

Academic Senate
Agenda
Tuesday, April 2, 2019
UCB 202A and B

10:00 AM: Business Session

1. Call to Order and Roll Call
2. Approval of Minutes: March 5, 2019
3. Open Forum: items of importance to the Academic Senate
(Please notify President Alspach)
4. Reports
 - A. Senate President – Sandy Alspach
 - B. Senate Vice President – Charles Bacon
 - C. Senate Secretary – Melinda Isler
5. Senate Standing and Task Force Committee Reports
 - A. University Curriculum Committee – Rusty Leonard
 1. Healthcare Marketing BS Revision. Proposal 19-029
 2. Mechanical Design Energy Certificate Closure. Proposal 19-039
 3. Criminal Justice updates. Proposal 19-043
 4. Process Tolerance Deign Analysis Course Deletion. Proposal 19-050
 5. Surveying Program revisions. Proposal 19-049.
 6. ARST, BS and FMAN Grad requirement revisions. Proposal 19-058.
 - B. Academic Program Review Council – Gary Todd
 - C. Election Committee – Charles Bacon
 - D. Rules Committee – Melinda Isler
6. New Business: requiring Senate action
 - A. Academic Program Review Council recommendations – Gary Todd
 - B. Data-Driven Decision-Making Task Force recommendation – Kemi Fadayomi
 - C. General Education Committee and Subcommittee Appointment Process
 - D. General Education Problem Solving Revised Definitions

11:00 AM: Information Session

1. Announcements
 - A. President David Eisler
 - B. Provost Paul Blake
2. University Committees and Other Reports
 - A. General Education – Victor Piercey
 - B. Higher Learning Commission (HLC) Steering Committee – Mark Thomson
 - C. Student Government – President Bobby Gill
3. [eta 11:15] “Conversation with the Senate” – Lindsay Barber, Director of Birkham Health Center Health and Wellness Coalition
4. [eta 11:40] Open Forum: items of interest to the University community
 - A. FSU Emeriti Association President Doug Haneline
 - B. Open Forum: Dr. Gary Huey
(Please notify President Alspach)
5. Adjournment to Final Annual Meeting

10:00 AM Tuesday, April 30, UCB 202A and B

11:00 AM: Convene the first meeting of the 2019-2020 Academic Senate to elect officers

**Minutes
Ferris State University
March 5, 2019- 10:00 a.m.**

Members in Attendance: Alspach, Aslakson, Axford, Bacon, Bajor, Berghoef, Bright, Daubert, Desmond, Drake, Emerick, Epps, Fadayomi, Flachs, Foulk, Gray, Hanna, Harvey, Herrington, Inabinett, Isler, Johnson, Lotoczky, Moore, Rumpf, Shimko, Smith, Swinkunas, Thomson, Todd, Waters, Weaver, Wyss, Zube, Zyla

Members absent with cause: Calkins, Baran, Wolfer

Members absent:

Ex-Officio and Guests: Bentley, Constan-Wahl, Damari, Durst, Eisler, Gill, Goosen, Hawkins, Hoisington, Jackson, Johnson L., Johnson, M., Leonard, Nicol, Piercey, Pilgrim, Plas, Reifert, Schuelke, Seiferlein, Ward- Roof.

1.	President Alspach called the meeting to order at 10:00 a.m. Moved both the President and General Education reports up to the first hour and the provost will not be present to give the report.
2.	Approval of Minutes. Senator Zyla moved to approve the minutes of February 5, 2019. Senator Epps seconded. Motion passed by 93% to 0% with 7% abstaining.
3.	Open Forum There were no open forum comments.
4.	Officer Reports/ President Report President Alspach reported that she had given her report to the Board of Trustees which was included in the packet and is happy to answer any questions. Next meeting will be in May. Vice President Bacon had no report. Secretary Isler welcomed Senator Michelle Harvey to the Senate as the replacement for the vacant seat in the College of Engineering Technology.
5.	Senate Committee Reports University Curriculum Committee Chair Rusty Leonard noted that there were several informational proposals coming before the Senate and one voting proposal. The changes in the College of Business checksheet has moved implementation date to fall 2020 to allow more time for the review process to continue. Changes have been made to the UCC website which should help for the tracking of proposals. Senator Thomson noted that there were still issues in tracking proposals if viewing the site from off campus. This is partly to alleviate security concerns. Leonard asked everyone to review it and give comments. He also encouraged faculty to come to a workshop on the proposal process on March 20, 2019 in FLITE. Registration is done through the senate office. Academic Program Review chair Gary Todd reported that 3 programs had reported back. The CIS programs reported on January 15 th and the report was accepted so the program is continuing. The Construction programs will have received their accreditation by April and the B.S. in Ism has received accreditation. Vice-President Bacon noted that the Senate Executive Committee has appointed Senator Jean Inabinett from the College of Business as the new Academic Program Review chair. Bacon, Elections Committee chair, also reminded senators that all nomination forms must be turned in to the senate office by the end of the day on March 5, 2019. Self nominations are allowed. List of current numbers of nominees per college were read. Senator Fadayomi reported that the committee would be presenting shortly their recommendations to the Senate Executive Committee and bring it back to the Senate at the first April meeting.

6a.	<p>Pharmacy/Public Health Proposal. 19-037. Secretary Isler moved to accept proposal 19-037. Senator Weaver seconded. Senator Fadayomi noted that this proposal addresses a need for a combined program that would be unique to other Pharmacy programs and was modelled after the pharmacy partnership with the MBA program. Senator Hanna asked why this proposal did not come through as a Pharmacy proposal. Senator Axford explained that changes in course structure relating to public health accreditation lead to be being put through as a public health proposal but it benefits both colleges. They are using their electives to cover the requirements for the other program in the joint degree. Motion passed 91% to 6% with 3% abstaining.</p>
7b.	<p>Academic Affairs policies Senator Axford moved to accept the Academic Add/Withdrawal Policy. Senator Berghoef seconded. Senator Zube reported that this policy does not conflict in any way with any language in the no tenure-track faculty contract. Motion passed 84 to 9% with 6% abstaining.</p> <p>Senator Weaver moved to accept the Study Abroad Policy. Senator Zyla seconded. Senator Johnson asked what defined as a qualified policy when there are not resources associated. Senator Wyss noted that it puts it in the category of an academic unit but does not commit funds. Associate Vice-Provost Johnson noted this came out of a detailed procedural document of about 5 pages. Senator Berghoef asked what happened if there is no policy. Motion failed 27% to 73% with 0% abstaining. The policy will be returned to Academic Affairs.</p> <p>Senator Axford moved to accept the Academic Add/Withdrawal Policy. Senator Epps seconded. Senator Moore asked if this policy was required by the Higher Learning Commission. Interim associate provost Seifelrin noted this policy is directly related to federal compliance. Motion passed 91% to 6% with 3% abstaining.</p> <p>Senator Thomson suggested that Academic Affairs look at the level of specificity in various policies and consider making it more consistent.</p>
8.	<p>Announcements / Campus Committee Reports. President Eisler reported that he was going to listen to the Governor's budget message at 11. There were proposals relating to community college and higher education and the last dollar proposal. He spoke briefly about the speaker Rachel Dolezal. He is also watching a proposal on free speech at colleges expected to be released by President Trump.</p> <p>Provost Paul Blake was not present.</p> <p>General Education Coordinator Pericey reported that a forum would occur on April 18th. A proposal would be coming to the Senate on the structure for staffing subcommittees and other activities with Senate approval. The Senate will now appoint subcommittee members. Curriculum proposals relating to problem solving will also be coming forward.</p> <p>Senator Drake noted another successful conclusion of Math Counts.</p> <p>General Counsel attorneys' Ken Plaas and Brent Schuelke gave a presentation on Social Media. It referenced pages on the Ferris website from University Advancement and the General Counsel. Policies relating to this are not optional for faculty. The impact is more immediate and consequences may occur if relating to sexual misconduct, discrimination, defamation and privacy issues. Recent cases in academia were cited.</p> <p>Web Services Librarian Sela Constahn-Wahl made an announcement that MelCat was suspending service on April 1 and would remain out of service for several months.</p>
9.	<p>The meeting was adjourned at 11:50 a.m.</p>

CURRICULUM PROPOSAL SUMMARY AND ROUTING FORM

Form A
Effective FALL 2018

Proposal Number: 19-029

Proposal Title: Healthcare Marketing BS - Revision

Type of Curriculum Action ([Click here for Definitions](#)): [Curriculum Cleanup]

Proposer's College: [BU - College of Business]

Proposer's Department: [MKTG - Marketing]

Proposer: [Clay Dedeaux]

Contact Person's Name: [Patty Rettinger] Phone: [231-591-2426]

Email Original Form A and completed Forms E/F & G (when applicable) to fsucurriculum@ferris.edu					
	Received	Reviewed	Proposer Approved Packet	Complete	The proposal is "complete," once all consultation responses have been received.
FSU Curriculum Review Dates:	1/22/19	1/23/19	1/29/19		
	Electronic Signature of Representative			ACTION - Enter Vote Count	
Program Faculty	Clay Steven Dedeaux <small>Digitally signed by Clay Steven Dedeaux Date: 2019.02.15 14:23:19 -05'00'</small>			<input checked="" type="checkbox"/> Support ¹⁹ <input type="checkbox"/> Support with Concerns * <input type="checkbox"/> Not Support* <input type="checkbox"/> Abstain	
Department Faculty (if applicable)				<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns * <input type="checkbox"/> Not Support* <input type="checkbox"/> Abstain	
School Faculty (if applicable)				<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns * <input type="checkbox"/> Not Support* <input type="checkbox"/> Abstain	
Department/School Administrator	Jeff Ek <small>Digitally signed by Jeff Ek Date: 2019.02.15 14:38:44 -05'00'</small>			<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns* <input type="checkbox"/> Not Support* <input type="checkbox"/> Abstain	
College Curriculum Committee	Alexander Manga <small>Digitally signed by Alexander Manga Date: 2019.02.25 12:00:54 -05'00'</small>			<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns * <input type="checkbox"/> Not Support* <input type="checkbox"/> Abstain	
Dean	David Nicol <small>Digitally signed by David Nicol Date: 2019.02.26 08:44:50 -05'00'</small>			<input type="checkbox"/> For Information Only <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Approve with Concerns <input type="checkbox"/> Not Approved	
University Curriculum Committee	Russell A. Leonard Jr. <small>Digitally signed by Russell A. Leonard Jr. DN: cn=Russell A. Leonard Jr., o, ou, email=leonardr@ferris.edu, c=US Date: 2019.03.28 13:56:15 -04'00'</small>			<input checked="" type="checkbox"/> Support ⁵ <input type="checkbox"/> Support with Concerns * ⁰ <input type="checkbox"/> Not Support* ⁰ <input type="checkbox"/> Abstain ⁰	
Senate				<input type="checkbox"/> For Information Only <input type="checkbox"/> % Support <input type="checkbox"/> % Not Support* <input type="checkbox"/> % Abstain	
Academic Affairs				<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Hold	

* Support with Concerns or Not Support must include identification of specific concern with appropriate rationale
To be completed by Academic Affairs:

Board of Trustees (Date Approved)	Academic Officers of MI (Date Approved)	Date of Implementation

1. **If a PCAF is required**, the President’s Council must approve it *prior* to submitting this proposal to the UCC. Provide a link to the Academic Affairs website of the approved PCAF.

[Provide link here, when applicable]

2. **Proposal Summary:** Provide a detailed rationale including all curriculum action and desired date of implementation.

[The department would like to remove MKTG 291 Marketing Internship I (1 credit) and MKTG 391 Marketing Internship II (1 credit) from the Healthcare Marketing BS Program only and offer one internship MKTG 491 for a fixed 3 credits.

Included in this Curriculum Clean Up proposal the department would like to update the course descriptions in the catalog FOR MKTG 291 and MKTG 491.]

3. **Summary of All Course Action Required** - Complete a Form E/F for each course, email fsucurriculum@ferris.edu for more rows.

Prefix	Course Number	Course Title (Existing, or Newly Created Course Title)	Action	General Education Attribute*
[MKTG]	[291]	[Marketing Internship I]	[Remove Existing Course from Program (no EF required)]	[<input type="checkbox"/>
[MKTG]	[391]	[Marketing Internship II]	[Remove Existing Course from Program (no EF required)]	[<input type="checkbox"/>
[MKTG]	[291]	[Marketing Internship I]	[Modify Existing Course]	[<input type="checkbox"/>
[MKTG]	[491]	[Marketing Internship]	[Modify Existing Course]	[<input type="checkbox"/>

*Course has or will have a General Education attribute

4. **Are there plans to offer blended or online courses?** [No]
5. **Will External Accreditation be sought?** (For new programs or certificates only) [No]

If yes, name the organization involved with accreditation for this program.

[Accrediting Organization name, when applicable]

6. **Email Original Form A and completed Forms E/F & G (when applicable) to FSU Curriculum (fsucurriculum@ferris.edu).**

To be completed with RAM Consultation

7. **Summary of All Consultations** – RAM will provide a list of units affected and will assist in the completion of consultation form(s) required.

There are no consultations Forms as all the changes are within the department.

Form	Unit	Contact	Banner Program Title	Banner Program Code	Date Sent
Select	Select a Unit				

8. Summary of Program/Degree Action Affecting Department Checksheets

RAM will provide CURRENT Checksheet(s) & PROPOSED checksheet(s) for each.

Action	Degree Type	Banner Program Title	Banner Program Code
Modification	BS - Bachelor of Science	Healthcare Marketing	HCMK-BS-BU
Modification	BS - Bachelor of Science	Marketing The Sports Marketing concentration Sports Marketing – this is important because the student who selects the Sports Marketing concentration will be required to repeat MKTG 491 twice at 3 credits each time	MKT-BS-BU and its SPMK Concentration

CURRICULUM PROPOSAL SUMMARY AND ROUTING FORM

Form A
Effective FALL 2018

Proposal Number: 19-039

Proposal Title: Closing Alternate Energy Certificate

Type of Curriculum Action ([Click here for Definitions](#)): Modification or elimination of a Minor, Concentration, or Certificate



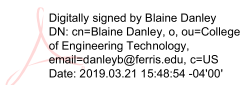
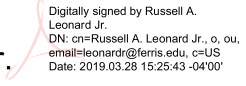
Proposer's College: **TE - College of Engineering Technology**

Proposer's Department: **MDSN - Mechanical Design**

Proposer: **Brian Brady**

Contact Person's Name: _____ Phone: **591-2957**

Email Original Form A and completed Forms E/F & G (when applicable) to fsucurriculum@ferris.edu

	Received	Reviewed	Proposer Approved Packet	Complete	The proposal is "complete," once all consultation responses have been received.
FSU Curriculum Review Dates:	11/26/18	12/4/18	12/20/18		
	Electronic Signature of Representative				ACTION - Enter Vote Count
Program Faculty Brian Brady	 <p>Digitally signed by Brian Brady DN: cn=Brian Brady, o=Ferris State University, ou=Mechanical Engineering Technology, email=brianbrady@ferris.edu, c=US Date: 2019.01.17 16:49:43 -05'00'</p>				5 ___ Support 0 ___ Support with Concerns * 0 ___ Not Support* 0 ___ Abstain
Department Faculty (if applicable) Chair					___ Support ___ Support with Concerns * ___ Not Support* ___ Abstain
School Faculty (if applicable) Chair	 <p>Digitally signed by Randy J. Stein Date: 2019.03.19 12:14:59 -04'00' Adobe Acrobat version: 2019.010.20098</p>				5 ___ Support 0 ___ Support with Concerns * 0 ___ Not Support* 0 ___ Abstain
Department/School Administrator Randy Stein					<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns* <input type="checkbox"/> Not Support* <input type="checkbox"/> Abstain
College Curriculum Committee Chair	 <p>Digitally signed by Blaine Danley DN: cn=Blaine Danley, o=College of Engineering Technology, email=danleyb@ferris.edu, c=US Date: 2019.03.21 15:48:54 -04'00'</p>				11 ___ Support 0 ___ Support with Concerns * 0 ___ Not Support* 0 ___ Abstain
Dean Rich Goosen					<input type="checkbox"/> For Information Only <input type="checkbox"/> Approve <input type="checkbox"/> Approve with Concerns <input type="checkbox"/> Not Approved
University Curriculum Committee Rusty Leonard	 <p>Digitally signed by Russell A. Leonard Jr. DN: cn=Russell A. Leonard Jr., o=ou, email=leonardr@ferris.edu, c=US Date: 2019.03.28 15:25:43 -04'00'</p>				5 ___ Support 0 ___ Support with Concerns * 0 ___ Not Support* 0 ___ Abstain
Senate Sandra Alspach					<input type="checkbox"/> For Information Only ___ % Support ___ % Not Support* ___ % Abstain
Academic Affairs Leonard Johnson					<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Hold
					<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Hold

* Support with Concerns or Not Support must include identification of specific concern with appropriate rationale
To be completed by Academic Affairs:

Board of Trustees (Date Approved)	Academic Officers of MI (Date Approved)	Date of Implementation

1. **If a PCAF is required**, the President’s Council must approve it *prior* to submitting this proposal to the UCC. Provide a link to the Academic Affairs website of the approved PCAF.

Provide link here, when applicable

2. **Proposal Summary:** Provide a detailed rationale including all curriculum action and desired date of implementation.

Close the Alternate Energy Certificate.

Rationale: No interest has been expressed by students in taking this certificate since it was originally offered. The BS ENGY program was closed over two years ago and no ENGY courses have been taught in the past two years.

The desired effective date is August 2019 (or sooner if possible).

3. **Summary of All Course Action Required** - Complete a Form E/F for each course, email fsucurriculum@ferris.edu for more rows.

Prefix	Course Number	Course Title (Existing, or Newly Created Course Title)	Action	General Education Attribute*
ENGY	323	Energy Cradle to Grave	Delete Course from FSU Catalog	<input type="checkbox"/>
ENGY	420	Wind-Solar Energy Generation	Delete Course from FSU Catalog	<input type="checkbox"/>
ENGY	430	Alternative Energy Generation	Delete Course from FSU Catalog	<input type="checkbox"/>
			Choose an item.	<input type="checkbox"/>
			Choose an item.	<input type="checkbox"/>
			Choose an item.	<input type="checkbox"/>
			Choose an item.	<input type="checkbox"/>

*Course has or will have a General Education attribute

4. Are there plans to offer blended or online courses? ▼
5. Will External Accreditation be sought? (For new programs or certificates only) ▼

If yes, name the organization involved with accreditation for this program.

Accrediting Organization name, when applicable

6. Email Original Form A and completed Forms E/F & G (when applicable) to FSU Curriculum (fsucurriculum@ferris.edu).

To be completed with RAM Consultation

7. **Summary of All Consultations** – RAM will provide a list of units affected; proposer is responsible for the completion of consultation form(s) required.

Form	Unit	Contact	Banner Program Title	Banner Program Code	Date Sent
Select	Select a Unit				
Select	Select a Unit				
Select	Select a Unit				
Select	Select a Unit				

Select	Select a Unit				
Select	Select a Unit				
Select	Select a Unit				
Select	Select a Unit				
Select	Select a Unit				

8. Summary of Program/Degree Action Affecting Department Checksheets

RAM will provide CURRENT Checksheet(s) & PROPOSED checksheet(s) for each.

Action	Degree Type	Banner Program Title	Banner Program Code
Delete/Close	Certificate - Undergraduate	Alternate Energy	ALTE-CT
Choose an item.	Choose an item.		
Choose an item.	Choose an item.		
Choose an item.	Choose an item.		

CURRICULUM PROPOSAL SUMMARY AND ROUTING FORM

Form A
Effective FALL 2018

Proposal Number: 19-043

Proposal Title: Update Criminal Justice

Type of Curriculum Action ([Click here for Definitions](#)): Curriculum Cleanup

Proposer's College: ED - College of Education - Human Services

Proposer's Department: CRIM - Criminal Justice

Proposer: Steven Hundersmarck Ph.D

Contact Person's Name: Steven Hundersmarck Ph.D. Phone: 231-591-5085

Email Original Form A and completed Forms E/F & G (when applicable) to fsucurriculum@ferris.edu					
	Received	Reviewed	Proposer Approved Packet	Complete	The proposal is "complete," once all consultation responses have been received.
FSU Curriculum Review Dates:	11/30/18	12/18/18	1/24/19		
	Electronic Signature of Representative			ACTION - Enter Vote Count	
Program Faculty	Steven Hundersmarck <small>Digitally signed by Steven Hundersmarck Date: 2019.02.05 07:53:59 -05'00'</small>			<input checked="" type="checkbox"/> Support 10 <input type="checkbox"/> Support with Concerns * <input type="checkbox"/> Not Support* 0 <input type="checkbox"/> Abstain	
Department Faculty (if applicable)				<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns * <input type="checkbox"/> Not Support* <input type="checkbox"/> Abstain	
School Faculty (if applicable)				<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns * <input type="checkbox"/> Not Support* <input type="checkbox"/> Abstain	
Department/School Administrator	Joseph Ferrandino, Ph.D. <small>Digitally signed by Joseph Ferrandino, Ph.D. Date: 2019.02.05 08:09:24 -05'00'</small>			<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns* <input type="checkbox"/> Not Support* <input type="checkbox"/> Abstain	
College Curriculum Committee	Timothy Eklin, Ph.D. <small>Digitally signed by Timothy Eklin, Ph.D. DN: cn=Timothy Eklin, Ph.D., o=Ferris State University, ou=School of Criminal Justice, email=eklinc@ferris.edu, c=US Date: 2019.02.15 13:58:38 -05'00'</small>			<input checked="" type="checkbox"/> Support 3 <input type="checkbox"/> Support with Concerns * <input type="checkbox"/> Not Support* 0 <input type="checkbox"/> Abstain	
Dean	Arrick Jackson <small>Digitally signed by Arrick Jackson Date: 2019.02.18 10:47:31 -05'00'</small>			<input type="checkbox"/> For Information Only <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Approve with Concerns <input type="checkbox"/> Not Approved	
University Curriculum Committee	Russell A. Leonard Jr. <small>Digitally signed by Russell A. Leonard Jr. DN: cn=Russell A. Leonard Jr., o, ou, email=leonardr@ferris.edu, c=US Date: 2019.03.28 16:17:29 -04'00'</small>			<input checked="" type="checkbox"/> Support 7 <input type="checkbox"/> Support with Concerns * 0 <input type="checkbox"/> Not Support* 0 <input type="checkbox"/> Abstain 0	
Senate				<input type="checkbox"/> For Information Only <input type="checkbox"/> % Support <input type="checkbox"/> % Not Support* <input type="checkbox"/> % Abstain	
Academic Affairs				<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Hold	

* Support with Concerns or Not Support must include identification of specific concern with appropriate rationale
To be completed by Academic Affairs:

Board of Trustees (Date Approved)	Academic Officers of MI (Date Approved)	Date of Implementation

1. **If a PCAF is required**, the President's Council must approve it *prior* to submitting this proposal to the UCC. Provide a link to the Academic Affairs website of the approved PCAF.
Provide link here, when applicable
2. **Proposal Summary**: Provide a detailed rationale including all curriculum action and desired date of implementation.

The proposed change includes adding a new criminal justice theory course and removing the 300 or higher Self and Society program requirement. The new course is a 300 level course entitled "Criminal Behavior". Through our assessment process we have discovered that senior level students taking the capstone course have underperformed in the area of "Criminal Justice Theoretical Knowledge" on an externally ranked test. Students are currently required to take a 300 level or higher sociology course. There is no consistency in the course students are taking on and off campus. Based on the number of deviations for this course it appears that students are finding adequate courses on and off campus (particularly off campus).

Currently we only offer one 400 level theory course on crime. All students within our major are not required to take this course. The addition of a required 300 level Criminal Behavior course would provide all Criminal Justice students with direct theoretical knowledge they have been missing. Students in Criminal Justice will still have six required credits in Self and Society classes.

The new course has already been designed and used in another institution by an existing faculty member. Criminal Behavior as developed provides a detailed look at crime, what may lead to it, and how criminal behavior may be prevented, all from Criminal Justice theoretical perspective. The course also includes a focus on serious crimes, particularly those involving violence. This course as proposed would be required in the curriculum and will be incorporated in our online program. The course as designed fits in well with the other requirements of our program and a number of faculty are qualified to teach it per the requirements of the HLC. These changes will be for the Criminal Justice - Corrections BS (CJCR), Criminal Justice - Generalist BS (CJGO), and for Criminal Justice - Law Enforcement BS (CJLE).

1/24/19 Email from the proposer (attached as part of the portfolio) - "We are changing Form G to not have any Gen. Ed. delineations. We will cover them in CRIM 305 in the future. For now, we want to get this course up & running as it covers a hole in our curriculum."

3. **Summary of All Course Action Required** - Complete a Form E/F for each course, email fsucurriculum@ferris.edu for more rows.

Prefix	Course Number	Course Title (Existing, or Newly Created Course Title)	Action	General Education Attribute*
CRIM	340	Criminal Behavior	Create New Course and Add to Program	<input type="checkbox"/>
SOCY	300-400	See catalog	Remove Existing Course from Program (no EF required)	<input type="checkbox"/>
			Choose an item.	<input type="checkbox"/>
			Choose an item.	<input type="checkbox"/>
			Choose an item.	<input type="checkbox"/>
			Choose an item.	<input type="checkbox"/>
			Choose an item.	<input type="checkbox"/>

*Course has or will have a General Education attribute

4. Are there plans to offer blended or online courses? **Yes**
5. **Will External Accreditation be sought?** (For new programs or certificates only) **No**
If yes, name the organization involved with accreditation for this program.

Accrediting Organization name, when applicable

6. Email Original Form A and completed Forms E/F & G (when applicable) to FSU Curriculum (fsucurriculum@ferris.edu).
To be completed with RAM Consultation

7. **Summary of All Consultations** – RAM will provide a list of units affected and will assist in the completion of consultation form(s) required.

There are no consultation forms required.

Form	Unit	Contact	Banner Program Title	Banner Program Code	Date Sent
Select	Select a Unit				
Select	Select a Unit				

8. **Summary of Program/Degree Action Affecting Department Checksheets**
RAM will provide **CURRENT** Checksheet(s) & **PROPOSED** checksheet(s) for each.

Action	Degree Type	Banner Program Title	Banner Program Code
Modification	BS - Bachelor of Science	Criminal Justice – Corrections	CJCR-BS
Modification	BS - Bachelor of Science	Criminal Justice – Generalist	CJGO-BS
Modification	BS - Bachelor of Science	Criminal Justice – Law Enforcement	CJLE-BS

CURRICULUM PROPOSAL SUMMARY AND ROUTING FORM

Form A
Effective FALL 2018

Proposal Number: 19-049

Proposal Title: Surveying Program Revision

Type of Curriculum Action ([Click here for Definitions](#)): [Curriculum Cleanup]

Proposer's College: [TE - College of Engineering Technology]

Proposer's Department: [SURE - Surveying]

Proposer: [Khagendra Thapa]

Contact Person's Name: [Khagendra Thapa] Phone: [591 2672]

Email Original Form A and completed Forms E/F & G (when applicable) to fsucurriculum@ferris.edu					
	Received	Reviewed	Proposer Approved Packet	Complete	The proposal is "complete," once all consultation responses have been received.
FSU Curriculum Review Dates:	12/13/18	12/18/18	2/19/19	2/19/19	
	Electronic Signature of Representative				ACTION - Enter Vote Count
Program Faculty Khagendra Thapa	Khagendra Thapa <small>Digitally signed by Khagendra Thapa Date: 2019.02.25 12:18:11 -05'00'</small>			3 Support 0 Support with Concerns * 0 Not Support* 0 Abstain	
Department Faculty (if applicable) Chair	Khagendra Thapa <small>Digitally signed by Khagendra Thapa Date: 2019.02.25 12:18:46 -05'00'</small>			___ Support ___ Support with Concerns * ___ Not Support* ___ Abstain	
School Faculty (if applicable) Chair	Randy J. Stein <small>Digitally signed by Randy J. Stein Date: 2019.03.19 12:06:49 -04'00' Adobe Acrobat version: 2019.010.20098</small>			5 Support 0 Support with Concerns * 0 Not Support* 0 Abstain	
Department/School Administrator Randy Stein	Randy J. Stein <small>Digitally signed by Randy J. Stein Date: 2019.02.26 08:05:52 -05'00' Adobe Acrobat version: 2019.010.20098</small>			<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns* <input type="checkbox"/> Not Support* <input type="checkbox"/> Abstain	
College Curriculum Committee Chair	Blaine Danley <small>Digitally signed by Blaine Danley DN: cn=Blaine Danley, o, ou=College of Engineering Technology, email=bdanleyb@ferris.edu, c=US Date: 2019.03.21 15:51:32 -04'00'</small>			11 Support 0 Support with Concerns * 0 Not Support* 0 Abstain	
Dean Rich Goosen	Richard Goosen <small>Digitally signed by Richard Goosen Date: 2019.03.21 17:37:18 -04'00'</small>			<input type="checkbox"/> For Information Only <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Approve with Concerns <input type="checkbox"/> Not Approved	
University Curriculum Committee Rusty Leonard	Russell A. Leonard Jr. <small>Digitally signed by Russell A. Leonard Jr. DN: cn=Russell A. Leonard Jr., o, ou, email=leonardr@ferris.edu, c=US Date: 2019.03.28 15:31:31 -04'00'</small>			5 Support 0 Support with Concerns * 0 Not Support* 0 Abstain	
Senate Sandra Alspach				<input type="checkbox"/> For Information Only ___ % Support ___ % Not Support* ___ % Abstain	
Academic Affairs Leonard Johnson				<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Hold	

* Support with Concerns or Not Support must include identification of specific concern with appropriate rationale

To be completed by Academic Affairs:

Board of Trustees (Date Approved)	Academic Officers of MI (Date Approved)	Date of Implementation

1. **If a PCAF is required**, the President's Council must approve it *prior* to submitting this proposal to the UCC. Provide a link to the Academic Affairs website of the approved PCAF.

[N/A]

2. **Proposal Summary:** Provide a detailed rationale including all curriculum action and desired date of implementation.

1. [Proposing to increase the credit hours from 3 credits (2+3) to 4 credits (2+6) for SURE 110: Fundamentals of Surveying Course. It is the first field surveying course and the amount of field work assigned is not enough since they need to have more hands-on experience on using the surveying equipment and computation and plotting of the map.

2. Proposing to decrease the credit hour for SURE 115: Introduction to Computer Mapping from 3 credits to 2 credits. This course does not require 3 credits to learn the basics of computer mapping. It will be 0+6 credits since it is going to be hands on learning of the computer mapping software.

These actions are not going to change the objectives and outcomes of the courses. We used to have these courses the way we are proposing back in 4/5 years ago. The changes we made were unwise and it affected the hands-on learning part especially in SURE 110 Fundamentals of Surveying.

The proposed effective date in Fall semester 2019.]

3. **Summary of All Course Action Required** - Complete a Form E/F for each course, email fsucurriculum@ferris.edu for more rows.

Prefix	Course Number	Course Title (Existing, or Newly Created Course Title)	Action	General Education Attribute*
SURE	110	Fund. Of Surveying	Modify Existing Course	<input type="checkbox"/>
SURE	115	Intro. Computer Mapping	Modify Existing Course	<input type="checkbox"/>
			Choose an item.	<input type="checkbox"/>

*Course has or will have a General Education attribute

4. Are there plans to offer blended or online courses? [No]
5. Will External Accreditation be sought? (For new programs or certificates only) [Yes]

If yes, name the organization involved with accreditation for this program.

[ABET Inc.]

6. Email Original Form A and completed Forms E/F & G (when applicable) to FSU Curriculum (fsucurriculum@ferris.edu).

To be completed with RAM Consultation

7. **Summary of All Consultations** – RAM will provide a list of units affected and will assist in the completion of consultation form(s) required.

All checksheets are owned by the department, no Form B consultation forms are required. There are no significant changes to courses so no FLITE consultation or FIN forms are required.

Form	Unit	Contact	Banner Program Title	Banner Program Code	Date Sent
Select	Select a Unit				
Select	Select a Unit				

8. **Summary of Program/Degree Action Affecting Department Checksheets**

RAM will provide CURRENT Checksheet(s) & PROPOSED checksheet(s) for each.

Action	Degree Type	Banner Program Title	Banner Program Code
Modification	BS - Bachelor of Science	Mechanical Engineering Tech	MECE-BS-TE (see note)
Modification	BS - Bachelor of Science	Surveying Engineering	SURE-BS-TE
Modification	Certificate - Undergraduate	Surveying	SUR-CT
Modification	AAS - Associate in Applied Science	Surveying Technology	SURT-AAS-TE
Modification	Minor	Surveying and Mapping	SURM-MNR

Notes:

1. MECE-BS – SURE 110 is scribed in MyDegree as one of the automatic electives. It is not on the checksheet. The checksheet just states the student needs to electives.

CURRICULUM PROPOSAL SUMMARY AND ROUTING FORM

Form A

Form current on 12/10/18

Proposal Number: 19-050

Proposal Title: MFGE 326 Process Tolerance Design Analysis – Course Deletion

Type of Curriculum Action ([Click here for Definitions](#)): Curriculum Cleanup

Proposer's College: **TE - College of Engineering Technology**

Proposer's Department: **MFGE - Manufacturing Eng Tech**

Proposer: **Mark Dunneback**

Contact Person's Name: **Mark Dunneback** Phone: **231-591-2955**

Email Original Form A and completed Forms E/F & G (when applicable) to fsucurriculum@ferris.edu

	Received	Reviewed	Proposer Approved Packet	Complete	The proposal is "complete," once all consultation responses have been received.
FSU Curriculum Review Dates:	1/14/18	1/16/18	2/7/19		
	Electronic Signature of Representative				ACTION - Enter Vote Count
Program Faculty Mark Dunneback	Digitally signed by Mark Dunneback DN: cn=Mark Dunneback, o=Ferris State University, ou, email=markdunneback@ferris.edu, c=US Date: 2019.02.11 08:40:44 -05'00'				5 ___ Support 1 ___ Support with Concerns * ___ Not Support* ___ Abstain
Department Faculty (if applicable) Chair					Digitally signed by Mark Dunneback DN: cn=Mark Dunneback, o=Ferris State University, ou, email=markdunneback@ferris.edu, c=US Date: 2019.02.19 11:54:14 -05'00'
School Faculty (if applicable) Chair	Digitally signed by Mark Dunneback DN: cn=Mark Dunneback, o=Ferris State University, ou, email=markdunneback@ferris.edu, c=US Date: 2019.02.19 11:54:02 -05'00'				
Department/School Administrator Rich Goosen					Digitally signed by Mark Dunneback DN: cn=Mark Dunneback, o=Ferris State University, ou, email=markdunneback@ferris.edu, c=US Date: 2019.02.19 11:54:55 -05'00'
College Curriculum Committee Chair	Digitally signed by Blaine Danley DN: cn=Blaine Danley, o, ou=College of Engineering Technology, email=danleyb@ferris.edu, c=US Date: 2019.03.06 14:14:20 -05'00'				
Dean Rich Goosen					Digitally signed by Richard Goosen Date: 2019.03.06 16:42:14 -05'00'
University Curriculum Committee Rusty Leonard	Digitally signed by Russell A. Leonard Jr. DN: cn=Russell A. Leonard Jr., o, ou, email=rleonard@ferris.edu, c=US Date: 2019.03.22 11:57:49 -04'00'				
Senate Sandy Alspach					
Academic Affairs Leonard Johnson					

* Support with Concerns or Not Support must include identification of specific concern with appropriate rationale

To be completed by Academic Affairs:

Board of Trustees (Date Approved)	Academic Officers of MI (Date Approved)	Date of Implementation

1. **If a PCAF is required**, the President’s Council must approve it *prior* to submitting this proposal to the UCC. Provide a link to the Academic Affairs website of the approved PCAF.

N / A

2. **Proposal Summary:** Provide a detailed rationale including all curriculum action and desired date of implementation.

Proposal to delete course MFGE 326 “Process Tolerance Design- Analysis” from the University catalog and the MFGE program offering, starting Fall 2019.

The MFGE 326 material and coursework was originally a component of two existing related classes (MFGE 324 “Process Planning I” & MFGE 411 “Process Planning II”). MFGE 326 was created as a standalone course to emphasize and educate on the use of a tolerance analysis algorithm, a concept prevalent in industry at that time. Advances and changes in technology and equipment have negated the need for this material to be a standalone course. The tolerance analysis concept is still covered in the existing MFGE 324 and MFGE 411 courses, evidenced on the existing course syllabi.

3. **Summary of All Course Action Required** - Complete a Form E/F for each course, email fsucurriculum@ferris.edu for more rows.

Prefix	Course Number	Course Title (Existing, or Newly Created Course Title)	Action	General Education Attribute*
MFGE	326	Process Tolerance Design- Analysis	Delete Course from FSU Catalog	<input type="checkbox"/>
			Choose an item.	<input type="checkbox"/>
			Choose an item.	<input type="checkbox"/>
			Choose an item.	<input type="checkbox"/>
			Choose an item.	<input type="checkbox"/>
			Choose an item.	<input type="checkbox"/>
			Choose an item.	<input type="checkbox"/>

*Course has a General Education attribute

4. Are there plans to offer blended or online courses? No
5. Will External Accreditation be sought? (For new programs or certificates only) No

If yes, name the organization involved with accreditation for this program.

N/A

6. Email Original Form A and completed Forms E/F & G (when applicable) to FSU Curriculum (fsucurriculum@ferris.edu).

To be completed with RAM Consultation

7. **Summary of All Consultations** – RAM will provide a list of units affected and will assist in the completion of consultation form(s) required.

No Form Bs required as they are deleting a course they own

Form	Unit	Contact	Banner Program Title	Banner Program Code	Date Sent
Select	Select a Unit				

8. **Summary of Program/Degree Action Affecting Department Checksheets**

RAM will provide **CURRENT** Checksheet(s) & **PROPOSED** checksheet(s) for each.

Action	Degree Type	Banner Program Title	Banner Program Code
Modification	BS - Bachelor of Science	Manufacturing Engineering Technology	MFGE-BS

CURRICULUM PROPOSAL SUMMARY AND ROUTING FORM

Form A

Form current on 12/10/18

Proposal Number: 19-058

Proposal Title: Architecture and Sustainability (ARST), BS and Facility Management(FMAN), BS-Revise Grad Requirements

Type of Curriculum Action ([Click here for Definitions](#)): Revision of Degree

Proposer's College: **TE - College of Engineering Technology**

Proposer's Department: **ATFM - Arch Tech-Facility Mgmt**

Proposer: **Diane L. Nagelkirk**

Contact Person's Name: _____ Phone: **231-591-2630**

Email Original Form A and completed Forms E/F & G (when applicable) to fsucurriculum@ferris.edu					
	Received	Reviewed	Proposer Approved Packet	Complete	The proposal is "complete," once all consultation responses have been received.
FSU Curriculum Review Dates:	1/25/19	1/30/19	3/6/18		
	Electronic Signature of Representative				ACTION - Enter Vote Count
Program Faculty	<div style="display: flex; align-items: center;"> <div style="margin-right: 20px;"> <p style="font-size: 1.2em; margin: 0;">Diane L. Nagelkirk</p> </div> <div> <p style="font-size: 0.8em; margin: 0;">Digitally signed by Diane L. Nagelkirk Date: 2019.03.19 13:30:27 -04'00'</p> </div> </div>				<p><u>7</u> Support</p> <p>___ Support with Concerns *</p> <p>___ Not Support*</p> <p>___ Abstain</p>
Department Faculty (if applicable)					<p>___ Support</p> <p>___ Support with Concerns *</p> <p>___ Not Support*</p> <p>___ Abstain</p>
School Faculty (if applicable)	<div style="display: flex; align-items: center;"> <div style="margin-right: 20px;"> <p style="font-size: 1.2em; margin: 0;">Robert C Eastley</p> </div> <div> <p style="font-size: 0.8em; margin: 0;">Digitally signed by Robert C Eastley Date: 2019.03.21 14:52:29 -04'00'</p> </div> </div>				<p><u>3</u> Support</p> <p>___ Support with Concerns *</p> <p><u>0</u> Not Support*</p> <p>___ Abstain</p>
Department/School Administrator					<p><input checked="" type="checkbox"/> Support</p> <p><input type="checkbox"/> Support with Concerns*</p> <p><input type="checkbox"/> Not Support*</p> <p><input type="checkbox"/> Abstain</p>
College Curriculum Committee	<div style="display: flex; align-items: center;"> <div style="margin-right: 20px;"> <p style="font-size: 1.2em; margin: 0;">Blaine Danley</p> </div> <div> <p style="font-size: 0.8em; margin: 0;">Digitally signed by Blaine Danley DN: cn=Blaine Danley, o=College of Engineering Technology, email=bdanley@ferris.edu, c=US Date: 2019.03.21 15:27:43 -04'00'</p> </div> </div>				<p><u>11</u> Support</p> <p><u>0</u> Support with Concerns *</p> <p><u>0</u> Not Support*</p> <p><u>0</u> Abstain</p>
Dean					<p><input type="checkbox"/> For Information Only</p> <p><input type="checkbox"/> Approve</p> <p><input type="checkbox"/> Approve with Concerns</p> <p><input type="checkbox"/> Not Approved</p>
University Curriculum Committee	<div style="display: flex; align-items: center;"> <div style="margin-right: 20px;"> <p style="font-size: 1.2em; margin: 0;">Russell A. Leonard Jr.</p> </div> <div> <p style="font-size: 0.8em; margin: 0;">Digitally signed by Russell A. Leonard Jr. DN: cn=Russell A. Leonard Jr., o, ou=College of Engineering Technology, email=leonardr@ferris.edu, c=US Date: 2019.03.28 15:33:39 -04'00'</p> </div> </div>				<p><u>5</u> Support</p> <p><u>0</u> Support with Concerns *</p> <p><u>0</u> Not Support*</p> <p><u>0</u> Abstain</p>
Senate					<p><input type="checkbox"/> For Information Only</p> <p>___ % Support</p> <p>___ % Not Support*</p> <p>___ % Abstain</p>
Academic Affairs					<p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Not Approved</p> <p><input type="checkbox"/> Hold</p>

* Support with Concerns or Not Support must include identification of specific concern with appropriate rationale
To be completed by Academic Affairs:

Board of Trustees (Date Approved)	Academic Officers of MI (Date Approved)	Date of Implementation

1. **If a PCAF is required**, the President's Council must approve it *prior* to submitting this proposal to the UCC. Provide a link to the Academic Affairs website of the approved PCAF.
Provide link here, when applicable
2. **Proposal Summary:** Provide a detailed rationale including all curriculum action and desired date of implementation.

In addition to the University requirement of holding a 2.0 GPA to be eligible for graduation, we would like to add the additional requirement of holding a 2.0 GPA in the major courses for the following degrees: BS in Architecture and Sustainability and BS in Facility Management. Please add the proposed changes shown below to the curriculum check sheets and the course catalog for fall semester 2019.

Current Graduation Requirement: The Architecture and Sustainability program at Ferris leads to a Bachelor of Science degree. Graduation requires a minimum cumulative GPA of 2.0. A minimum of 120 credit hours required. Students must complete all general education requirements as outlined on the General Education website.

PROPOSED Graduation Requirement: The Architecture and Sustainability program at Ferris leads to a Bachelor of Science degree. Graduation requires completion of 120 credits hours, a minimum cumulative GPA of 2.0, and a minimum cumulative 2.0 GPA in the major courses. Students must complete all general education requirements as outlined on the General Education website.

Current Graduation Requirement: The Facility Management program at Ferris leads to a Bachelor of Science degree. Students must maintain a 2.00 cumulative FSU GPA have 40 credits at the 300/400 level have 30 credits of Ferris classes (FSU Residency requirement) have a minimum 120 total credits to earn a bachelor degree complete all general education requirements as outlined on the General Education website.

PROPOSED Graduation Requirement: The Facility Management program at Ferris leads to a Bachelor of Science degree. Graduation requires completion of 120 credits hours, a minimum cumulative GPA of 2.0, and a minimum cumulative 2.0 GPA in the major courses. Students must complete all general education requirements as outlined on the General Education website.

Desired implementation date is start of summer semester of Fall 2019 admitted students.

3. **Summary of All Course Action Required** - Complete a Form E/F for each course, email fsucurriculum@ferris.edu for more rows.
There is no course action on this proposal.
4. **Are there plans to offer blended or online courses?** ▼

5. Will External Accreditation be sought? (For new programs or certificates only) ▼

If yes, name the organization involved with accreditation for this program.

Accrediting Organization name, when applicable

6. Email Original Form A and completed Forms E/F & G (when applicable) to FSU Curriculum (fsucurriculum@ferris.edu).

To be completed with RAM Consultation

7. Summary of All Consultations – RAM will provide a list of units affected and will assist in the completion of consultation form(s) required.

No consultation Forms are needed for this proposal.

8. Summary of Program/Degree Action Affecting Department Checksheets
RAM will provide CURRENT Checksheet(s) & PROPOSED checksheet(s) for each.

Action	Degree Type	Banner Program Title	Banner Program Code
Modification	BS - Bachelor of Science	Architecture and Sustainability	ARST-BS-TE
Modification	BS - Bachelor of Science	Facility Management	FMAN-BS-TE

1. Creation of the Data-Driven Decision Making Task Force (DDDMTF)

On March 13, 2018, Senator Fadayomi made a motion to establish an academic senate process to guide faculty use of National Survey of Student Engagement (NSSE) data. The motion was to address the issue of not effectively using the data collected. The motion was seconded by Senator Thomson. Senator Thomson provided a friendly amendment to expand the existing motion to include other assessment data which was accepted by Senator Fadayomi. Motion passed 88% to 12% with no abstentions.

2. Charge of the Task Force and the Timeline set by the Senate

Charge of the Task Force:

1. To identify all available processes, databases, and resources at the university that can be used for continuous improvement of academic programs and student learning.
2. To make recommendations to the Senate on how the information can inform curricula and program improvement.

Timeline:

1. Establish an agenda for the 2018-2019 academic year and report that agenda at the 2018 Academic Senate Retreat.
2. Make progress reports to the Academic Senate at monthly meetings.
3. Make recommendation(s) to the Senate by the first Senate meeting in April 2019.

3. Task Force Report

May 4, 2018

Six faculty members representing four academic colleges who had volunteered to serve on the task force met to discuss the task force charge and devise a plan to execute the charge. It was decided that each of the academic college should be represented on the task force.

June 4, 2018

With representation from all academic units, members agreed that their first task was to document the assessment practices at the University and then compare them to similar institutions. Consequently, the committee summarized the Task Force charge as follows:

1. What data exists at the University?
2. Where are the data stored?
3. How do faculty use data to make continuous improvement?
4. Explore best Assessment practices from other institutions of higher learning.

July 13, 2018

Committee compiled a list of existing assessment data, categorizing how data is being used and the gaps that exist in the data collection at the University.

The gaps include:

1. Lack of effective communication between faculty and Academic Affairs on assessment matters.
2. Lack of a mechanism to connect people who want to use data with people who have access to data.
3. Inadequate resources for faculty to assess and use data effectively.
4. Faculty concerns about the potential misuse of collected teaching and learning data to negatively impact:
 - a. Promotion
 - b. Tenure
 - c. Merit
 - d. Contract renewal
 - e. Post-tenure Review.

The report was presented at the Academic Senate Retreat on August 21, 2018.

August 6, 2018

Members proposed the following potential solutions to the previously identified gaps:

1. Better communication between faculty and Academic Affairs on assessment matters. Perhaps, an invitation to Associate Vice President for Assessment and Accreditation for a conversation on the state of assessment at the University might be a starting point.
2. Set up focus groups in each college to find out what resources faculty might find helpful in their efforts to use assessment for teaching and learning efficiently.
3. Develop and adopt an Academic Dashboard to empower faculty to make their classroom better.
4. Have a designated person at the University to coordinate assessment efforts at the university level.

September 12, 2018

The committee had a brainstorming session with the Dr. Todd Stanislav, Director of the Faculty Center for Faculty Teaching and Learning, on how best to address the previously identified gaps on assessment practices at the University.

The conclusions from the discussion were the following:

1. Nuventive Improve is the key source of evidence data about student learning at the university.
2. Primary use of Nuventive Improve data, curriculum maintenance and improvement by faculty.
3. The data can also be used for program accreditation and university accreditation,

October 23, 2018

Committee invited the Director of Assessment in the College of Pharmacy, Mandy Seiferlein to discuss the Assessment Practices in the College. College of Pharmacy Assessment Plan was described as comprehensive and successful.

Summary of the discussion:

1. The process in the College of Pharmacy is designed to honor shared governance.
2. Assessment in the College is "faculty-centric," the faculty are in charge of learning outcomes. The College Curriculum Committee took responsibility for learning outcomes, but the Director of Assessment (who is not faculty) facilitates discussions with and among the faculty.
3. The College of Pharmacy is an accredited program.
4. Some assessment measures are classroom-based while others are not.
5. The value of Examssoft software was discussed.

November 27, 2018

Committee met with the outgoing Associate Vice President, Robbie Teahan and the Interim Associate Vice President, Mandy Seiferlein to discuss the current state of and future plans for Assessment at the University.

Dr. Teahan provided updates on curriculum and program assessment including a variety of factors that she believed contributed to systematic failures for many of the assessment goals. These factors include:

1. Lack of knowledge regarding learning assessment.
2. Lack of leadership continuity which would be beneficial for stakeholder buy in.
3. Lack of shared governance where - Associate Deans have been mostly tasked with managing assessment for each college.
4. Unsatisfactory documentation of our curriculum - Form E is not readily accessed by faculty.

Ms. Seiferlein shared a Draft Charter Revision for the AAAS Committee and expressed a need to integrate the charter with recommendations that come out of the DDDMTF.

Conclusion:

- There should be better collaboration between AAAS and DDDMTF
- Need for better documentation of assessment processes, since some of these processes exist, but are not documented.
- Resources are needed, so faculty are able to make use of it.

December 6, 2018

Review of other institutions of higher learning

Members reviewed how the following institutions gather and utilize data for assessment and quality improvement:

1. Southern Illinois University
2. Mississippi State
3. Western Michigan University
4. The College at Brockport, State University of New York

Committee also discussed pros/cons and similarities/differences of the various structures and processes, and which elements are most appropriate for Ferris.

Brainstorm Potential Structure

Using a draft diagram for the ownership and flow of University assessment data, members brainstormed a potential structure that could work with existing University groups to create an effective system for maintaining and utilizing assessment data. Consequently, a theoretical “Senate Assessment Committee (SAC)” was proposed. Creation of a Senate Assessment Committee will enhance the opportunity for faculty buy-in and engagement.

SAC could work with:

1. University Curriculum Committee (UCC) – currently requires outcomes and means of assessment
2. Academic Program Review (APR) – currently requires curriculum map and outcomes data
3. Academic Affairs/Academic Affairs Assessment Committee (AA/AAAC)

Established timeline for the Spring 2019:

- January – Preliminary recommendations drafted by Committee
- February – Discussion with key stakeholders (AA/AAAC, UCC, APR)
- February – Finalize recommendations with input from stakeholders
- March – Make recommendations to Senate in March

January 30, 2019

Members reviewed and revised the role and make-up of Senate Assessment Committee, SAC and its interaction with APR, UCC, AAAC and faculty in collecting, maintaining and utilizing assessment data.

Draft flow charts were created for further revision.

February 27, 2019

The focus of this meeting was to share the draft recommendations with representative members of assessment related committees/groups—and to critique draft recommendations. These groups included the following:

1. Academic Affairs/Academic Affairs Assessment Committee
2. Academic Program Review
3. General Education
4. University Strategic Planning
5. HLC Steering Committee

Changes recommended by the group:

- Replace Senate Assessment Committee with University Assessment Committee (UAC).
- Expand committee membership to include 1 member from each of the senate representative units, 2 members from AAAC and 2 members from Student Affairs/Institutional Research.
- All members of UAC should have a voting right.

Task force Recommendations

The Task Force recommends to the Academic Senate, the development of a systematic approach to collecting, analyzing, using and protecting data for continuous curriculum maintenance and improvement.

A flow chart of the systemic approach is attached to this document. The systemic approach includes:

A. Creation of a University Assessment Committee (UAC)

Committee Membership should include:

1. One faculty member from each Senate Representative Unit.
2. One representative from the Academic Senate.
3. Two representatives from the Academic Affairs Assessment Committee (appointed by Academic Affairs).
4. Two representatives from the Student Affairs Assessment Committee (appointed by Student Affairs).

Committee Charges:

- Collaborate with the Academic Affairs Assessment Committee and Student Affairs Assessment Committee to establish the development, exchange, and the advancement of best practices and excellence in assessment.
- Collect annual reports from each College/Unit to monitor processes and methodologies to assess student learning.
- Provide feedback, guidance and resources to each College/Unit to support curricular assessment practices and help achieve greater effectiveness and efficiency as a result.
- Evaluate the progress and outcomes of these charges on an annual basis and use data to inform the work of the committee.

Additional charges

- UAC Chair reports monthly at the Senate meeting.
- UAC chair presents an annual report on curriculum/course data and program assessment to the Senate.

B. Systemic Review of Learning Outcomes

Each time a program is up for APR, all of the learning outcomes are evaluated by the Assessment team (UAC) or APR. If any outcomes are determined to need revision, the program must submit new outcomes to UCC within one year of the APR recommendation. This will help to establish a new culture which places a priority on assessment and outcome development.

Task Force Members

Katie L Axford College of Pharmacy

Felix A Bollou – College of Business

Christopher L Cospers - College of Engineering Technology

Emmanuel D Jadhav – College of Health Professions

Olukemi Fadayomi – Chair, College of Arts and Sciences

David A McCall – Retention and Student Success

Joe J Pole – College of Optometry

Vanessa L Wyss – College of Education and Human Services

Paul Zube – Ferris Non-Tenure-Track Faculty Organization

Proposed Ferris State University Assessment Process:
A Recommendation from the Data-Driven Decision Making Task Force

Course Creation and Program Review

UCC
Review original course SLOs

Gen Ed
Review SLOs in relation to Gen Ed requirements

APRC
Review PLOs as part of APR process

College-level assessment activities

Faculty Members
Enter assessment data in Nuventive Improve

Start here →

←

Dept. Chair
Review UAC report and dean's recommendations with faculty

↓

↑

Department Assessment Committee (DAC)
Review all departmental course SLOs and PLOs

→

College Assessment Committee (CAC)
Review all college course SLOs and submit report to dean and UAC

→

Dean
Receive report from CAC
Receive final report from UAC
Send report to faculty

↑

↓

↑

Senate / Academic Affairs

University Assessment Committee (UAC)

One faculty member from each Senate Representative Unit
One representative from the Academic Senate

Two representatives from the Academic Affairs Assessment Committee (appointed by Academic Affairs)
Two representatives from the Student Affairs Assessment Committee (appointed by Student Affairs)

Notes

Not every college has a department and chair structure; the flowchart should be modified for each college's unique structure.

Committee and Subcommittee Membership and Appointment Process

General Education Committee

The general education committees shall have the following composition (terms indicate starting fall term and ending spring term):

Slot	Voting Rights	Current Term	Appointing Body
General Education Director (chair)	Votes only to break tie	2018-21	Academic Affairs
General Education Assessment Coordinator	Nonvoting	2018-21	Academic Affairs
College of Arts and Sciences	1 vote	2018-21	Senate Executive Committee
College of Business	1 vote	2017-20	Senate Executive Committee
College of Education and Human Services	1 vote	2018-21	Senate Executive Committee
College of Engineering Technology	1 vote	2017-20	Senate Executive Committee
College of Health Professions	1 vote	2016-19	Senate Executive Committee
Non-Tenure Line Faculty	1 vote	2017-20	Senate Executive Committee
FLITE	1 vote	2016-19	FLITE
EIO	1 vote	2016-19?	EIO Dean
Senate Liaison	1 vote	2018-20	Senate Executive Committee
Academic Advisors and Counselors	1 vote	2017-20	Academic Affairs: AVP for Operations
Academic Affairs: AVP for Operations	Nonvoting	N/A (ex-officio)	N/A (ex-officio)

Each appointment shall be for 3 years with no term limits, except the Senate Liaison shall serve for 2 years with no term limits. Appointments for each academic year shall take place in April of the previous academic year.

In the event that a position must be filled due to a sudden vacancy, the appointing body shall make such an appointment that shall last for the remainder of the original term.

In the event that a position is filled by a volunteer from a different unit, they shall serve for one year of the three year term, and the representative selected the following year from the designated unit will serve the remainder of that three year term.

General Education Competency Subcommittees

There shall be one subcommittee for each competency area with compositions as indicated:

Competency	Composition
Collaboration	1 representative from each undergraduate college and FLITE (CAS, COB, COEHS, CET, COHP, and FLITE)
Communication	2 representatives from ELWL (CAS), 2 representatives from Humanities (CAS), and 4 representatives from non-CAS undergraduate colleges or FLITE.
Culture	1 representative from Humanities (CAS), 1 representative from ELWL (CAS), 1 representative from CAS, and 3 representatives from non-CAS undergraduate colleges or FLITE
Diversity	1 representative from ELWL (CAS), 1 representative from Humanities (CAS), 1 representative from Social and Behavioral Sciences (CAS), 3 representatives from non-CAS undergraduate colleges or FLITE, 1 representative from the Senate International Education Committee, and 1 representative from the Senate Diversity Committee
Natural Science	1 representative from Biological Sciences (CAS), 1 representative from Physical Sciences (CAS), 1 representative from CAS, and 3 representatives from non-CAS undergraduate colleges or FLITE
Problem Solving	1 representative from each undergraduate college and FLITE (CAS, COB, COEHS, CET, COHP, and FLITE)
Quantitative Literacy	3 representatives from Mathematics (CAS), 3 representatives from non-CAS undergraduate colleges or FLITE
Self and Society	3 representatives from Social and Behavioral Sciences (CAS), 3 representatives from non-CAS undergraduate colleges or FLITE

Within the framework outlined above, each subcommittee will have representatives of at least 2 distinct, non-CAS colleges (where FLITE counts as a distinct non-CAS college).

Each representative on each subcommittee has one vote. Each representative on each subcommittee serves a term of 3 years with no term limits.

Each year, the term of one CAS representative and one non-CAS representative on each subcommittee (except for Communication) shall expire. For the Communication Subcommittee, expiring terms shall be the same except that every three years the terms of two CAS representatives and two non-CAS representatives shall expire.

Representatives from these Senate committees shall serve from November 1 to November 1 and shall be appointed by the respective committees. The term for the representative of the Senate Diversity Committee in the 2018-19 academic year shall expire on Nov. 1, 2020 and the term for the representative of the Senate International Education Committee shall expire on Nov. 1, 2021.

Appointments shall be made as follows:

- Non-CAS Undergraduate Colleges and FLITE: Prior to the first day of classes for each fall term, the Dean of each non-CAS Undergraduate College (COB, COEHS, CET, COHP,) and FLITE shall solicit at least two volunteers to serve on general education subcommittees, each of whom shall complete the attached form and provide it to the Director of General Education prior to the first day of classes. The Director of General Education shall fill non-CAS vacancies on the

subcommittees based on the information in these forms by the end of the first week of classes. The deans may delegate Department Heads/Chairs to solicit volunteers at their discretion.

- Prior to the week before the first day of classes for each fall term, the Director of General Education shall provide to the CAS Dean as well as Department Heads/Chairs within CAS a list of open positions. Prior to the first day of classes for each fall term, each CAS Department Head/Chair as well as the CAS Dean shall solicit at least one volunteer for each open position, each of whom shall complete the attached form and provide it to the Director of General Education prior to the first day of classes. The Director of General Education shall fill CAS vacancies on the subcommittees based on the information in these forms by the end of the first week of classes. The Dean may delegate Department Heads/Chairs to solicit volunteers for CAS positions at their discretion.

- The Senate Diversity Committee and Senate International Education Committee shall select their representatives on the General Education Diversity Subcommittee at their first meeting of the academic year as needed.

Each subcommittee shall have a chair that will serve for one year. Within the first three weeks of classes each fall, each subcommittee shall meet and elect a chair.

In the event that a position must be filled due to a sudden vacancy, the Dean, Department Head/Chair, or Senate Committee Chair (as appropriate) shall make such an appointment that shall last for the remainder of the original term.

Non-tenure track faculty may serve on subcommittees, but priority will be given to tenured and non-tenure track faculty.

The 2018-19 subcommittees shall decide on an initial schedule for term expirations and inform the Director of General Education prior to April 30, 2019.

General Education Subcommittee Volunteer Application

Name:

College:

Department/School:

<p><u>Non-CAS:</u> Please rank which subcommittees you prefer to serve on from 1 to 8, with 1 being your top preference and 8 being your bottom preference.</p>	<p>___ Collaboration ___ Communication ___ Culture ___ Diversity ___ Natural Science ___ Problem Solving ___ Quantitative Literacy ___ Self and Society</p>
<p><u>CAS:</u> Please indicate which subcommittee you are volunteering for.</p>	<p>___ Collaboration ___ Communication ___ Culture ___ Diversity ___ Natural Science ___ Problem Solving ___ Quantitative Literacy ___ Self and Society</p>

Please provide a brief explanation of your interest (you may use/type as much as you choose):

Problem Solving: Proposed Revisions to Operational Definition and PRB 2 (FLO 2)

Operational Definition

CURRENT:

Problem solving is the process of designing, evaluating, and implementing a strategy to answer an open-ended question or achieve a desired goal.

PROPOSED 2/22:

Problem solving is the process of identifying a novel question, contextualizing that question, and evaluating evidence to formulate an answer.

PRB 2: Gathering Evidence

CURRENT:

Students will discover and analyze information in order to determine its validity for application to a problem.

PROPOSED 2/22:

Students will gather and analyze credible evidence to determine its validity for application to a problem.



General Education

March 21, 2019

General Education Updates for Senate: April 2 2019 Meeting

1. Listening Sessions

The final listening session for the academic year will take place on Thursday, April 18 at 11 am in FLITE 133. An announcement will go out in the University Wide Notices on April 1 and a reminder on April 16. Please encourage faculty to attend.

2. Problem Solving Revision

A minor revision to the Problem Solving operational definition and the second FLO was proposed by the Problem Solving subcommittee. The general education committee approved the revision and at this meeting, we ask the Senate for approval.

3. Committee Staffing, Terms, and Voting Rights

The general education committee approved a comprehensive process for appointing members of the general education committee and the competency subcommittees, together with voting rights and terms. The purpose is to clarify elements of the process that have not yet been addressed. At this meeting, we ask the Senate for approval.

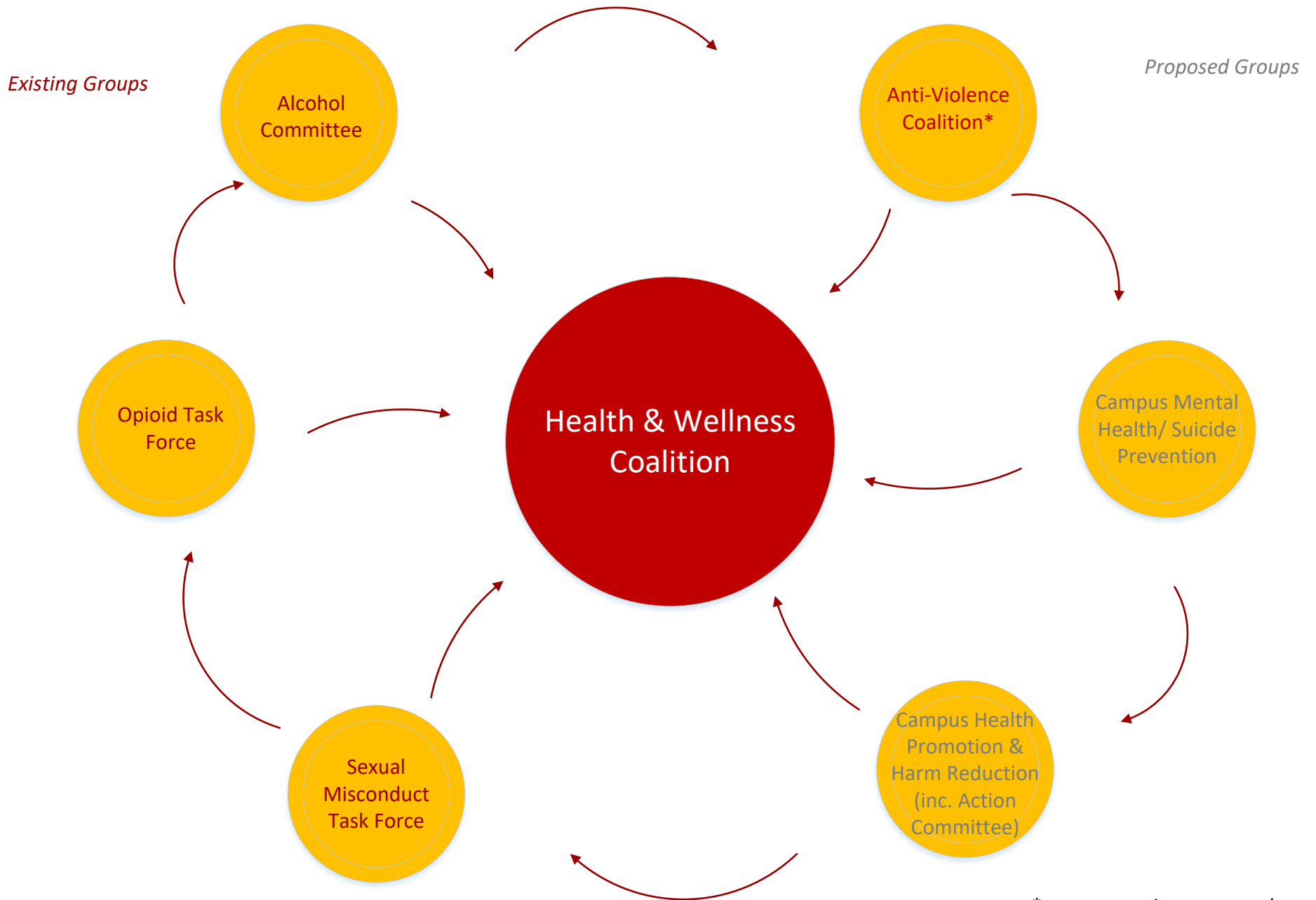
The reason that there are no term limits is because collectively the committee structure for general education requires the service of a large portion of the faculty. Term limits would make it highly difficult to staff these committees.

4. Assessment: Closing the Loop

Cliff discussed assessment data for the Quantitative Literacy outcome with the Mathematics Department and we are planning a workshop for further exploring the data.

Respectfully submitted,

Victor Piercey



**new group since proposal-grant funded*