

# Minutes

## University Curriculum Committee January 22, 2018

### Call to Order – Meeting: 3:45 pm, WAB 227

**Voting Members Present:** Andy Mienaltowski, Angie Jerome, Melanie Autin, Ron Rhoades, Scott Grubbs, Joseph Shankweiler, Ching-Hsuan Wu, Jeanine Huss, Dana Cosby, Jenn Brinkley, Dana Sullivan, Alison Langdon

\*Dana Sullivan replaces Grace Lartey for the Spring 19 semester

\* Alison Langdon replaces Andrew McMichael

**Advisory Members Present:** Danita Kelley, Michelle Trawick, Rheanna Plemons, Merrall Price, Ken Crawford, Alison Langdon

**Guest Present:** Leisa Hutchinson, David Oliver

**Approval of December 4, 2018 Minutes – 1<sup>st</sup>/2<sup>nd</sup> Jerome/Autin**

### New Business:

Merrall Price - Change in CPE and its effect on developmental/co-requisite courses and making changes to SUS-099C as well as MATH-099 to comply with CPE rules.

**Discussion:** Handout given (attached to the bottom of these minutes – 13 KAR 2:020. Guidelines...) Merrall went over the handout and offered suggestions about what this might mean moving forward.

### Curriculum Agenda

College of Health and Human Services	
Type of Item	Description
<b>Consent</b> 1 <sup>st</sup> / 2 <sup>nd</sup> Autin/Huss <b>Vote:</b> Approved	<b>Delete a Course</b> <b>CD 440 Phonology and Language Disorders</b> Contact: Leisa Hutchison, 745-2772, leisa.hutchison@wku.edu

Ogden College of Science and Engineering	
Type of item	Description of Item & Contact Information
<b>Consent</b> 1 <sup>st</sup> / 2 <sup>nd</sup> Autin/Huss <b>Vote:</b> Approved	<b>Proposal to Revise Course Prerequisites/Corequisites</b> <b>AMS 490F, Senior Research for Technology Management, 3 hrs.</b> Contact: Bryan Reaka, <a href="mailto:bryan.reaka@wku.edu">bryan.reaka@wku.edu</a> , x57032

<b>Consent</b> <b>1<sup>st</sup> / 2<sup>nd</sup></b> Autin/Huss <b>Vote:</b> Approved	<b>Proposal to Revise Course Prerequisites/Corequisites</b> <b>MATH 183, Introductory Statistics, 3 hrs.</b> Contact: Leslie Plumlee, <a href="mailto:leslie.plumlee@wku.edu">leslie.plumlee@wku.edu</a> , x56210
<b>Bundle Ref 528 &amp; 728</b> <b>1<sup>st</sup>/2<sup>nd</sup> - Grubbs/Autin</b> <b>Discussion:</b> Numbering issues throughout the proposals. <b>Vote:</b> Approved	
<b>Action</b>	<b>Proposal to Revise a Program</b> <b>Ref. 528, Major in Mathematics, 51 hrs.</b> Contact: Tom Richmond, <a href="mailto:tom.richmond@wku.edu">tom.richmond@wku.edu</a> , x56219
<b>Action</b>	<b>Proposal to Revise a Program</b> <b>Ref. 728, Major in Mathematics, 36-39 hrs.</b> Contact: Tom Richmond, <a href="mailto:tom.richmond@wku.edu">tom.richmond@wku.edu</a> , x56219
<b>Action</b> <b>1<sup>st</sup> / 2<sup>nd</sup></b> Mienaltowski/Autin <b>Vote:</b> Approved	<b>Proposal to Make Multiple Revision to a Course</b> <b>PSYS 413, Psychological Measurement, 3 hrs.</b> Contact: Andy Mienaltowski, <a href="mailto:Andrew.mienaltowski@wku.edu">Andrew.mienaltowski@wku.edu</a> , x52353 <b>Discussion:</b> <i>Friendly Amendment – Change in wording – Mienaltowski will submit</i>
<b>Action</b> <b>1<sup>st</sup> / 2<sup>nd</sup></b> Autin/Cosby <b>Vote:</b> Tabled until the amendments can be done. Grubbs/Huss	<b>Proposal to Create a New Course</b> <b>EMDS 400, Emergency Management Policy and Practices, 3 hrs.</b> Contact: David Oliver, <a href="mailto:david.oliver@wku.edu">david.oliver@wku.edu</a> , x54181 <b>Discussion:</b> There are no student learning outcomes or information about how the students will be assessed. Add the assessment information. <i>Friendly Amendments – Scheduling type is lecture.</i>
<b>Bundle EMDS-401-404</b> <b>1<sup>st</sup> / 2<sup>nd</sup>: Huss/Grubbs</b> <b>Vote:</b> Approved <b>Discussion – Friendly Amendments – Scheduling type is lecture on all of these courses - implementation date can be Fall 19 for all – student learning outcomes and assessment needs to be added – add full-time faculty along with adjunct faculty, etc.</b> <b>1<sup>st</sup> / 2<sup>nd</sup>:</b> Jerome / Huss <b>Vote:</b> Tabled until revisions are completed.	
<b>Action</b>	<b>Proposal to Create a New Course</b> <b>EMDS 401, Natural and Technological Disaster Risks, 3 hrs.</b> Contact: David Oliver, <a href="mailto:david.oliver@wku.edu">david.oliver@wku.edu</a> , x54181
<b>Action</b>	<b>Proposal to Create a New Course</b> <b>EMDS 402, Resiliency in Response to Terrorism and Violence, 3 hrs.</b> Contact: David Oliver, <a href="mailto:david.oliver@wku.edu">david.oliver@wku.edu</a> , x54181
<b>Action</b>	<b>Proposal to Create a New Course</b> <b>EMDS 403, Advanced Disaster Planning, Management, and Preparedness, 3 hrs.</b> Contact: David Oliver, <a href="mailto:david.oliver@wku.edu">david.oliver@wku.edu</a> , x54181
<b>Action</b>	<b>Proposal to Create a New Course</b> <b>EMDS 404, Trends in Disaster Preparedness and Management, 3 hrs.</b> Contact: David Oliver, <a href="mailto:david.oliver@wku.edu">david.oliver@wku.edu</a> , x54181

<b>Action</b> <b>Vote:</b> Tabled until courses come back	<b>Proposal to Create a New Certificate Program</b> <b>Emergency Management Disaster Science, 15-18 hrs.</b> Contact: David Oliver, <a href="mailto:david.oliver@wku.edu">david.oliver@wku.edu</a> , x54181 <b>Discussion:</b> Committee asked a few questions about the program and gave suggestions about things to add when it comes back.
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### Academic Policy Subcommittee Report

Attendance Policy Revision (added below to the bottom of the agenda)

**1<sup>st</sup> / 2<sup>nd</sup>:** Jerome / Autin

**Discussion:** Rheanna explained the policy revision. This was suggested from the enrollment management team.

*Friendly Amendments –*

Under #2 – within the Attendance Policy section – 2<sup>nd</sup> paragraph:

Non-attendance does not relieve students of the responsibility for tuition or fees. It is the responsibility of each instructor to maintain (remove this word attendance) records to inform the University whether a student was present in class until the 60% point of the term. Records may be kept in the instructor’s desired format. Attendance has an effect on the receipt or repayment of financial aid or scholarship.

Under #2 – within the Medical or Bereavement Absenteeism section – last sentence:

In addition to this official notification, it is the student’s responsibility to contact each professor to make (add word acceptable here) arrangements to complete missed assignments and tests.

Under #2 – within the Registration Requirement – only sentence:

No (add WKU here) student may attend a course for which he or she is not registered, either as a degree-seeking student or as a non-degree seeking student.

**Vote:** Approve with all friendly amendments - 2 Opposed

### Steering Committee Report

Met and reviewed some forms – some basic revisions were suggested

Amendments were:

1. Proposal to Revise a Program – 2.1 delete Classification of Instructional (CIP) (asking for CIP codes isn’t very useful) – Should read “Program reference number”.
2. Proposal to Revise a Program – 2.1 Delete Current – Should read “Program reference number”. Also fix the Approval Flow Dates
3. Proposal to Create a New Course – 2.2 Couse CIP code – Delete the entire section and renumber the below sections.
4. Proposal to Create a New Course – 2.2 Course CIP code – Delete the entire number and renumber the below sections. – Add Section 8, “Dates of prior committee approvals” (proposing department/unit, XXX college curriculum committee, professional education council, colonnade committee, ucc, and university senate).
5. General Guidelines for Proposals to Create a New Certificate Program – Delete Bullet #8

All forms need to be updated on the website.

**Announcements**

None

**Adjourn – 1<sup>st</sup> / 2<sup>nd</sup>:** Brinkley / Cosby

Respectfully submitted  
UCC Recorder  
Jessica Steenbergen

**13 KAR 2:020. Guidelines for admission to the state-supported postsecondary education institutions.**

RELATES TO: KRS 156.160, 158.6451, 158.6453, 164.001, 164.020(5), (8), 164.030

STATUTORY AUTHORITY: KRS 164.020(8)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 164.020(8) requires the Council on Postsecondary Education to set the minimum qualifications for admission to the state-supported postsecondary education institutions. KRS 164.020(29) requires the council to promulgate administrative regulations governing its powers, duties, and responsibilities as described in KRS 164.020. This administrative regulation establishes the minimum qualifications related to admission at state-supported postsecondary education institutions.

**Section 1. Definitions.**

(1) "Academic Readiness" means the student has demonstrated the requisite ability to succeed in credit-bearing coursework by meeting or exceeding the college readiness benchmarks adopted by the Council. An institution shall not determine academic readiness using scores received from exams taken more than four (4) years prior.

(2) "Accelerated pathway" means a high school program of study that is designed for students to be able to graduate in (3) three years or less from high school, before age eighteen (18) and prepare for transition to college.

(3) "Certified, non-public school" means a Kentucky non-public school that has been granted certification by the Kentucky Board of Education.

(4) "Corequisite course" means a course that includes enhanced academic supports, such as additional hours of instruction, tutoring, mentoring, or advising that awards credit toward a credential or degree.

(5) "Council" is defined by KRS 164.001(8).

(6) "Credit for prior learning" means college credit for the college-level knowledge and skills gained from non-college instructional programs or life experiences: (a) Such as credit awarded pursuant to 13 KAR 2:025 and KRS 164.2951(2)(e), employment, military experience, civic activities, and volunteer service; and (b) That is evaluated through nationally standardized exams in specific disciplines, challenge exams for specific courses at individual institutions, evaluations of non-college training programs, and individualized assessments.

(7) "Curriculum pathway" means a specified series of courses or competencies needed to complete a credential or degree.

(8) "Developmental course" means a course that prepares a student for college-level study and does not award credit toward a credential or degree.

(9) "Dual credit course" is defined by KRS 164.002(5) and does not include developmental education courses.

(10) "Institution" means a state-supported postsecondary education institution as defined in KRS 164.001(12).

(11) "KCTCS" is defined by KRS 164.001(13).

(12) "Learning contract" means a student success document signed by the student and a designated institution representative after a personal consultation that establishes the:

(a) Advising, mentoring, tutoring and support services expectations for both the student and the institution;

(b) Student learning goals and expectations;

(c) Student participation requirements in a financial literacy program;

(d) Process by which student progress will be monitored; and

(e) Specified length of the learning contract.

13) "Pre-college curriculum" means completion of:

(a)1. The Kentucky minimum high school graduation requirements; or

2. Other approved course of study established in 704 KAR 3:305; and

(b)1. Two (2) units of a single world language; or 2. Demonstration of a world language proficiency.

## **Section 2. Admission Requirements for All Institutions.**

(1) Each institution shall develop and publish in its catalog or other appropriate publications specific policy and procedures for admission of students into programs or courses with enrollment limitations or specialized curricula.

(2) An institution shall not determine academic readiness using scores received from exams taken more than four (4) years prior to the application.

## **Section 3. Minimum Requirements for Undergraduate Admission to a Degree Program at Kentucky Public Universities.**

(1) Graduates of a public or certified non-public Kentucky high school applying for admission shall:

(a) Meet the Kentucky Minimum High School Graduation Requirements related to 704 KAR 3:305;

(b) 1. Meet the precollege curriculum requirements; and 2. If an applicant has not met the pre-college curriculum requirements, as defined in Section 1(13)(b) of this administrative regulation, complete the world language requirements established by the institution as part of their college curriculum;

(c) Take the established college admission or academic readiness assessments established by the Kentucky Department of Education; and

(d) Have a minimum unweighted high school GPA of:

1. 2.5 on a 4.00 scale; or

2. a. 2.0 to 2.49 on a 4.0 scale; and b. Enter into a learning contract with the university prior to enrollment.

(2) Graduates of public or certified non-public non-Kentucky high schools applying for admission shall meet criteria for admission established by the institution that is commensurate with the minimum criteria established in Section 3(1) of this administrative regulation.

(3) Applicants with Nonimmigrant Visas not graduating from a public or certified non-public high school shall meet admission criteria established by the institution that include requirements that meet national best practice for the admission of these student and assure academic readiness commensurate to the pre-college curriculum requirements.

(4) Applicants who have earned a state issued high school equivalency diploma or are graduates of a Kentucky based non-certified non-public high school, including a home school, shall meet the admission criteria established by the university, which shall include taking the appropriate admissions exams to assess college readiness.

(5) Notwithstanding sections (1) through (4) of this administrative regulation, an applicant transferring to a university with twenty-four (24) or more semester credit hours applicable to a baccalaureate degree with a grade point average (GPA) of at least 2.00 on a 4.00 scale shall meet the minimum requirements for admission to a degree program.

(6) Each institution shall develop and publish in the catalog or other appropriate publications policies and procedures for the readmission of students that have sat out three (3) or more semesters from the admitting institution.

**Section 4. Admission of Non-Degree Seeking Students.** An institution may admit a person who does not meet the minimum entrance requirements established by the institution for the purpose of enrolling in a college course or courses as a non-degree seeking student.

**Section 5: Admission to a KCTCS Institution.** KCTCS institutions shall develop admission criteria for all programs and courses offered consistent with the type of course or program and its mission established in KRS 164.580, such as providing accessible education and training to support the lifelong learning needs of Kentucky citizens.

**Section 6. Minimum Requirements for Dual Credit and Early College Admission.** (1) Students admitted to any Kentucky public postsecondary institution in an accelerated pathway or in dual credit courses in general education shall have an unweighted high school GPA of at least 2.5 on a 4.00 scale and meet any college course prerequisites established by the institution.

(2) Students shall be granted admission into a career and technical education dual credit course if they meet the course prerequisite requirements established by the institution.

(3) Dual credit courses shall not include developmental education courses.

**Section 7. College Course Placement.** (1) A student demonstrating academic readiness shall be placed in credit-bearing courses in their respective curriculum pathway. The student shall not be required to enroll in a developmental course.

(2) A student who does not demonstrate academic readiness shall be administered an academic readiness placement exam only in the area in which the student does not meet the benchmark.

(3) A degree-seeking student admitted to a college within the KCTCS system may be required to enroll in no more than one (1) developmental course in the curriculum pathway in areas for which the student has not met the academic readiness standards. A student shall have access to a corequisite or credit-bearing content course in the curriculum pathway of study within the first academic year of enrollment.

(4) An undergraduate degree-seeking student enrolled in a public university shall be placed in a corequisite course in the curriculum pathway in any areas for which the student has not met the academic readiness standards. A student admitted to a public university shall not be required to enroll in or complete a developmental course in any academic readiness area.

(5) Each institution shall develop and publish any course prerequisite requirements for all courses taught at any degree level. Institutions shall develop policies and procedures that maximize the award of credit for prior learning consistent with any applicable state, federal, or accreditation standards which shall assist in appropriate placement of students.

**Section 8. Publication.** All policies and procedures established pursuant to this administrative regulation shall be published in the institution's catalog and any other appropriate admission and placement materials. (11 Ky.R. 1689; eff. 6-4-1985; Am. 15 Ky.R. 2411; 16 Ky.R. 159; eff. 8-5-1989; 17 Ky.R. 2466; 2975; eff. 5-3-1991; 18 Ky.R. 3491; eff. 8-1-1992; 25 Ky.R. 1428; 1899; 2118; eff. 3-1-1999; 26 Ky.R. 1987; 27 Ky.R. 190; eff. 8-14-2000 34 Ky.R. 108; 590; 961; eff. 12-7-2007; 35 Ky.R. 1812; 2398; eff. 6-5-2009; 38 Ky.R. 804; 1163; 1288; eff. 2-3-2012; 45 Ky.R. 403, 942; eff. 11-2-2018.)