

## Undergraduate Policy Committee – 2017 / 2018 Annual Report

The Undergraduate Policy Committee (UPC) considers University-wide policies on undergraduate academic affairs. This includes approving new degree programs and majors, reviewing existing programs as part of their regular Quality Enhancement Review (QER) cycles, creating and modifying general policies that affect the undergraduate curriculum, and considering requests from undergraduate programs for exceptions to existing policies. The UPC met physically during the 2017 – 2018 academic year and its members participated in extensive coordination and collaboration on policies via email in the academic year as well as the summer of 2017.

The workload of the UPC has seen a steady increase over the years. Beginning with the 2017 – 2018 academic year, the UPC has increased its scheduled meeting frequency from once a month to twice a month.

### **Summer 2017**

Several items were completed during the summer of 2017. The UPC considering modifying its makeup to include the College of Applied Studies, the School of Entrepreneurship, and the School of Hospitality. Additionally, a discussion was held about the possibility of reapportioning the membership by college / school to reflect changes in college major enrollment since the time the current bylaws were adopted, or to reduce the size of the committee in order to facilitate discussions. It was decided to add three new members for the above mentioned units, but to keep the representation of the colleges the same and maintain the committee's size. Thus, the UPC now consists of 24 faculty members.

The summer saw the completion of the transfer from UPC to Liberal Studies of the Computer Competency and Oral Communication Competency courses. Most of the work involved deliberation on the types of courses that counted toward oral communication, and under what situations exemptions to this policy would be allowed.

The African-American Studies program had its most recent QER in the fall of 2015. The recommendation from the UPC at that time was for a two-year follow-up report for fall of 2017. This follow-up review was headed by the UPC chair, who met with the provost in summer 2017 and communicated regularly with African-American Studies program personnel on its progress since 2015. The UPC reviewed the program favorably, but voted to have another two-year follow-up in 2019.

Finally, the summer saw a revision of the UPC section of the QER manual.

### **Academic Year**

Six new undergraduate degree programs sought and obtained UPC approval for the “explore” or “implement” stage of new degree / major proposals: Financial Planning and Services (College of Applied Studies); Neuroscience (College of Arts and Sciences, joint Biological Sciences / Psychology); Physics and Materials, (College of Arts and Sciences, Department of Physics);

Biomedical Engineering (College of Engineering, Department of Chemical and Biomedical Engineering); Mechanical Engineering at Panama City campus; Retail Merchandising (Jim Moran School of Entrepreneurship).

Several undergraduate programs went through the QER process this year. The UPC reviewed the following programs: Sport Management; Food, Nutrition, Exercise Science; African-American Studies (discussed above); School of Teacher Education; FSU Teach. African-American Studies and Sport Management will report back to the UPC in two years, the others at their next QER cycle.

Several policy items were discussed and / or approved. First, in order to reduce the length of graduation ceremonies and allow for additional guests, an extra ceremony has been added to the graduation schedule. This was accomplished by having final exams end at noon on the Friday of exam week. The faculty senate approved this policy change. Second, the UPC considered whether departments may or may not impose exit GPA requirements on their majors. The UPC has decided that such requirements may only exist within the mapping context of each major. Edits to the bulletin language are ongoing and will be finished in the summer of 2018. Third, the UPC considered updating the QER handbook to include the use of undergraduate survey data collected by the career center and institutional research. This discussion and subsequent modification of the handbook will continue into summer 2018. Next, the UPC will become a part of the approval process for combined undergraduate / graduate degree programs. Finally, the UPC discussed the issue of regular review of courses. The timeframe for review has been suggested to coincide with the seven year QER cycle. Initially, only online courses will be reviewed in this manner (by the University Curriculum Committee) but in time more courses will be subject to regular review. However, there is much concern over the amount of work this would generate for faculty, as well as who holds the authority to make decisions about online course renewals. This discussion will continue over the summer of 2018.

### **Summer 2018**

The UPC will continue to discuss and formulate policies this upcoming summer regarding exit GPA requirements, undergraduate survey use, and regular course review cycle. Twelve departments and programs have their QERs scheduled for the next academic year. The corresponding UPC QER subcommittees will be formed over the summer.

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