

CAAC Meeting Minutes
October 22, 2019

Voting Representatives Present: Jim Baygents, Rebecca Gomez, Laura Hollengreen, Kim Jones, Amy Kimme Hea, Walt Klimecki, Mary Koithan, John Koshel, Francesca López, Pam Perry, John Pollard, Martina Shenal, Mike Staten, Sarah Wieland

Additional Representatives Present: Pam Coonan, Greg Heileman, Chrissy Lieberman, Martin Marquez, Abbie Sorg, Alex Underwood

Absent (without proxy): Steven Lieberman, Maggie Pitts, Cindy Rankin, Keith Swisher, Doug Taren, Terri Warholak

Chair John Koshel called the meeting to order at 11:08 AM.

I. Introductions

Welcome new and returning CAAC members

II. Approval of September 24, 2019 Minutes

III. Consent Agenda

All items approved (5) upon completion of meeting:

Modification: Game Studies Subplan(Humanities)

Disestablish: MS Animal Biomedical Industries(Agriculture & Life Sciences)

Disestablish: MA Second Language Learning & Educational Technology(Humanities)

Disestablish: MS, PhD Minor, and Certificate in Educational / Instructional Technology(CAST)

Establish: PSM in Applied Biosciences GIDP Subplan(Graduate)

IV. Action Items

- I. **New Program: Graduate Certificate in Social Cultural and Critical Theory** – Alicia Lopez statement from Dr. Medovoi: is intended to open GIDP to non-PhD students. MFA in Creative Writing and Eller MBA have taken or audited courses in SCCT but have had no way to use these courses in a credentialing option for plan of study. Over 80 affiliated faculty. CAPLA, Law, Creative Writing and English, French & Italian as some examples. SCCT faculty teaching in professional programs would like to promote SCCT option to their grad students. In short time, SCCT has become a lively and interdisciplinary faculty and students in Humanities, social science and arts as well as professional schools. The proposed graduate certificate will not draw a large number only a handful each year. Purpose is to create a path for handful of students in non-PhD programs who would like to participate fully in the SCCT intellectual community and to seek training in the interdisciplinary uses of SCCT.

Kim Jones motioned to approve the proposal. The motion was seconded by John Pollard and approved.

II. Rename: MA in International Security: Kirssa Cline Ryckman

Requesting to change the name of the MA program to International Security Studies instead of International Security as was originally named. The name discrepancy dates back to 2010.

Laura Hollengreen motioned to approve the proposal. The motion was seconded by Mary Koithan and approved.

III. Academic Policy: Policy on International Examinations, Nicole Kontak

Policy has been reworded but previously passed. German Abitur as an international credit by exam

option, revamping necessary because of processing. Have had trouble finding content for these exams and wanted to expand it to include similar exams to the Abitur with exams having the 13th year and similar in that regard. Expanded to include other similar exams.

Laura Hollengreen motioned to approve the proposal. The motion was seconded by John Pollard and approved.

IV. Academic Policy: Undergraduate Certificate Policy as it relates to UA Global, Stephanie Adamson

Language changed from a previous policy to become more inclusive and to allow for certificates to be offered at multiple locations. Policy shift is self-evident and clear. UA is in new global model that encourages mobility: micro campus, study abroad, UA locations in Tucson, many pathways in existence now and continue to build that will continue to grow grad student pipeline. Dual degree programs and certificates will help build graduate enrollment. Certs popular among international students, undersubscribed at UA, 75% of students that come from other countries that intend to study at graduate level will pursue a cert or master's degree. Our master's degree enrollment is low, relative to our peers. Both demand and capacity here towards grad education. The advanced grad cert is a pathway to a master's degree. Example: partnership with Hohai University in China, where students in their 4-5th year pursue a certificate, enroll as non-degree seeking while still in China and take 12 units from the adv undergrad certificate and when students complete the cert they have that as well as their home institution credential. It's a good pathway to MA in Engineering program for those who want to continue.

Discussion: admission requirements – admitted as NDS undergrad, demonstrate English proficiency, minimum GPA, official transcripts; process is the same as any other student. A new addition to the admission protocol, when student applies to program like this, evaluate transcript, then share info with Transfer Credit & Articulation office to add to their database for equivalencies; this will help all international students. A question was asked regarding why this CERT program is not an AMP. The answer was that an AMP assumes the student is currently enrolled as an undergrad at the UA, there is no mechanism for another student outside of UA to take advantage of an AMP program. This is like a dual degree program, has similar pathway by student taking 12 units of master's degree while getting their undergraduate certificate and then take the rest of the coursework once they gain admission into the master's program.

Kim Jones motioned to approve the proposal. The motion was seconded by Mary Koithan and approved.

V. Academic Policy: CEPT - Brent White and Eddy White

Accept CESL's proficiency test for undergraduate admissions. Already used for graduate admissions. It is a lower cost test, available with greater frequency than IELTS or TOEFL. Would like to take CESL with them on recruitment trips to offer test to students on the spot. Covered by international admissions. There is a program that exists that already allows students who don't meet the required proficiency scores to do this exam and allows admission based on conditions. A process by which CESL could endorse students for admission.

Eddy White: Developed test at end of Fall last year. Have been doing the test with subjects from around the world. Discussed process, timing, flexibility and reliability of the test. Did testing in Bangladesh where it is difficult to find a testing center. Learned that test taking conditions can impact score for tests like the TOEFL.

Can it be accepted at our institution as one way to demonstrate proficiency? The proposal is not specific to micro campuses, it is for the entire UA (all campuses). Question about comparing proficiency with existing tests. About 75-80 individuals have taken the test. Discussed global scale of proficiency, most recognized scale in the world—TOEFL, IELTS abides by this scale. Colleges or individual departments are

determining what scores they will accept. The grad college tracks students that have earned the CESL endorsement and it is something that can be implemented with the CEPT as well.

Walt Klimecki asked about how common it is that CAAC approves provisionally. Finite trial period.

Sunset approval. Need assessment plan in place. Will include faculty surveys as part of data. Kim Jones moved that we accept the CEPT for undergrad admissions for the next two years.

Kim Jones motioned to approve the proposal for the next two years, pending assessment of the data. The motion was seconded by Jim Hunt and approved.

VI. Updates and Discussion

- a) **Graduate Programs Enrollment and Graduate Faculty policy related to faculty-** Maggie Pitts
 Graduate Enrollment: Presented information on graduate enrollment including 1.1% increase in enrollment, underrepresented minorities up 5.5%, up to “sustaining”. The numbers are good considering nationwide trends. Should keep college numbers since the way minority race/ethnicity is unclear. There is a way to track ethnicity in UITS that gets broken down into country or tribe of origin; it is very difficult to break it down.
 CAAC member asked about field/breakdown. Blanket statement regarding URM. Discussion of the classification of URM.

Graduate Faculty: Proposed new faculty program. The idea is to create a graduate faculty among faculty members here at the UA that work with graduate students; allow the opportunity to both review graduate faculty and make sure that we are paying attention to the good work they are doing in terms of annual review but also provide opportunities to mentor and guide grad students as well as to identify programs that are doing excellent but also those faculty that may need support in supporting their graduate students. This is an effort to align practices with other graduate schools. Those faculty that are already tenured faculty will keep that status and graduate faculty will be reviewed on the same schedule as the APR. It is a short form that would allow each graduate faculty to rate and explain why they should keep your status as a graduate faculty. If there is a faculty who is not acting ethically then there will be an opportunity to intervene on behalf of a student, program, or department if a faculty member needs additional remediation or review from additional graduate faculty. Graduate faculty allows for giving programs the right/power to be able to decide for themselves who among their faculty are eligible to participate as a graduate faculty member. The current policy, programs will submit a name of a clinician who would like to serve on a PhD committee but don't have a PhD, those get sent to Maggie for individual approvals. The program would put the power back to them to decide who would serve. There are many levels of graduate faculty. In spring, departments can nominate new people. 10-year equivalent candidates could still be nominated within second year. It is program specific in terms of committee service. More discussion needed, perhaps electronically.

b) **Trellis Update - Darcy Van Patten**

Gave update on Trellis Advise. Go live with most academic advisors at end of November. Going live with new product trickier with cutovers from two existing products. Academic Advising Notes now authored in Trellis Advise instead of PeopleSoft and WiseAdvise. Advisors will have one week to do quality check data and caseload. Integrating Eller's eSMS notes as well. Old notes will be frozen/read only. The next phase is called Student Service expansion.

c) **Strategic Plan Update - Jane Hunter**

Five pillars. Integrating the pillars with the themes that have been developed with the Health Science initiatives. New Pillar owners. Comprehensive plan to get initiatives funded. 16% of initiatives are still being finalized. The total for fiscal year '20 is \$54 million. Not talking about five-year budget because there is a yearly budget review. If areas are not meeting their budget then will not continue pursuing.

More and more opportunities for people to get involved. Wildcat journey would be a good place to start.

d) Accreditation Requirements – Gail Burd

Faculty associates for accreditation from colleges have been hired. Syllabi is first focal area. Courses should be listing learning outcomes for both grad and undergrad, the grad should be higher. Every syllabus should have learning outcomes on them. Learning outcomes must be the same no matter what mode you are teaching. Federal compliance will be looking at syllabi; will want websites instead of old method of attaching pages and pages of documentation. Site visit is in April 2021. Criteria include: 1) Mission, 2) Integrity & Honesty, 3) Teaching & Learning, 4) Assessment. Our websites will also be checked, departments are being asked to review broken links and other issues. Every program should have a statement about program and course fees, if applicable. Please follow template that was included in provided document. Should have program outcomes but most important is that courses have learning outcomes. Program outcomes should be different for Masters level and PhD level students. Will be working on credit hours next.

D2L link for syllabus is not working as well. The time it takes from student enrollment for students and the date the syllabus is posted is so far apart that it is a difficult task to give students the chance to see what a class is about.

V. Meeting Adjournment

Respectfully submitted by Liz Sandoval