changes of Minors
       1. Fire Administration

**Change:** In Rationale for Change, revise first sentence to read, “FS 301 is being **~~substituted with~~ replaced by** FS 300...”

**APPROVED WITH CHANGE 6 YES – 0 NO – 0 AB**

* + - 1. Fire Science

**APPROVED 6 YES – 0 NO – 1 AB**

1. New Business
   1. Curricular Requests from the Department of Engineering Technology
2. Request for Change of Minor
   * + 1. Operations Management

**Motion:** To approve change to Operations Management minor (Gravitt/Buchanan)

Department of Engineering and Technology Chair Ray Diez explained that this minor was given to his department last spring by the Department of Management and Marketing. A subcommittee made up of representatives from industry, management, supply chain management, and engineering technology made the proposed suggestions for changes.

**Changes:**

* Change “18 or 21” in proposed core course hours to “18-21.”
* Change total proposed hours from 18 to 18-21.
* Change “effect” to “affect” in first sentence of Rationale for Change.

**MOTION APPROVED WITH CHANGES 7 YES – 0 NO – 0 AB**

* 1. Curricular Requests from the Department of Broadcasting and Journalism
     1. Request for Change of Major
        1. Journalism

**Motion:** To approve change to Journalism major (Myers/Gravitt)

Department of Broadcasting and Journalism Chair Buzz Hoon explained that BC 100 is a Y class, so all Broadcasting and Journalism students will now take it as their entry-level course.

**MOTION APPROVED 7 YES – 0 NO – 0 AB**

* 1. Curricular Requests from the College of Arts and Sciences
     1. Request for New Course
        1. LAS 196, Introduction to Research Methods, 0 s.h.

**Motion:** To approve LAS 196 (Gravitt/Myers)

College of Arts and Sciences Interim Associate Dean Kyle Mayborn had told CCPI prior to the meeting that the College would prefer the prefix A&S to LAS. Dr. Mayborn explained that the course will be used as a College-wide introduction to research methods and not restricted to Liberal Arts and Sciences majors. He stated that up to now, high school students who wanted to do research with a WIU professor over the summer have had to be hired for a $25 stipend in order to assure that they were formally associated with the University for purposes of liability. The College believes that enrolling these students in a 0 s.h. course might get them intrigued by research and perhaps help recruit them to attend WIU once they graduate.

Dr. Gravitt asked if the research methods in this class would be different from those in a departmental research methods class. Dr. Mayborn replied that the departmental research courses, such as the new CHEM 190 course, are specific for the discipline and limited to students pursuing those majors, while the A&S 196 course would be open to students in any department who want to do research with a professor. Dr. Gravitt questioned why students would want to pay for a 3 s.h. departmental research course when they could take A&S 196 for free. Dr. Mayborn replied that students who want credit within their major can take the departmental research course instead of A&S 196. He added that if a lot of Biology students take A&S 196, the department may decide to create a BIO 190 class similar to CHEM 190.

Dr. Hardeman asked how A&S 196 would be evaluated in terms of teaching load since it is 0 s.h. Dr. Mayborn replied that, as a Geology professor, he does not earn ACEs for the students he is supervising doing research, although he does earn PAA points if they present at Undergraduate Research Day or off-campus events, so there is a reward for the professor if the student does some kind of presentation. He added that high school students taking A&S 196 may turn out to be future WIU students who will work with the professor over their four-year career.

**Changes:**

* Change LAS to A&S in heading and first line of form.
* Correct spelling of rationale on p. 1.

**MOTION APPROVED WITH CHANGES 7 YES – 0 NO – 0 AB**

* 1. CCPI Subcommittee to Examine Undergraduate Certificates
     1. Final Report

Subcommittee Chair Mark Bernards could not be present, so CCPI Vice Chair Hardeman, who also served on the subcommittee, presented the report. Dr. Hardeman explained that the subcommittee was charged to investigate the status and future direction of undergraduate certificates at WIU. She related that after several meetings and consultation with the Illinois Board of Higher Education (IBHE), the IBHE determined that undergraduate certificates must be 30 s.h. in order to be transcripted. Undergraduate certificates in the Department of Management and Marketing are under that threshold, while Fire Science certificates in the School of Law Enforcement and Justice Administration are above. Dr. Hardeman told CCPI that the subcommittee after much discussion could not reach a consensus on some points.

Associate Provost Parsons stated that Registrar Angela Lynn spoke with registrars at some other state universities who were unaware of the IBHE 30-hour regulation for transcriptable undergraduate certificates. She added that those students that are currently enrolled in the certificates will be allowed to complete them. She informed CCPI that the department will probably submit a change to the Marketing major to convert the existing certificates into options; the downside of this change is that the department will no longer be able to attract students outside of their major to enroll in the certificate programs, but Associate Provost Parsons stated that there were only a small number outside of Marketing that had enrolled up to this point.

Ms. Hamm remarked that the Department of Economics and Decision Sciences had expressed interest in offering non-transcriptable certificates that were less than 30 s.h., granting students a paper certificate even if they could not be transcripted. Ms. Williams remarked that whether students had completed the necessary coursework would have to be tracked by the department rather than by the Registrar’s office. Dr. Hardeman stated that concerns were expressed at the subcommittee meetings regarding how much overlap would be allowed for this kind of certificate. She related that the subcommittee engaged in much discussion about degree inflation and concerns with students putting in a minimum amount of effort, such as only two or three classes, but earning a certification.

Associate Provost Parsons stated that the 30-hour IBHE-approved certificates must be associated with programs with a Classification of Instructional Program (CIP) code; non-transcriptable certificates, however, could be whatever the department wished to offer since no one would be tracking the curriculum outside of the department. She added that since this type of certificate would not appear on the transcript, it would not designate credentials and would basically be just a piece of paper. Dr. Hardeman added that subcommittee members disagreed over whether such a non-transcriptable certificate would have any value for students. CCPI must decide if it wants to accept non-transcriptable certificates and, if so, what the guidelines would be for approving such a document.

Dr. McGinty asked if emphases are tracked outside of the department; Ms. Williams replied that emphases, although non-transcriptable, are tracked by the Registrar’s office and show up on students’ WARD reports. Associate Provost Parsons explained that the difference between emphases and undergraduate certificates is that emphases are tied specifically to a major, while certificates are outside the boundaries of a major; the value added piece for certificates is that they show a clump of related courses. She added that CCPI needs to decide if they want certificates of less than 30 hours to go through the curricular approval process.

Dr. Gravitt stated that if certificates of less than 30 hours are not associated with a major and do not appear in the undergraduate catalog or on student transcripts, it would seem that CCPI should not have oversight because they are not true curriculum. She added that if CCPI does not provide guidelines, however, departments might be able to offer certificates in unrelated areas, such as an OSHA training certification. Dr. Hardeman stated that the subcommittee firmly believes that certificates should only be issued to undergraduates of WIU, not to non-enrolled individuals. She is concerned that the paper certificate awarded by a department would seem to imply that the undergraduate certificate was condoned and approved by the University; if a student found out that this was not the case, the value added to the student would be lessened. Dr. Hardeman stated that if the main objective of this type of certificate is as a value added piece for students, it should have some academic rigor behind it. She believes that if certificates of less than 30 hours are to be allowed, they should come to CCPI for some type of holistic review, although such submissions may result in vigorous debate.

Associate Provost Parsons suggested that further dividing majors into certificates of less than 30 hours when they are already divided into minors, options, and emphases may stretch staff resources. She noted that, on the other hand, the positive result would be the professional development of students. She noted that a case could be made, for instance, for a group of courses within the Department of Health Sciences and Social Work to provide training on handling cases of HIV; those types of certificates could help students show their mastery of certain kinds of training or development activities.

Dr. McGinty asserted that it would seem useless for departments to create certificates if they are not recognized by the IBHE when emphases, although not transcripted, are recognized by the Registrar’s office, identified through advising, and fundamentally achieve the same result. Ms. Myers believes that if undergraduate certificates do not meet the IBHE definition, they should not be called certificates; students who take groups of related classes have gained that particular knowledge subset, but calling them undergraduate certificates is not necessary. Associate Provost Parsons stated that certification is very discipline-specific and is particularly desired in areas related to business and technology. Some certificates are issued by outside accrediting bodies based upon coursework taken at WIU, such as a food handler license obtained through coursework in dietetics or certificates in music therapy or communication sciences and disorders obtained by students after they receive their undergraduate diplomas.

**Motion:** To accept only the IBHE definition of a certificate as the University’s official certificate definition (Myers/Gates)

**MOTION APPROVED 7 YES – 0 NO – 0 AB**

With approval of this motion, only certificates of 30 hours or over will be accepted by WIU, pending approval by the Faculty Senate and President. Both the Definitions of Academic Programs document and the Request for New Undergraduate Certificate document will need to be revised as well.

Dr. Hardeman pointed out that the issue of overlap remains to be determined. Dr. McGinty suggested that unlimited duplication with pre-existing majors and minors is the only practical way that students will be able to complete 30-hour certificates. He noted that if a Computer Science student wishes to obtain a certificate in C++ programming language, a set of coursework taken within the major could show that achievement, which he believes would represent value added in the truest sense. He pointed out that otherwise a 30 hour certificate is the same as two minors and only two hours away from a major, so there is no incentive to pursue it. Dr. McGinty noted that many departments may wish to offer undergraduate certificates based on external industry standards; if they were to package coursework within the major as a certificate, the courses would already be transcripted, which would streamline the process and validate the certificate for the University and IBHE. He recommends that CCPI allow unlimited overlap as necessary for 30-hour certificates because if the coursework is necessary to students in the workplace, then CCPI should not get in the way by accusing departments of double dipping or overlap. Associate Provost Parsons remarked that this still seems to represent duplication of credentials. She added that the four existing certificates at WIU were created immediately following creation of the definition of undergraduate certificates, so there may be little interest in pursuing certificates in general. She added that the IBHE approval required for undergraduate certificates can take months.

**Motion:** That certificates meeting the IBHE criteria should come to CCPI for approval (Gravitt/Buchanan)

**MOTION APPROVED 7 YES – 0 NO – 0 AB**

Ms. Myers does not believe that WIU should issue certificates, only diplomas. She stated that if students need certification for future employment, departments can assist them with that process. Dr. Hardeman stated that the two Fire Science certificates were created based upon student demand; students asked why specific groups of coursework could not be differentiated on their transcripts. Ms. Myers reiterated that WIU is a degree-granting institution, and there are other institutions that can grant certificates. Dr. Hardeman stated that while overlap cannot be predicted, she is not sure that the University should restrict certificates to those issued by outside agencies. Dr. McGinty stated that since CCPI has now established the definition of an undergraduate certificate as 30 s.h., the Council can simply decide whether certificates are allowable on a case-by-case going forward and does not have to make a decision regarding duplication or overlap.

**Motion:** To table the subcommittee report for further discussion at the next CCPI meeting (McGinty/Myers)

**MOTION APPROVED 7 YES – 0 NO – 0 AB**

V. Provost’s Report – None

**Motion:** To adjourn (Gravitt)

The Council adjourned at 4:49 p.m.

Kat Myers, CCPI Secretary

Annette Hamm, Faculty Senate Office Manager and Recording Secretary