

Curriculum and New Programs Meeting Minutes
April 6, 2015
Billy C. Black Building 172

A meeting of the Curriculum and New Programs Committee was held on Monday, April 6, 2015 at 9:00 a.m. in the Billy C. Black Building, Room 172, with Dr. Abiodun Ojemakinde, Provost and Vice President for Academic Affairs, presiding. Those in attendance were Dr. Devi Akella, Dr. Deborah Bembry, Dr. Cynthia Bennett, Dr. Kwaichow Chan, Dr. DaShonera Crawley, Ms. Victoria Eiland, Dr. Kimberly Fields, Dr. Alan Grimsley, Dr. Linda Grimsley, Mrs. Flo Hill, Dr. James Hill, Dr. Marcia Hood, Dr. Sherryl Johnson, Dr. Florence Lyons, Dr. Mitchell Mathis, Dr. LaVerne McLaughlin, Dr. Kendra Merchant, Mrs. Mary Miles, Dr. Peter Ngwafu, Dr. Charles Ochie, Dr. Michael Rogers, Dr. Carolyn Rollins, Dr. Melvin Shelton and Dr. Quiteya Walker.

Opening Remarks:

Dr. Ojemakinde greeted the committee members and distributed the agenda.

Minutes

The minutes of February 2, 2015 meeting were distributed and reviewed. It was moved and seconded that the minutes be approved with the necessary corrections. The minutes were approved.

New Business:

College of Business

***Departments of Accounting, Business, Marketing, Management and Supply
Chain Logistic Management***

Dr. Michael Rogers presented the proposal to change the S/U grading schema to A-F grading schema for BUSA 3100 and BUSA 4100 for all majors in the College of Business.

The rationale for the proposal is that student expressed concern that the S grade provides no quality points toward their GPA, and the work required in the internships is becoming increasingly demanding. Our Registrar informs us that: the grade "S" carries academic credit but no quality points. The grade "U" carries neither academic credit nor quality points. However, neither grade's hours count in GPA calculations. According to the BOR Policy Manual, only A, B, C, D, F, & WF count in the determination of GPA hours. Although BOR policy allows for the S/U grade for internships, it does not mandate the use of such grades, and the College of Business has historically used the traditional grading schema, as does its Healthcare Practicum.

After much discussion from the committee, Dr. Ojemakinde asked Dr. Rogers to complete a survey of programs in the University System of Georgia using the proposed grading schema versus the S/U grading schema and submit the results at the next meeting.

It was moved and seconded that the proposal be tabled. The motion to table the proposal was approved.

Department of Business Administration

Dr. Rogers asked Dr. Devi Akella to present the proposal for the MBA Degree Program with a concentration in Public Administration.

The rationale for the proposal is that there is an increasing interdependence between public and private sections which makes this dual combination of business and public administration very innovative and attractive for those students interested in careers where knowledge of government and business is crucial. This combination combines managerial and administrative knowledge and skills into a marketable package.

It was moved and seconded to expedite approval of the proposal at the first reading. The motion was approved.

Dr. Akella presented the proposal for the MBA/MFT to serve as an exit exam for the MBA Program.

The rationale for the proposal is that the MBA/MFT exam is a comprehensive exit exam for the MBA degree program that will support the Assurance of Learning process and in sustaining the ACBSP accreditation for the MBA program. This external exam, which is three and a half hours long, covers all the major areas of business topics, is offered online and allows comparison of ASU MBA students' skills and business competencies to be compared with other business students across the region. The external comparative data gathered on a semester basis would determine the learning process of students, their capabilities, and success in the job market. It would also determine the overall quality and effectiveness of the MBA curriculum and the MBA faculty.

After much discussion from the committee, Dr. Ojemakinde asked Dr. Akella to add an institutional remediation component to the exam if there is a need for a student to retake the exam, and to resubmit for approval.

It was moved and seconded that the proposal be tabled. The motion to table the proposal was approved.

Department of Management

Dr. Rogers asked Dr. Sherryl Johnson to present the proposal for a new online Bachelor's Degree Program in Healthcare Management.

The rationale for the proposal is that the proposed Online BS Degree will replace the existing Management Degree with a concentration in Healthcare Administration. The new program will provide students with more specialized training in Healthcare Management, increase the student's marketability and meet the critical need for healthcare managers in the University's service area. The program supports Albany State University's mission to serve the diverse educational needs of the region and state, while offering educational programs and services to

improve the (educational, economic, social and cultural) quality of life for citizens of southwest Georgia.

After much discussion from the committee, Dr. Ojemakinde asked Dr. Johnson to change the degree program to be offered online and traditional face-to-face and propose a single program for a B.S. in Healthcare Management and resubmit for approval.

It was moved and seconded that the proposal be tabled. The motion to table the proposal was approved.

College of Education
Department of Teacher Education

Dr. Kimberly Fields asked Dr. DaShonera Crawley to present the proposal for a Bachelor's of Science Degree to add a Minor in Special Education for candidates who have already been admitted into Teacher Education.

The rationale for the proposal is that the field of Special Education has been labeled as "critical needs" in the field of education for the past two decades and has experienced a significant teacher shortage. Also, the common practice of inclusion and co-teaching has increased the diversity of regular education classroom and required all teachers to be prepared to educate students with varied learning abilities. To address both of these identified needs, the College of Education (COE) desires to offer a Minor in Special Education. The COE has found that several candidates are interested in adding a minor in Special Education. This potentially increases their marketability, as well as adds to their preparedness as learner-ready educators. Further, if all other criteria are met, the minor in Special Education will qualify candidates to receive the TEACH Grant.

The COE currently has approximately seven candidates with a dual major (ECES/SPED or MGED/SPED). A dual major requires candidates to complete two programs of study, as well as 4 GACE Assessments. The minor in Special Education would be applicable for candidates who are currently enrolled in Teacher Education programs (ECEC, MGED). The minor would not require the completion of two entirely different programs of study, or the completion of an accompanying GACE Assessment.

It was moved and seconded to expedite approval of the proposal at the first reading. The motion was approved.

College of Education
Department of Educational Leadership

Dr. Deborah Bembry corrected the change in course number EDAS 5510 Integrating Technology I to EDAS 5511. This change is for information only. The proposal has already been approved. The proper changes need to be made in the Registrar's Office as well.

College of Science & Health Professions
Department of Natural and Forensic Science

Dr. Kwaichow Chan presented the proposal for a new course number for CHEM 3231-Intermediate Inorganic Chemistry to CHEM 3231K and to update the current Chemistry Program Check sheet to reflect the change in Area G-Major Courses.

The rationale for the proposal is that currently Intermediate Inorganic Chemistry (CHEM 3231) has no laboratory activity. The proposal is to expand the present CHEM 3231 to CHEM 3231K by including laboratory. The course extension with a lab also helps align the current chemistry curricula to the lab requirement of the Committee of Professional Training (CPT) of the American Chemical Society. The change from 3 credit hours of Intermediate Inorganic Chemistry (CHEM 3231) to 4 credit hours results in no net change in Area G's major courses by reducing the Electives from 16 to 15 in Area G. Hence the companion changes of the check sheet. Also changes in the check sheet are cosmetic changes to render the check sheet more pleasant to read and easier to understand.

It was moved and seconded to expedite approval of the proposal at the first reading. The motion was approved.

Dr. Chan presented the proposal for pre-requisite changes for the Chemistry Program.

The rationale for the proposal is that the proposed revision in chemistry pre-requisites will improve registration barriers and smooth the transition from junior to senior level courses.

It was moved and seconded to expedite approval of the proposal at the first reading. The motion was approved.

Dr. Chan presented the proposal for pre-requisite changes for the Biology Program.

The rationale for the proposal is that the proposed revision (1) will remove errors in Biology pre-requisites; (2) streamline course identification to improve the transitions from low level to higher courses, and (3) is amended to reflect current state of knowledge.

It was moved and seconded to expedite approval of the proposal at the first reading. The motion was approved.

Dr. Chan presented the proposal for pre-requisite changes for the Forensic Science Program.

The rationale for the proposal is that the proposed revision will streamline the pre-requisite of the Forensic Sciences courses. Assessment of grade retention studies prompted us to re-visit the requirements and to revise prerequisite conditions by including the appropriate courses. The change will also remove bottlenecks or delays in registration and in graduation due to the biology pre-requisites that were previously overlooked. The changes will not affect forensic science accreditation commission standards that have to be followed as part of the degree program requirements.

It was moved and seconded to expedite approval of the proposal at the first reading. The motion was approved.

Dr. Chan presented the proposal to revise the check sheet for the Forensic Science Program.

The rationale for the proposal is that the proposed revision is to streamline the check sheet of the Forensic Science Program to remove barriers that prevent students from registering for courses smoothly or delay in graduation. One of the key changes is to remove the bottleneck caused by biology pre-requisites. Biology pre-requisites have often created registration holds for many students in the past. The revision also includes cosmetic change to check sheet so that the entire information is contained in two pages (1 sheet) instead of two pages in the past, without loss of any information. The cosmetic change renders the Forensic Science Check sheet to have a consistent look compared to other program check sheets in the department.

It was moved and seconded to expedite approval of the proposal at the first reading. The motion was approved.

Other Items

1. Dr. Ojemakinde discussed the current issues of the budget decline in revenue. There is an anticipated 1.8 million dollar deficit that will impact the FY 2016 budget. A Budget Proposal Taskforce has been selected to look critically at the budget and make suggestions and recommendations for FY 2016. Other areas under consideration are as follows: 1) An increase in enrollment for Fall 2015, 2) Decrease in part-time faculty, and 3) Decrease Faculty overload. Chairs should enforce the Board of Regents policy on part-time faculty. Part-time faculty designated as non-tenure can be classified as lecturers who can teach more classes and 4) Low enrolled courses will not be taught; a minimum of 10 students will be required. Requirement guidelines will be forwarded in writing. Courses must be clearly identified in Banner by the semester(s) that they are taught.
2. Dr. Ojemakinde stated that students may take courses as transient if a course will not be taught and it is needed for the student to graduate that year.
3. Dr. Ojemakinde announced the approval of funding for the Fine Arts Building. We are now awaiting the Governor's signature. The Governor will then have 40 days to send it to the Board of Regents for final approval.
4. Dr. Ojemakinde stated that the previous program structure changes for Forensic Science and Natural Science, School Counseling and Psychology were not all favorable. According to Dr. Ojemakinde, effective May 15, 2015, the department of Counseling and Psychology will be dissolved and the academic programs therein will be realigned as follows:
 1. School Counseling will be moved back to the College of Education to reconstitute the Department of Counseling and Educational Leadership.
 2. Psychology will be merged with the Department of Criminal Justice and Sociology to form a new Department of Criminal Justice, Psychology and Sociology, in the College of Arts & Humanities.

5. Dr. Charles Ochie asked for clarification on the total teaching load for part-time faculty.
6. An in effort to recruit students and increase enrollment for Fall 2015, an out of state tuition wavier is being offered to students in South Carolina, Florida and Alabama. Dr. Ojemakinde asked Dr. Paul Bryant to do targeted advertisement for these areas.
7. Dr. Marcia Hood announced the memorial service for Arthur Berry will be held today at 4:00 p.m. at St. Patrick's Episcopal Church and that there will also be a memorial exhibit on display at the Albany Museum of Art today through April 30th.
8. Dr. Fields asked if online courses need to have endorsements, prospectus & minor forms amended. After internal process, Dr. Linda Grimsley will assist to proceed in a formal process to the Board of Regents and SACS regarding this matter.
9. Dr. Chan asked why there is a problem in enrollment drop. Dr. Ojemakinde responded that there are three factors according to statewide data that decline in enrollment is due 1) low high school participation, 2) graduation rate and 3) college readiness.
10. Dr. Shelton announced that the Center for Teaching, Learning and Scholarships will host suggested workshops for Faculty Development when needed. The Center will also assist with tools to aid in teaching and classroom instruction. Dr. Shelton will send a notice to Deans.

Adjournment

The meeting was adjourned at 10:45 a.m.

Dr. Abiodun Ojemakinde, Presiding
Dr. LaVerne McLaughlin, Recorder