

Senate App. 12/95

To: Jodell Kuzneski

From: Janet Goebel and the Honors College Committee

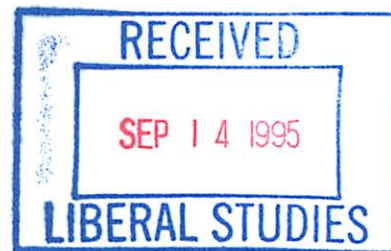
Date: September 14, 1995

As I told you on the phone, the Honors College Committee would like for the UWUCC to look over the attached procedures and H-designation form to make sure they are in accordance with IUP practice for curriculum approval.

We would also be happy to entertain any friendly advice the experienced members of the UWUCC might have for us as novices in the arena of course gatekeepers.

Many thanks.

Janet



Scheduling of Honors Courses:

Decisions about which honors courses will be scheduled in a given academic year will largely depend upon the number of Honors College students enrolled and their scheduling needs at that time. These decisions will be made by the Honors College Director in consultation with the Honors College Committee, the Provost, Academic Deans, and Department Chairpersons.

Departments requiring replacement faculty because of staffing needs of the Honors College will receive replacement FTE from the Honors College as specified in the Honors Planning Document approved by the Senate in December 1992. The Provost will oversee this process in consultation with Academic Deans and Department Chairpersons.

Procedures for Approval of a New Honors Course

Department Approval



College Curriculum Committee Approval



College Dean's Approval (in Consultation with Provost)



Honors College Committee Approval



Liberal Studies Committee (if Liberal Studies)



UWUCC Approval



Senate Approval



President and Council of Trustees Approval



Catalog Change Forwarded by UWUCC to Catalog Editor

Procedures for Approval of an Honors Section of an Existing Course

This procedure is similar to proposing a writing intensive section of an existing course. It is assumed that the course title and objectives remain the same as the syllabus of record which originally went through the IUP approval process.

This procedure is designed to insure that H courses meet the definition and criteria for Honors College courses passed by the Senate in both December 1992 (the Planning Document) and December 1994. While the Honors College Committee recognizes that there are legitimate alternative pedagogies to those implied by the criteria and that there are some courses for which these criteria are not well suited (as is also the case for writing-intensive courses), we maintain that honors students will be exposed to these alternatives in the 102 credit hours of non-honors IUP courses they will take before graduation.

Instructions:

- 1. Fill out the attached form: Request for Approval to Use an H-Designation with all attachments.**
- 2. Secure signatures of your chair and college dean.**
- 3. Submit 12 copies of the above to the Honors College Committee in G-12 Whitmyre.**

Timetable:

The Honors College Committee will act as swiftly as possible to let you know whether your course has been approved for an H-designation. The actual scheduling of honors courses can only take place after a sufficient number of honors students has been admitted and the Honors College Committee has some sense of what numbers and curricular needs these students will have.

Request for Approval for Honors Designation for a New or Existing Course

Department: _____

Department Contact Person: _____ Phone _____

Course Name and Number: _____

Signatures:

Professor(s) _____

Department Chairperson _____

College Dean _____

The proposal should contain the following:

___ 1. the syllabus of record approved by the UWUCC for this course
(for existing courses only!)

___ 2. the syllabus for your proposed Honors version of this course in
which course objectives are phrased as course questions, *ie. "The course
will attempt to enable students to answer the questions: What is a 'good'
film? What is a mathematical model? How is mathematics connected to
life? What does it mean to think like a biologist?"*

___ 3. answers to the 10 questions of the Honors College Committee

___ 4. a supplementary statement explaining how the department will
ensure that whoever teaches the course will maintain the pedagogy and
spirit of the original answers to the 10 questions (above), and agree that
a syllabus will be submitted to the Honors College Committee each and
every semester in which this course is taught.

Please submit your thoughtful answers to the ten questions below:

- 1. Upon what definition of an honors student is this course description built?**
- 2. Describe how this course is different from a regular (non-honors) section of this or a similar course? Explain how the differences meet the criteria of being qualitatively different from a normal undergraduate course rather than just covering quantitatively more material?**
- 3. How does this course demonstrate a commitment to the development of critical thinking skills as a primary objective? Give specific examples. Are there ways in which there could be more emphasis in critical thinking? If so, what are the impediments to a greater emphasis on critical thinking in the proposed course?**
- 4. Demonstrate how the pedagogy of this course is interactive and student-centered. Explain the ways in which your method of instruction creates a classroom environment which is truly open to discovery by students. (As opposed to being one in which the professor plans to lead the students --however interactively --to predefined conclusions.)**
- 5. Explain how this course reflects high expectations for self-initiated student learning? In what ways does this course provide a foundation which teaches students HOW TO be self-initiated learners rather than just assuming they will be?**
- 6 Describe how this course meets the criteria of providing an integrative or synthetic approach to knowledge? How could this feature be enhanced? Describe the impediments to a more enhanced synthetic approach.**
- 7. Give evidence that this course moves at a pace appropriate for honors students while recognizing that, though honors students may be very bright, they do not necessarily come with pre-existing academic SKILLS.**

8. How does this course demonstrate concern for students' affective and moral/ethical as well as cognitive growth? Do you have suggestions for strengthening the affective and/or moral/ethical focus? Describe the impediments to strengthening this aspect of the course.

9. How does this course provide opportunities for students to enhance written and oral communication skills? Is there evidence that the methods of evaluation demonstrate a commitment to interactive pedagogy with at least 33% of the final grade based on projects, presentations, writing and/or performance?

10. Describe your likely response to a group of students from the proposed honors class coming to you and indicating that this class is not being taught in an appropriate manner for an honors course.

Procedures for Approval of an Honors Section of an Existing Course

(This procedure is similar to proposing a writing intensive section of an existing course. It is assumed that the course title and objectives remain the same as the syllabus of record which originally went through the IUP approval process.)

This procedure is designed to insure that H courses meet the definition and criteria for Honors College courses passed by the Senate in both December 1992 (the Planning Document) and December 1994.

Department Approval

College Dean's Approval

Honors College Committee Approval

Liberal Studies Committee Informed of HCC Action (if Liberal Studies)

UWUCC Informed of HCC Action

Senate Informed of HCC Action

President and Council of Trustees Informed of LSC Action

10-18

Mavis -

For your records -
we acted on this
yesterday.

Jordan

10-17-95

Received from Janet Goebel

**Procedures for Approval of a New Honors Course
(modeled after approval for new Liberal Studies courses)**

Department Approval

College Curriculum Committee Approval

College Dean's Approval (in Consultation with Provost)

Honors College Committee Approval

Liberal Studies Committee Approval (if Liberal Studies)

UWUCC Approval

Senate Approval

President and Council of Trustees Approval

Catalog Change Forwarded by UWUCC to Catalog Editor

MAIL> extract tt:

From: GROVE::KUZNESKI "JODELL KUZNESKI" 21-SEP-1995 11:26:13.35
To: @UWUCC.DIS
CC:
Subj: for your information

From: GROVE::KUZNESKI "JODELL KUZNESKI" 21-SEP-1995 11:20:14.01
To: JANET_GOEBEL
CC: ME
Subj: UWUCC response

Janet, the UWUCC discussed the material you sent to us at our meeting on 9-19-95. We took no action on the material but decided to provide you with our responses:

PROCEDURES FOR APPROVAL FOR A NEW HONORS COURSE

The approval process as outlined seems reasonable. We suggest that the HC committee prepare a page of information and instruction (similar to the LS page) for inclusion in the UWUCC handbook. When proposers begin their work in preparing proposals, it is helpful for them to have at least some information about HC proposals in this more comprehensive guide book.

The committee also suggests that the HC direct potential proposers of new courses to prepare their proposal following the UWUCC guidelines for a new course. Additional information as needed for the HC committee would be an attachment to the standard course proposal. The HC committee would review the proposal with the attachment for their decision making. The UWUCC would review on the standard course proposal for approval of the course as a new course.

As the approval process indicates, new courses will require UWUCC and Senate action prior to implementation. Just a reminder about deadlines:

The agenda deadlines for the UWUCC to submit to Senate are as follows:

meeting date	deadline date
11-7	10-23
12-5	11-20
2-6	1-22
3-12	2-19
4-2	3-18
4-30	4-15

While the UWUCC meets weekly and we make every effort to expedite the review and approval of proposals, we usually have quite a back log of work. For example, we already have 30 items on the docket for this year. Items are reviewed in the order in which they are received.

Bottom line is that any new course proposal that is to be on the fall 96 schedule of classes should be in our committee now.

PROCEDURES FOR APPROVAL OF AN H SECTION OF EXISTING COURSE

On page 2 of the material you sent, the UWUCC suggests deletion of the () phrase in the second paragraph "as is also the case for writing intensive courses".

The instructions should include some reference to the fact that following HC committee approval, the action of the HC committee is forwarded to the UWUCC

for information and on to Senate for information.

On page 3: Item #2:

There is some clarification needed here. If the objectives of the H section are to be the same, are you suggesting the proposal list them exactly as they appear on the syllabus of record and then additional, re-write the objectives as questions? Some course objectives are easier than others to re-phrase in question format, our concern is that some objectives, in an attempt to ask them in question form, may vary considerably from the original.

On page 3: Item #4:

There was general lack of support for the notion that the department would ensure maintenance of pedagogy and spirit and submit syllabi to the HC committee. Since the decision to offer an H section will be made by the HC director (in consultation with others) the UWUCC suggests that the responsibility for ensuring pedagogy and spirit rest with the HC director and HC committee.

And finally, the committee is unsure at this time if this approval process must be approved by the Senate. I am looking at back Senate minutes to find out if the approval process for Writing Intensive courses went to the Senate for approval and that answer is likely to guide us in our decisions for the HC approval process.

As a committee we remain excited about the HC and on behalf of the committee I once again offer my/our assistance.

Please give me a call if you need further clarification of this information. I will forward this email to UWUCC committee members for their information.

I will also get back to you as soon as possible with the result of my investigation into back Senate minutes.

MAIL> extract tt:

From: GROVE::KUZNESKI "JODELL KUZNESKI" 17-OCT-1995 16:55:53.89
To: MJSTAT
CC: JAN PARKER, @UWUCC.DIS, MARY_ANN_RAFOTH
Subj: Honors College

Today, the UWUCC accepted a proposal from the Honors College Committee that outlines the approval process to be used for developing new honors courses and H sections of existing courses. This docket item will be on the November Senate agenda for information only. The process is now in place for proposals to be advanced through an approval process that parallels that which is used for LS courses.

The UWUCC has tried to be responsive to the HC committee and we are committed to facilitating the work of the HC committee within our standards of practice. As the HC has been part of our discussions, we find ourselves confused about the HC curriculum plan and greatly concerned about where we are in the academic year without proposals to review.

The UWUCC is requesting that you attend a committee meeting to hear about our concerns and to share your thoughts with us on how this curriculum plan can be in place for fall and spring of the next academic year. We feel this is an important issue that is in need of your attention.

The committee is scheduled to meet from 3:15-5:00 on October 24, October 31, and November 7. Please let me know which of these meetings you may be able to attend. I anticipate a discussion of at least 30 minutes in length and we will accomodate your arrival at any time during the meeting.

Thank you for considering this request and I hope to hear from you soon.

Jody

#242

18-OCT-1995 08:49:23.11

NEWMAIL

From: GROVE::KUZNESKI "JODELL KUZNESKI"
To: JANET GOEBEL
CC: @UWUCC, MARY ANN RAFOTH
Subj: HC approval procedures

I received your materials in time to take them to the UWUCC meeting yesterday. After considerable discussion, the motion to accept the procedures with some corrections and additions passed by a narrow margin.

I am sending you a copy of the corrections and additions. If you accept them, I will add this to the Senate agenda for the November meeting. I will be completing the Senate agenda on Friday of this week so I will need to hear back from you by early Friday morning. Please call me when you receive the copy I am sending to you so that I can explain more fully why the committee feels the additions and corrections are needed.

MAIL>

MAIL> extract tt:

From: GROVE::MMCCARTY "Marcia McCarty" 15-NOV-1995 17:37:11.67
To: MMCCARTY
CC: MMCCARTY
Subj: read--UWUCC

From: GROVE::KUZNESKI "JODELL KUZNESKI" 14-NOV-1995 17:17:57.00
To: @UWUCC.DIS
CC: MARY_ANN_RAFOTH
Subj: update on committee business

Today, the following decisions were reached:

SCHEDULE OF MEETINGS FOR THE REMAINDER OF THE SEMESTER

November 21--screening committees will meet as needed

November 28--screening committees will meet as needed

December 5--Senate

December 12, Reading Day--UWUCC will meet beginning at 2:00 pm and may run until 5:00 p.m. (Marcia, can you please locate a room for us for this meeting and cancel our room reservations for Nov. 21 and 28)

Agenda items from screening committees for this Dec 12 meeting are due to Marcia NO LATER THAN noon on December 7.

REPRESENTATION TO LS TASKFORCE

Deb Brunner, a student member of the UWUCC has graciously accepted an appointment to the Taskforce on Possible Revision of the Research Writing Course within the LS program. On behalf of the committee, I thank you, Debbie for accepting this appointment and will ask that provide the UWUCC with status reports on the committee's activity.

ANOTHER MATTER FOR THE RULES COMMITTEE

There was consensus among the group that the articulation agreement business is something that I will direct to the Rules Committee. We have been asked by Jim reber, a member of Meet and Discuss to consider this issue and advise him of our suggestions and thoughts. We have been asked by Mark Staszkiwicz to review and assess this information. We have been asked by Nick Kolb, to endorse a related document developed by the Council of Deans.

HONORS COLLEGE *95-30*

We are waiting for a response from the Rules Committee on the previous item for information sent to Senate (approval process for HC courses, sections).

There was consensus that the HC program revision and course proposals should go as a package through the approval process. This consensus is based on the UWUCC's belief that department committees, chairs, etc will need to review and endorse the implementation details for the new courses that are part of the program revision proposal.

MAIL> extract tt:

From: GROVE::KUZNESKI "JODELL KUZNESKI" 15-NOV-1995 11:38:01.05
 To: MARY_ANN_RAFOTH
 CC: @UWUCC.DIS
 Subj: Honors College

Mary Ann, I just wanted to keep you up to date on the dialogue between HCC and UWUCC. I will copy you (and the UWUCC) my response to Janet.

Jody

From: GROVE::JGOEBEL "Janet Goebel - English Department" 14-NOV-1995 20:55:34.81
 To: KUZNESKI
 CC: @HONORS.DIS, MJSTAT
 Subj: questions

We reviewed another draft of our "proposal for Program Revision" at today's meeting. Based on our reading of the catalog, past IUP practice, and our sense of the mission of the UWUCC, we could not understand why (or, given why, WHERE in the document format) you told us in our last meeting that the following info should be included:

1. CRITERIA FOR ADMISSION TO THE HC

(Catalog says for IUP only to whom one applies, but does not state criteria. Catalog for theater dept. says only that students must audition, but does not say what criteria are used to determine the selection)

2. INFORMATION ABOUT SCHEDULING/REGISTRATION

(We list the course sequence, prerequisites and explain in logistics how many sections would be required. We see no more than this (usually less) in other "program revision" and "course Proposals")

3. HOW WILL THE PROGRAM BE EVALUATED

(We don't see this as a curricular issue. We have proposed no program revisions which would make this a relevant topic. We see no precedents for this kind of info in the catalog or other curriculum proposals. If you mean how will faculty be evaluated -- that is per CBA, which no one else specifies in proposals.)

4. EXPLAIN COMMUNITY SERVICE PROGRAM

(This is not part of the curriculum. Student receive no grades for this, nor is it a requirement for enrollment in the HC)

5. HOW WILL STUDENTS PAY FOR/BUY TICKETS TO FINE ARTS EVENTS?

(This is normal practice in virtually all Fine Arts courses and in many other liberal studies courses. How could we specify in a syllabus of record which 6 events per semester students must attend given variability of arts calendars? We don't see this kind of info in other course proposals we have looked at and are really stumped as to how to meet your needs on this question.)

Again, if the above information really is essential, we need guidance about where in the course and program revision proposals to put such information.

MAIL> extract tt:

From: GROVE::KUZNESKI "JODELL KUZNESKI" 20-NOV-1995 09:20:29.06
To: @UWUCC.DIS
CC:
Subj: for your information

From: GROVE::YXPB "Mary Ann Rafoth" 20-NOV-1995 09:14:56.27
To: JANET GOEBEL
CC: STINEMAN, KUZNESKI, MJSTAT, ME
Subj: procedures

janet - here's what I decided.

The Senate accepted two procedures: one for submission of new honors courses and one for submission of honors sections of existing courses. This, in actuality, covers all contingencies. Since the HC courses are new courses you should use the procedures for submission of a new course. If a course comes from more than one department then all levels in each department must sign off (including dept. curriculum committee, dept. chair, college curriculum committee, dean for each college). I know this is a lot of sign offs but it really only is for the three HC courses -- I now realize that it's not politically feasible to skip any of the traditional peer review. In fact, I also believe it's not wise. This will ensure everyone in the department knows how their dept. and faculty will be involved in the HC courses. It should facilitate scheduling and make faculty who might want to be considered as instructors of those courses aware of what they are all about. Moreover, it will silence any questions from the Senate floor regarding departmental approval.

Again, the form should have a place for one signature (ex. chair of dept curr. committee -- other dept. curr. comm. chairs would sign on an attached sheet) with other signatures for multi-dept. courses signing on an attached sheet.

So - as I see it, use these procedures and proceed! I will announce to Senate in my remarks in December and the issue will be closed. (I hope)

Thanks - Mary Ann

MAIL> extract tt:

From: GROVE::KUZNESKI "JODELL KUZNESKI" 28-NOV-1995 20:39:00.82
To: JANET GOEBEL
CC: @UWUCC.DIS, MARY_ANN_RAFOTH
Subj: response to your questions

Janet, my apologies for this late response to your questions of November 14.

My intent at the HCC meeting which I attended was to help clarify the approval process for the HC courses and the program proposal and to offer some insight as to the level of detail that I thought the various reviewers of these proposals might expect to see (this would include departments, chairs, college committees, deans and UWUCC members).

There is significant experience and talent among the members of the HCC and I encourage you and the committee to just write the proposal for the program and courses in the manner that you think provides reviewers with sufficient information on which to act. If any reviewer seeks additional information along the way, then the HCC can decide how to best respond to those specific questions.

As to the questions raised about whether department approval means just chairs or committees and chairs:

Page 3 of the handbook offers the following narrative explanation to the various diagrams of approval that appear throughout the handbook:

"...All such changes normally originate within the academic department and are reviewed and approved by the department curriculum committee. After the proposal has been discussed and approved by the full department, the Department chair will approve the change before submitting it to the appropriate college committee..."

Likewise, the cover sheet (page 85) identifies signature lines for the Department curriculum committee chair and the department chair.

I hope this helps clarify the approval process.

Jody