

ACADEMIC AFFAIRS AND CURRICULUM COMMITTEE

A2C2 Agenda for Wednesday August 28, 2013 3:30 pm
Maxwell 158

Departments still need A2C2 and GEPS representatives, and colleges still need CPPS representatives for this academic year.

- I. Call to Order-
- II. Adoption of Agenda -The paper agenda will be distributed at the first A2C2 meeting on Wednesday, August 28, 2013.
- III. Approval of Minutes: April 10, 2013 (**copy attached, along with Instruction and Equivalencies chart**)
- IV. Chair's Report
 - A. Pat Paulson will be A2C2 chair during 2013-2014 and 2014-2015.
 - B. We need an A2C2 secretary to take meeting minutes, learn the system.
 - C. Still need representatives for A2C2, CPPS and GEPS
 - D. Electronic Document Workflow-Curriculog-contract signed on 8/12/13. Implementation will begin during the fall semester.
 - E. A2C2 website- new url: <http://www.winona.edu/wsufa/a2c2>
In the process of being updated.
 - F. Acalog, electronic catalog available at: <http://catalog.winona.edu/>
 - G. Please send A2C2 agenda items to me for 9/11/2013 meeting by 9/4/2013
 - H. First CPPS, GEPS meetings next Wednesday, September 4, 2013 at 3:30pm
 - I. Please review the plea from CPPS (**copy attached**) to save time, improve accuracy.
- V. Course & Program Proposal Subcommittee:
 - A. Membership

REPRESENTATIVE	COLLEGE
	College of Science & Engineering
	College of Science & Engineering
	College of Education
	College of Education
	College of Liberal Arts
	College of Liberal Arts
	College of Nursing & Health Sciences
	College of Nursing & Health Sciences
Bob Newberry	College of Business
	College of Business

- B. The first CPPS meeting will be held on Wednesday, September 4, 2013 at 3:30pm in Kryzsko Dining Room B.

VI. General Education Program Subcommittee

A. website: <http://www.winona.edu/gep/>

B. Membership:

GENERAL EDUCATION PROGRAM SUBCOMMITTEE	PROGRAM REPRESENTATION	TERM OF REPRESENTATION
Rita Rahoi-Gilchrest	Director (ex-officio)	
Myles Weber	English	2013 – 2016
Amy Hermodson	Communication Studies	2012 – 2015
Tisha Hooks	Mathematics	2011 – 2014
James Williams	Liberal Arts	2011 – 2014
Tim Gegg-Harrison: Chair	Science & Engineering	2011 – 2014
	Business	2010 – 2013
	Education	2010 – 2013
Connie Mettile	Nursing & Health Sciences	2012 – 2015

- C. The first GEPS meeting of the year will be held on Wednesday, September 4, 2013 at 3:30pm in Kryzsko Dining Rooms C&D.

VII. Notifications:

- A. HERS 348: Health Coaching-From Theory to Practice (2): One-Time Course Offering
B. RED 415: STEM Clinical Practice (2): One-Time Course Offering

VIII. Old Business:

- A. Are there any concerns regarding the link between credit hours and minutes of instruction as discussed at last meeting on April 10, 2013?

IX. New Business:

- A. A2C2, GEPS, CPPS Member Lists as of 8/21/13
B. Other

X. Adjournment-

Pat Paulson
Chair, A2C2

A2C2 Minutes for April 10, 2013

TLTS Maxwell 158

3:30 p.m.

Attendees: Ann Rethlefsen, Larry Bergin, Ed Thompson, Pat Paulson, Sara Hein, Tim Gegg-Harrison, Dan Kauffman, Rinnel Atherton, Myles Weber, Steve Allard, Michael Bowler, Teresa Lee, Greg Schmidt, Russ Smith, Eric Brisson, Susan Davies, David Speetzen, Fred Otto, Matt Bosworth, Charles Schreiber, Heather Williams, Ajit Daniels

Guests: Rita Raho-Gilchrest, Jim Williams, John Campbell, Lori Beseler, Glenn Petersen

- I. Call to Order: the meeting was called to order at 3:32 pm by chair Ann Rethlefsen.
- II. Adoption of Agenda: Agenda m/s Schreiber/Kauffman with minor modifications, added New Business D. Motion passes.

- A. VI. A. General Education Program: Course Substitution: Jake Hite
- B. VII. Q. ACCT462: Advanced Managerial/Cost Accounting Topics: CHANGE in prerequisites; CHANGE in course description
- C. VII. R. RED 416: Global Studies Clinical Practice: One-Time Course Offering
- D. VII. S. FILM 250: Introductory Filmmaking: One-Time Course Offering
- E. VII. EDST 460: Elementary Education with Early Childhood Education: Change in Course Title
- F. VII. EDST 470: Advanced Practicum Middle School: Change in Course Title
- G. VII. EDST 464: K-6 Middle Level: Change in course title
- H. VII. EFRT 100: Introductory Education Field Experience: One-Time Course Offering
- I. VII. EFRT 352: Microcomputers in the Classroom: Change in course title

- III. Approval of Minutes: March 13, 2013 m/s Schmidt/Bosworth to approve minutes. Motion passes, minutes approved.

- IV. Chair's Report: Thank you!!! To all our members of A2C2, CPPS, and GEPS!! Thank you for all of your service for the Academic Year 2012-2013. We could not have had our successful year without you!

I am working on trying to get minutes posted. It is not allowing me to do anything. AGAIN

- V. Course & Program Proposal Subcommittee Report: Ed Thompson: CPPS meeting on March 27, 2013 All CPPS recommendations listed in A. and B. were approved (B.1.c, EFRT 100 was not approved by CPPS)

- A. CPPS met on March 27th and approved the following proposals

Revised Programs:

Physical Science Teaching Major 105-109 SH

Physics Teaching Major 93-97 SH

- B. CPPS met on April 3:

1. New Courses:

- a. PESS 207 (3 SH): Fitness & Wellness Methods of Physical Education (3) Approved pending CPPS Chair approval of revisions
- b. GS 222 (4 SH): The Spanish Eyes: Contributions of Hispanic Culture to World Art (4) Approved

- c. EFRT 100 (0 SH): Introductory Education Field Experience Not approved
- 2. Revised Courses:
SPAN 402 (4 SH): Spanish Peninsular Literature I and Spanish Peninsular Literature II (3+3=6, now 4) Approved
- 3. New Programs: None
- 4. Revised Programs:
 - a. Physical Education Teaching Major (48-49 SH): Approved pending A2C2 chair receiving 2 copies of the proposal with revision of total semester hours from “48” to “48-49”, and revision of the listing of required courses.
 - b. Law and Society (76 SH): Approved
 - c. Spanish Major (36 SH): Approved
 - d. Spanish Teaching Major (72-76 SH): Approved
 - e. Spanish Minor (26 SH): Approved

VI. General Education Program Subcommittee Report: Tim Gegg-Harrison: GEPS met on March 27, 2013

A. March 27th:

1. Course Substitutions-These three were approved and accepted by the full A2C2 committee.

- Tawnya Gardner: Requests course substitution of Physical Development and Wellness requirement due to having taken HLTH 2126 at RCTC. Disapproved
- Sydney Arnt: SPAN 302 waive 1.5 credits of oral flag requirement. Approved
- Jake Hite: Waive the 4 credits of English component of Goal 1 Communication; this does not waive 40 total credits required in the General Education Program. Approved

2. Course Proposals-These proposals were accepted by A2C2.

- SPAN 410: approve for writing intensive
- SOC 250: approve for GEP goal areas 5 & 7
- BIO/CHEM/GEOS/PHYS 180 & BIO/CHEM/GEOS/PHYS 185: approve for USP Arts and Science Core Natural Science

B. April 3rd:

- 1. ART 104 for GEP Goal Area 6a (Fine Arts) Approved
- 2. ART 105 for GEP Goal Area 6a (Fine Arts) Approved
- 3. General Education Program: Course Substitution: Jake Hite

VII. Notifications:

- A. EFRT Courses: Change in Professional Education Sequence for all K-12 and 5-12 Teaching Licensure Programs
- B. SOCW 340: Social Work Field Experience: Change in course description
- C. MATH/STATS: Change in Minor Requirements
- D. GS 205: Cultural Encounters: GEP Retroactive Notification
- E. ENG 350: Introduction to Language Studies: Retroactive GEP Notification
- F. PHYS 342: Introduction to Nuclear Science: One-Time Course Offering
- G. BIOL 432: Molecular Ecology: One-Time Course Offering

- H. PESS 130: Individual/Dual Sports and Activities: Change in course title; change in course description;
- I. EDUC 450/550: Differentiated Reading Instruction: Change in prerequisites
- J. EDUC 460/560: New Literacies and Literacy Engagement: Change in prerequisites
- K. EDUC 470/570: Data-based Improvement of Reading Programs: Change in prerequisites
- L. NURS 499: Advanced Emergency Nursing: Change in course number within a level
- M. GEOS 415: Advanced Geomorphology: Change prerequisites
- N. MUSIC: Change in existing major, minor, option, concentration, etc.
- O. EDUC 415: STEM Clinical Practice: One-time course offering
- P. BIOL 314: Current Issues in Plant Biology: Change in existing major, minor, options, concentration, etc.
- Q. ACCT462: Advanced Managerial/Cost Accounting Topics: CHANGE in prerequisites; CHANGE in course description
- R. RED 416: Global Studies Clinical Practice: One-Time Course Offering
- S. FILM 250: Introductory Filmmaking: One-Time Course Offering
- T. EDST 460: Elementary Education with Early Childhood Education: Change in Course Title
- U. EDST 470: Advanced Practicum Middle School: Change in Course Title
- V. EDST 464: K-6 Middle Level: Change in course title
- W. EFRT 100: Introductory Education Field Experience: One-Time Course Offering
- X. EFRT 352: Microcomputers in the Classroom: Change in course title
- Y. RED 415: :Change in credit hours
- Z. PESS 132: Rhythm, Dance, Tumbling and Movement Forms: Change in course title and description
- AA. PESS 133: Team Sports and Activities: Change in course title and description
- BB. BIOL 430: Molecular Biology : Change in course description and prerequisites

VIII. Old Business: none

IX. New Business:

- A. Glenn Petersen: Mr. Petersen discussed credit hour issues. WSU has no published standards for determining credit hours. Accrediting agencies have lately been asking for information on our standard. Mr. Petersen handed out a “Carnegie Standard Instruction and Credit Equivalencies Chart”; and suggested that A2C2 officially adopt such a document, especially for accreditation purposes. Discussion- MnSCU has not adopted a standard policy for credit hour equivalencies. For classes in an online format, the content is expected to be the same. The University Calendar is the primary driver for the number of minutes of instruction, and typically the fall and spring semester / MWF/TTh class minute instruction times are not the same. THAD was asked about credit hours – class instruction minutes. It appears that right now the issue is whether the university has a policy defining instruction time. Chair Rethlefsen will bring up the suggestion of having a stated policy at the next Calendar committee meeting next week. It appears that 15 weeks of class is not part of an official policy. The MnSCU-IFO Contract regarding duty days must also be considered.
- B. Further Calendar comments?: Meeting to determine calendar is April 16
- C. Bob Biesterfeld: Request to remain under OLD General Education Program. m/s Bergin/Kauffman to approve this request to allow Mr. Biesterfeld to proceed under the previous general education system. Motion carries.
- D. Finale-Chair Ann Rethlefsen was applauded for her service as A2C2 chair.

X. Adjournment-the meeting was adjourned at 4:25 pm by chair Ann Rethlefsen.

****The next A2C2 meeting will be next academic year****

CARNEGIE STANDARD GUIDELINES* FOR INSTRUCTION AND CREDIT HOUR EQUIVALENCIES

LECTURE COURSES/SECTIONS PER 15 WEEK TERM

Semester Credit Hours**	Face-to-Face Instruction	
	Minutes	50 Min Classroom Hours
One	750/term	15 classes/term
Two	1500/term	30 classes/term
Three	2250/term	45 classes/term
Four	3000/term	60 classes/term
Five	3750/term	75 classes/term

LABORATORY COURSES/SECTIONS PER 15 WEEK TERM

Semester Credit Hours	Supervised Instruction	
	Minutes	50 Min Laboratory Hours
One	1500/term	30 hours/term
Two	3000/term	60 hours/term

PRACTICA, SUPERVISED CLINICAL ROUNDS, VISUAL OR PERFORMING ART STUDIO, SUPERVISED STUDENT TEACHING, FIELD WORK, INTERNSHIP, ETC. PER 15 WEEK TERM

Semester Credit Hours	Supervised or Independent Practice	
	Minutes	60 Min Practice Hours
One	n/a	40-45 hours/term
Two		80-90 hours/term
Three		120-135 hours/term
Four		160-180 hours/term
Five		200-225 hours/term
Six		240-270 hours/term
Seven		280-315 hours/term
Eight		320-360 hours/term
Nine		360-405 hours/term
Ten		400-450 hours/term
Eleven		440-495 hours/term
Twelve		500-540 hours/term
Thirteen		540-585 hours/term
Fourteen		580-630 hours/term
Fifteen		620-675 hours/term
Sixteen		660-720 hours/term
Seventeen		700-765 hours/term
Eighteen		740-810 hours/term

LECTURE MINUTES PER WEEK CREDIT TABLE

	1 Week	2 Weeks	3 Weeks	4 Weeks	5 Weeks	6 Weeks	7 Weeks	8 Weeks	9 Weeks	10 Weeks	11 Weeks	12 Weeks	13 Weeks	14 Weeks	15 Weeks
1 credit	750 Min.	375 Min.	250 Min.	~190 Min.	150 Min.	125 Min.	~110 Min.	~95 Min.	~85 Min.	75 Min.	~70 Min.	~65 Min.	~60 Min.	~55 Min.	50 Min.
2 credits	1500 Min.	750 Min.	500 Min.	~380 Min.	300 Min.	250 Min.	~220 Min.	~190 Min.	~170 Min.	150 Min.	~140 Min.	~130 Min.	~120 Min.	~110 Min.	100 Min.
3 credits	2250 Min.	1125 Min.	750 Min.	~570 Min.	450 Min.	375 Min.	~330 Min.	~275 Min.	~255 Min.	225 Min.	~210 Min.	~195 Min.	~180 Min.	~165 Min.	150 Min.
4 credits	3000 Min.	1500 Min.	1000 Min.	~760 Min.	600 Min.	500 Min.	~440 Min.	~370 Min.	~340 Min.	300 Min.	~280 Min.	~260 Min.	~240 Min.	~220 Min.	200 Min.
5 credits	3750 Min.	1875 Min.	1250 Min.	~950 Min.	750 Min.	625 Min.	~550 Min.	~465 Min.	~425 Min.	375 Min.	~350 Min.	~325 Min.	~300 Min.	~275 Min.	250 Min.

NON-STANDARD FORMATS

There are no formal restrictions on individual instruction formats. Equivalent course offerings can vary greatly in time, method, and design. For non-standard course formats (e.g., online) to receive equivalent credit they must meet similar curricular goals and outcomes. That is, the course must contain similar content, goals, objectives, and learning outcomes.

* This information is provided as a reference. Actual course credit hours may vary. Content, outcomes, and credit hour value for course curriculum must be approved by the Academic Affairs Curriculum Committee (A2C2).

** Each individual credit hour represents one hour (50 Min.) of lecture and two hours of non-classroom study (i.e., Homework).

Office of the Registrar

c:\users\ppaulson\documents\administration\A2C2\2012_13\minutes\april102013meeting\instruction and credit equivalencies chart 20130411.docx

A PLEA FROM CPPS:

Please help make our job easier:

1. New forms have been created for New Course, Revised Course, New Program, and Revised Program proposals.
 - These were posted December 2012 to the A2C2 website: <http://www.winona.edu/wsufa/a2c2/>
 - Please be sure all proposals from your department use these new forms. Delete old forms or instructions.
2. As part of that revision the “required checklist for all curricular proposals” is, in fact, no longer required.
 - Instead, each proposal form includes a signature line for the department’s A2C2 representative to verify that “I have reviewed this proposal and certify that it is complete”.
 - Please take to time to actually read each proposal thoroughly and, in fact, be sure that it is complete.
 - For a New Program or Revised Program proposal, please double-check the math to be sure that the numbers listed for the entire program or groups of requirements within it accurately reflect the courses listed.
3. For each proposal, all of the information which is requested must be provided on the form.
 - It is not OK to attach a syllabus, MnSCU form, accreditation form, webpage, or anything else. If information from such other documents is relevant to your proposal, please extract that information and present it on the proposal form for your specific course or program.
 - On a “revised course” or “revised program” proposal it is not OK to just present the things which have changed – those forms ask for both the old and the new information, even if that information is not changing.
 - It is not OK to just cut-and-paste information from some other document you used for some other agency or university committee. We know you worked hard preparing that information for those other agencies or committees, but these A2C2/CPPS forms need to have specific information presented in a specific way. To paraphrase TV courtroom shows, these proposals need to have “the requested information, all of the requested information, and nothing but the requested information”.
4. Proposals for Revised Courses and Revised Programs ask for information to be presented “in two columns, side-by-side ... for easy comparison.”
 - Please do that, striking out old information and highlighting new information. For example:

Current Course Content	Revised Course Content		Current Program	Revised Program
<u>I. History of Wisconsin</u> a. History of Milwaukee b. History of Madison c. History of Fountain City d. History of Trempealeau e. History of Rice Lake	<u>I. History of Wisconsin</u> a. History of Madison b. History of Trempealeau c. History of Rice Lake	or	<u>Core Courses (14 SH)</u> BIOL 101 – Arms (4) BIOL 102 – Legs (4) BIOL 103 – Spleens (2) BIOL 104 – Brains (4)	<u>Core Courses (6 SH)</u> BIOL 102 – Legs (4) BIOL 103 – Spleens (2)
<u>II. History of Minnesota</u> a. History of Winona b. History of Lewiston c. History of Wabasha d. History of Rushford	<u>II. History of Minnesota</u> a. History of Winona b. History of Goodview c. History of Homer d. History of Lewiston e. History of Eyota f. History of Wabasha g. History of Rushford		<u>Other Requirements (6 SH)</u> CHEM 102 – Protons (3) CHEM 104 – Electrons (3)	<u>Other Requirements (20 SH)</u> CHEM 101 – Atoms (4) CHEM 102 – Protons (3) CHEM 103 – Neutrons (3) CHEM 104 – Electrons (3) CHEM 106 – Ionic Bonds (4) PHYS 114 – Magnetism (3)
<u>III. History of Idaho</u>	<u>III. History of Idaho</u> a. History of Twin Falls b. History of Pocatello		Electives <u>Select at least 6 SH from:</u> BIOL 105 – Livers (3) BIOL 200 – Nerves (4) BIOL 330 – Fingernails (1) BIOL 335 – Toenails (1) BIOL 499 – Hair (2) MATH 212 – Calculus (4) GEOS 433 – Big Rocks (5)	Electives <u>Select at least 3 SH from:</u> BIOL 105 – Livers (3) BIOL 200 – Nerves (4)
<u>IV. History of Iowa</u> a. History of Ottumwa b. History of Mason City	<u>IV. History of Iowa</u>			MATH 212 – Calculus (4) GEOS 432 – Little Rocks (3) GEOS 433 – Big Rocks (5)
<u>V. History of Kansas</u>	<u>V. History of Kansas</u>			

Thanks.
Ed Thompson