

**UPCC Meeting**  
**Sept 27, 2018**  
**12:30 PM – 2:00 PM**  
**Prillaman Hall Room 1105**

Members Present:

Evelina Sterling (CHSS), Ryan Ronnenberg (CHSS), Parminder Juneja (CACM), Arief Setiawan (CACM), Zeynep Kelani (Coles), Doug Moudie (Coles), Lee Langub (Bagwell), Shannon Howrey (Bagwell), Michelle Head (CSM), Jennifer A. Wade-Berg (WHHS), Camille Payne (WHHS), Nancy Conley (COTA), Amanda Wansa Morgan (COTA), Pinder Naidu (UC), Carolee Larsen (UC), Julia Morrissey (HC), D. Michael Franklin (CCSE), Susan Vande Van (CCSE), Susan Rouse (General Education Council), Valerie Whittlesey (Academic Affairs), Ying Chen (KSU Library), Ana Edwards (Registrar's Office)

Guests:

Kevin Gwaltney (Institutional Effectiveness), Kevin McFall (Mechatronics), Jamie Grimes (AAF), Amy Jones (Academic Affairs), Kris DuRocher (Academic Affairs)

**Meeting called to Order by Jennifer Wade-Berg at 12:37pm**

**Approval of Minutes**

April 26, 2018 UPCC Meeting  
August 30, 2018 UPCC Meeting

A motion to approve both sets of minutes was approved by Mike Franklin.  
Approved by all.

**Old Business**

Introduction of Marietta and Kennesaw Campus Representatives to the Executive Board.  
Pinder Naidu will serve as the Kennesaw rep as well as Co-Secretary  
Mike Franklin will serve as the Marietta rep

Jennifer Wade Berg reviewed **Forecast of Approved Proposals (For Your Information)**. (See Agenda from today's meeting)

**New Business**

**Credit Hour Distribution - Policy for Consideration/Discussion Item**

We are in comment stage. The Executive committee met and discussed (see those minutes). Kevin M. came up to speak on the details. Discussion ensued. Discussions have been happening across campus about how we assign credit hours based on the amount of effort students are putting into the work. This varies across different departments and entities. We are attempting to standardize

Amy – the credit hour is a defined number – it's a lecture hour, laboratory, hour, clinical hour  
Val – USG defines a credit hour as 50 minutes per week.

Kevin – once we get into lab hours it gets complicated. We agreed that we will set minimums. Departments are welcome to require more than that and for that reason we have not set a maximum. When you put in a UPCC proposal you need to clarify the amount of credits versus contact hours. For a lecture its typically going to be a 1:1. For a lab, its going to be a 2:1. There are varieties but this will need to be established through the ratio, established in the Curriculog proposal. If that ratio is 5, 8, etc. let's talk about this and eliminate concerns.  
These numbers are based on the 15-week calculations – its going to vary for other semesters.

Simply clarify within the courses.

Jennifer clarified that Education will need to make adjustments to current courses in the system.

Amanda said the same goes for courses in COTA. Amanda brought up the question around courses that students take for 0 credit hours.

Val – if an accreditation body has different language, fold it into the language on the proposal.

Amy – it MUST be documented

Doug – I think zero-credit courses are a completely separate topic.

JWB – this WILL have to come down in a group of course and program proposals and modifications

Kevin Gwantley

SACSCOC does not identify a specific number of contact hours per credit hour. SACSCOC does hold KSU to whatever policy the University publishes, which in this case states 750 contact minutes/credit hour. Kevin praised the inclusion of examples in the document. The heading should very clearly state that the table includes examples, so that they aren't misconstrued as the only options. A statement should be added that exceptions can be approved and outlined in course documents. Communications should include that "hour" means 50 minutes, not a clock hour.

**Please refer to the official policy documents for correct language (edit 11/27/18)**

Jennifer Wade-Berg charged the UPCC to:

- GO BACK TO YOUR ACADEMIC COLLEGES – GET FEEDBACK
- solicit colleagues for questions that we can include it in a FAQs document.

Jennifer will send another draft of the document out

Question from Pinder: Where will we put the information on ratios?

Kevin: Is there a section for ratios? (on the current proposal form)

Amy: Currently, put it in the "Justification" section. Eventually (when the curriculum revision process is finished), there will be a ratio field as a part of the proposal form.

Dr. Val W: The curriculum revision working group has been meeting and working. This review of credit hour ratios is also being reviewed by the GPCC

Jennifer asked if has anyone heard anything about curriculum freeze in departments? Questions or concerns?

The question was asked: what if proposal was **at** the UPCC upon the freeze.

Answer from Amy: Those proposals were sent back *unless* they had already been approved.

**Meeting adjourned: 1:13pm**

**Reminders:**

**UPCC Executive Committee**

**October 11, 2018**

**12:30 PM – 2:00 PM**

**UPCC Meeting**

**October 25, 2018**

**Atrium Bldg (J) Room 109**

**Marietta Campus**

**12:30 PM – 2:00 PM**