

WAYNE STATE UNIVERSITY – ACADEMIC SENATE
Official Proceedings
April 2, 2014

Members Present: Margaret E. Winters, Provost and Senior Vice President for Academic Affairs; Louis J. Romano, President, Academic Senate; Joseph Artiss; Poonam Arya; Ivan Avrutsky; Michael Barnes; Linda Beale; Frances Brockington; David Cinabro; Victoria Dallas; Donald DeGracia; Heather Dillaway; Cheryl Dove; Karen Feathers; Jane Fitzgibbon; Judith Floyd; Moira Fracassa; Andrew Fribley; Judith Fry-McComish; Ewa Golebiowska; Jeffrey Grynawski; Ellen Holmes; Avril Genene Holt; renee hoogland; Zhengqing Hu; Maik Huttemann; David Kessel; Kafi Kumasi; Liza Lagman-Sperl; Lawrence Lemke; Stephen Lerner; Rodger MacArthur; Brian Madigan; Kypros Markou; Fayette Martin; James Martin; Jason Mateika; Bryan Morrow; James Moseley; Patrick Mueller; Joshua Neds-Fox; Victoria Pardo; Charles Parrish; Philip Pellett; Alexey Petrov; Robert Reynolds; Michele Ronnick; Linea Rydstedt; Heather Sandlin; Andrea Sankar; Naida Simon; William Slater; Richard Smith; Beena Sood; Ronald Thomas; William Volz; Jianjun Wang; Barrett Watten; King-Hay Yang

Members Absent with Notice: Robert Ackerman; Paul Beavers; Randall Commissaris; Nabanita Datta; Maria Ferreira; Andre Furtado; Boris Mordukhovich; Elizabeth Puscheck; Marsha Richmond; Lobelia Samavati; Mary Sengstock; Ellen Tisdale; Tamra Watt; Derek Wildman

Members Absent: Jennifer Beebe-Dimmer; Abhijit Biswas; Sherylyn Briller; Nancy George; Michael Horn; Willane Krell; Howard Matthew; Jeffrey Potoff; T. R. Reddy; Harley Tse; Jeffrey Withey

Others Present: Tyrone Austin, University Advising Center; Thomas Cavalier, Office of the General Counsel; Alan Jacobson, Office of Budget, Planning and Analysis; Kelley Skillin, Office of the Provost; John Vander Weg, Associate Provost for Academic Personnel; Angela Wisniewski, Office of the Academic Senate

CALL TO ORDER: This regularly scheduled meeting of the Academic Senate was called to order by Provost Winters at 1: 35 p.m. The meeting was held in the Bernath Auditorium in the Undergraduate Library.

I. POLICY GUIDELINES ON COURSES AND CREDIT HOURS

Provost Winters introduced Kelley Skillin, Director of Professional and Academic Development in the Provost's Office, and Thomas Cavalier, Assistant General Counsel. The policy guidelines on courses and credit hours was developed to meet federal requirements and requirements of accrediting agencies. Policy

Committee discussed the drafts and recommended changes. At the February Senate meeting, Mr. Romano called to the members' attention the areas in the guidelines that the Policy Committee believed needed revision.

Changes were made and the revised document *Course Schedule Types, Credit Hours and Delivery Modes* was distributed to the Senate. Provost Winters approved the document. It had to be online before mid-March when students began registering for the fall term. The Policy will be monitored and changes will be made as needed.

One of Ms. Skillin's duties is overseeing programs to ensure that the University and the disciplinary programs remain accredited. Mr. Cavalier handles federal compliance.

Ms. Skillin explained that in October 2010 the Department of Education finalized program integrity rules for federal student financial aid that went into effect July 1, 2011. The rules included a definition of a credit hour for the purpose of ensuring that students and the federal government were getting value for their money. Wayne State alone distributes hundreds of millions of dollars in financial aid.

The federal government said that the accrediting agencies would enforce the program integrity rules and determine what to do if an institution is out of compliance. An institution will remain eligible for federal financial aid as long as it uses the credit hour as a starting point to determine the credits associated with programs and courses. The regulations require the accreditors to look at the reliability, accuracy, and reasonableness of how the credit hours are assigned. The accreditors are to take into account how much instructional time is provided to students. The federal government set out consequences for non-compliance and the accrediting agencies added others. One consequence is withdrawing an institution's authorization to distribute financial aid. A more likely scenario, Ms. Skillin said, is that an accreditor would put an institution on notice or would not give it full accreditation. If that were to happen, the institution would need prior approval to create new programs, open new extension centers, and other common activities of a university. Another result might be a federal audit of financial aid distribution and other business practices.

In 2011, the administration determined that we did not meet the current regulatory burden and it began looking at what needed to be done to meet the regulations. The

National Association for College and University Attorneys suggested that institutions that did not meet the regulations should inventory their programs, develop policies and procedures for making credit hour assignments that were consistent with the federal definition, and make the necessary adjustments to credit hour assignments.

In the winter term 2012 a survey was conducted to determine how credit hours were allocated in the units. The results of the survey were presented in May 2012. At that time, only one Dean thought their college would have substantial problems meeting the federal definition of a credit hour. The President's Cabinet decided that the University should carry out an audit of the class schedule to find out how many courses did not meet the federal definition of a credit hour. The courses offered between fall term 2009 and winter term 2013 were audited.

In Banner almost every course was designated as a lecture or a laboratory, despite the University's having other designations such as studio classes and clinical classes.

The Board of Governors adopted the definition of a credit hour, which is very similar to the federal definition. In 2012 and 2013 Ms. Skillin met with various groups asking what should be included in the policy. In October 2013 she was instructed to draft the policy. Between October and January 2014, she met with various units to get feedback on the policy. The policy defines a clock hour as 50 to 60 minutes long. The federal minimum is 50 minutes. The federal definition and the Board of Governors' definition is that one credit hour should be 45 hours of academic engagement in a 15-week semester. The Carnegie unit is one hour of class time and two hours of out of class time for 15 weeks. For other types of courses such as internships, labs, clinical practicum one credit equals 45 hours total.

The policy has a category "other schedule type." The policy could not cover every type of course; it would be too long. Units need to document why a course does not fit in the other designations. The policy integrated accreditation standards for disciplines such as music and art that require increased contact time. Disciplinary accreditation requirements prevail over national requirements.

Ms. Skillin pointed out the changes that were made to the policy since Mr. Romano made his presentation to the Senate in February. For a required discussion section, one credit hour shall be assigned for each one hour meeting plus two hours of out of class work per week for a total of 45 hours per 15-week term. The laboratory sections were changed from 2 to 3 hours per credit hour to 45 hours per semester. The policy

clarified that online and hybrid courses should be 45 hours of academic engagement over a semester whether they are face-to-face, online, or a combination of both.

Ms. Dallas expressed concern about the increase in credits for the remedial mathematics course from three to five. Students did not want to take the course when it was 3 credits. The change will add to their reluctance. The additional credits do not apply to the 120 credits needed to graduate. Such consequences, she said, need to be monitored.

Mr. Cavalier said that the credit hour is generally defined as three hours per week for a 15-week semester. If there are courses that require more time of academic engagement in a week so that if all the time during the week were added and divided by three resulting in more than one credit there is a provision in the policy that allows for an adjustment down to three credits. That is the category "other schedule type." For classes where the amount of student engagement during the semester would ordinarily be, as the example given, five credits but because of other considerations ought to be three credits there is a process to make an adjustment.

Ms. Skillin said that the policy would be monitored to see the consequences. She stressed that the Provost's Office did not modify courses; the units decided how to modify their courses. Some units increased credit hours, others chose to change the time they were taught and others decreased credit hours.

Ms. Beale pointed out that one could expect that a fairly rigid policy that tries to be fairly consistent across all disciplines would result in increases in credit hours or that units would have to go through the process to document that a course as offered is a commonly accepted educational practice. Ms. Skillin noted that the Provost's Office did not tell units how to comply with the policy.

Mr. Romano agreed with Ms. Beale. The Department of Education set minimum standards. Nothing in the standards or in any of the letters of explanation that followed the standards require universities to have such a fixed statement. If a university wanted to have more class time or require more homework time per credit hour that is acceptable. The accreditors recognized that different disciplines might have different numbers of hours per credit hour. It is a mistake for the University to say that a lecture taught by a full professor for one hour plus two hours of homework, which is one credit hour per week for 15 weeks, is equivalent to a discussion hour that is taught by a teaching assistant and probably has no homework. This affects student learning, student retention, and the amount of tuition

students must pay. The University, he said, needs to be more flexible. Provost Winters said that her office would accept a reasonable argument that an exception to the policy was needed.

Ms. Simon was concerned about the total number of credits students would accumulate in pursuing their degrees. The University has an upper limit of 128 hours for the baccalaureate degree. An increase in credit hours for courses might exceed that number. What would be done if that occurred?

Ms. Skillin replied that she knows of only three departments that increased their credit hours. Two departments decreased their credit hours. The Provost's Office is looking into tuition and credit hour production but at this time, in terms of the increases and decreases in credit hours, it appears to be a wash.

Mr. Petrov asked how transfer credits would be applied if a course taken at another college or university were three credits but here it is four or five credits. Provost Winters said that they would have to look into that situation.

Mr. MacArthur envisioned the policy changes potentially affecting a student's grade point average. If students are struggling in a three-hour math or science course and the credits for that course have increased, they're at risk of academic probation or failure. Would this be monitored? Ms. Skillin said that science and math courses would be monitored because the credit hours for some of those courses have increased.

The Provost pointed out that her office was under a time limit to develop a policy. The University is obliged to monitor the policy going forward.

II. NEW SURVEY TECHNOLOGY

Mr. Geoffrey Nathan, the faculty liaison to the Division of Computing and Information Technology, and Richard Lerman, Associate Director of Information Technology in the School of Business Administration, told the Senate about new software that C&IT has purchased for conducting surveys.

Academic departments, faculty, students, and non-academic offices conduct surveys. Until recently individual units had to purchase their own software for surveys. Mr. Lerman calculated that units spent almost \$27,000 on survey tools. Wayne State can purchase a good campus-wide site license for a good survey tool, Qualtrics. Qualtrics is a privately owned survey company and its products are used by many universities.

Mr. Nathan listed some features of the product. It has 87 question types with branches depending upon how the respondent answers. Output can be graphed in a number of ways. The survey can be shared with anyone in the world who uses Qualtrics. The survey can be branded by putting a Wayne State logo on it. Wayne State has a three-year license that includes all Wayne State faculty, staff, and students. Some departments on campus are already using it. Anyone with a University access ID can create a Qualtrics account. It can be accessed from any web device using any web browser. In addition to using Qualtrics for surveys, it can be used for elections.

There are three levels of access. Faculty have access to level 3, which has unlimited surveys, questions and responses. Other employees have access to level 2 that has 25 surveys, 500 questions, and 5,000 responses. Students have access to level 1, which has 5 surveys, 100 questions, and 500 responses. Upon request, access levels can be increased.

Information can be found at computing.wayne.edu/Qualtrics.

III. TRAVELWAYNE

Mr. Nathan has been trying to address problems that users experience with TravelWayne. James Barbret, the Associate Vice President and Controller, is willing to set up an advisory committee of faculty to help create a better experience when working with the TravelWayne system.

IV. APPROVAL OF THE PROCEEDINGS OF THE ACADEMIC SENATE

March 5, 2014

It was MOVED and SECONDED to APPROVE the Proceedings of the Academic Senate meeting of March 5, 2014. PASSED.

V. REPORT FROM THE SENATE PRESIDENT

A. Report and Announcements

Mr. Romano reviewed the schedule of activities held in conjunction with the inauguration of President Wilson.

The Student Center Building will close this summer for remodeling. It will take one year to complete the work.

Corinne Webb, Associate Vice President for Enrollment Management, explained a new program, the Ambassador Program, in which faculty send

postcards to students who have been admitted to Wayne State. The postcards express the faculty member's interest in the student attending WSU. Faculty should contact Ms. Webb for the postcards.

The Capital Campaign will begin soon. The goal is \$750 million.

B. Proceedings of the Policy Committee

The Academic Senate received the Proceedings of the Policy Committee meetings of February 24, 2014, and March 3, 2014. They are attached to these Senate Proceedings as Appendix A.

VI. ELECTION OF THE ACADEMIC SENATE PRESIDENT

Ms. Simon, the Chair of the Elections Committee conducted the election. Mr. Romano had been nominated prior to the meeting. Ms. Simon called for additional nominations from the floor. There were none. It was MOVED and SECONDED to CLOSE NOMINATIONS. PASSED. It was MOVED and SECONDED to ELECT Mr. Romano by ACCLAMATION. PASSED.

Mr. Romano thanked the Senate members for their continued confidence and support. He looks forward to working another year with President Wilson. Mr. Romano has found that the President listens to faculty and is responsive. He expects President Wilson to make major changes as evidenced by the search for the Vice President for Research. He also thinks the President will initiate new ways to improve retention and graduation rates, and he hopes that faculty will take a leading roll in the initiatives.

VII. REPORT FROM THE CHAIR

Provost Winters congratulated Mr. Romano on his re-election.

Applications and enrollments are up for the fall term compared with last year. The faculty are needed to move students from accepting to registering. ACT scores are higher for new students.

The Provost asked Monica Brockmeyer and Corinne Webb for speaking points on how people might help with retention.

Budget hearings for all schools, colleges, and divisions will begin in two weeks. A faculty representative will accompany the Deans to the hearings and Mr. Romano will attend all hearings. Ms. Beale believes the quality of programs should be one of the metrics used to determine budgets. Provost Winters agreed

that quality should be considered. However, it is difficult to measure quality. The metrics account for two-thirds of the cuts. The other one-third is a judgment call by the President and the Provost. There will be no across-the-board cuts.

The Tenure and Promotion Committee did a thoughtful and thorough consideration of the faculty's applications for tenure and promotion.

The Provost updated the Senate on the searches for the Deans of Law, Business Administration, and Nursing, and the search for the Associate Provost for Diversity. The Dean of the College of Education is stepping down in May. The Provost is in the process of identifying an Interim Dean.

VIII. NEW BUSINESS

There was no new business.

ADJOURNMENT: The meeting adjourned at 3:05 p.m.

Respectfully submitted,



Louis J. Romano
President, Academic Senate