

ACADEMIC AFFAIRS AND CURRICULUM COMMITTEE

A2C2 Minutes for Wednesday October 9, 2013 at 3:30 pm
Maxwell 158 / Rochester SH201

Members present: Pat Paulson, Larry Bergin, Chun Lok Mah, Ed Thompson, Jana Craft, Myoung Lee, Amy Hermodson, Tim Gegg-Harrison, Mary Fawcett, Sunny Wee, Dan Kauffman, , Nicholas Wysocki, Chuck Ripley, Steve Allard, Michael Bowler, Peter Sternberg, Greg Schmidt, Tammi Owens, Robert Newberry, Ron Elcombe, Tisha Hooks, Greg Neidhart, David Speetzen, Sarah Phan-Budd, Fred Lee, Chuck Schreiber, Carrie Brouse, Brian Aldrich, Jeanne Danneker, Jim Williams, Nicholas Wysocki
Guests: Aurea Osgood

- I. Call to Order- the meeting was called to order at 3:31 pm by chair Pat Paulson
- II. Adoption of Agenda
 - A. Edit to agenda item DD under notifications: *ECON change in minor* should read *ECON change in major*.
 - B. Agenda adopted. m/s Ron Elcombe, Tim Gegg-Harrison
- III. Approval of Minutes from September 25, 2013.
 - A. Draft minutes attached.
 - B. Should attachments be sent with minutes?
 - C. Notifications from last meetings are included with meeting minutes.
 - D. Notifications will be up on the A2C2 website, not sent with minutes. Courses will be listed on agenda. Attachments will be for clarifying issues. Everything else will be available on the A2C2 website.
 - E. Motion to approve minutes from 9/25/13: m/s Schreiber, Elcombe. Minutes approved with no changes.
- IV. Chair's Report
 - A. Still need an A2C2 secretary to take meeting minutes, learn the system.
 1. Jana Craft – secretary. Introductions of each person on A2C2.
 - B. All A2C2 and GEPS positions filled. Still need a representative for CPPS from COLA.
 - C. Please send A2C2 agenda items to me for 10/23/2013 meeting by 10/16/2013.
 - D. Curriculum implementation underway-meetings being held about weekly with the vendor, Digital Architecture, until 12/3/2013. On 10/1 discussed system hierarchy, accounts and approval processes. On 10/8 discussed system settings, approval processes and agendas.
- V. Course & Program Proposal Subcommittee:

A. Membership

REPRESENTATIVE	COLLEGE
Ed Thompson	College of Science & Engineering
Bhaskar Iyengar	College of Science & Engineering
Julie Beddow-Schubert	College of Education
Carrie Brouse	College of Education
Charles Schreiber	College of Liberal Arts
	College of Liberal Arts
Shellie Nelson	College of Nursing & Health Sciences
Linda Smith	College of Nursing & Health Sciences
Bob Newberry	College of Business
Brian Joo	College of Business

- B. CPPS proposals are viewable at: <http://www.winona.edu/wsufa/a2c2/#cpps>
- C. CPPS agenda will be sent out to CPPS committee members one week before the meeting. The agenda will include electronic (.pdf file) copies of the proposals. An Outlook meeting reminder will also be sent out to CPPS members one week prior to the meeting.
- D. CPPS chair's report from meeting held on October 2, 2013.
1. Ed Thompson agreed to continue serving as chair of CPPS.
 2. HERS348: Health Coaching: From Theory to Practice- approved with minor revisions. HERS will send one complete correct copy to A2C2 chair.
 3. Ed - CAST had 3 program changes. 2 is the limit for significant changes per year. Simple changes (moving electives in, change in course description) are acceptable, but do not try to use notifications for revising a programs- that requires the Change in Program form.
- E. Nursing program has CPPS representative. Still need liberal arts representative. The next CPPS meeting will be held on Wednesday, October 16, 2013 at 3:30pm in Maxwell 158 / Rochester GL 135. Agenda items for this meeting must be submitted to A2C2 chair by Wednesday, October 9 at 4pm.
- F. Subcommittee recommendation for HERS348 program – approved.

VI. General Education Program Subcommittee

- A. website: <http://www.winona.edu/gep/>
- B. GEPS chair's report from meeting held on October 2, 2013.
- C. The next GEPS meeting will be held on Wednesday, October 16, 2013 at 3:30pm in Kryzsko Dining Rooms C&D. Agenda items for this meeting must be submitted to GEPS' chair by Wednesday, October 9 at 4pm.
- D. Alyssa Stevens course substitution was rejected by GEPS.
Tahira Darling course substitution for a writing intensive was approved by GEPS. A2C2 voted to accept these GEPS recommendations to reject Stevens course substitution and approve Darling course substitution.

- VII. Notifications, copies attached:
- A. MCOM300: GEP retroactive, Critical Analysis
 - B. FREN303: Bank
 - C. GERM301:Bank
 - D. GERM302:Bank
 - E. GERM403:Bank
 - F. CMST266:Prereq
 - G. CAST301:Title-not signed by a 'department chair'
 - H. HERS191:Description
 - I. HERS288:Prereq
 - J. HERS291:Prereq
 - K. HERS292:Prereq
 - L. HERS317:Prereq
 - M. HERS318:Prereq
 - N. HERS321:Frequency
 - O. HERS326:Frequency
 - P. HERS364:Prereq
 - Q. HERS365:Prereq
 - R. HERS368:PrereqDescription
 - S. HERS380:Prereq
 - T. HERS384:Prereq
 - U. HERS390:Prereq
 - V. HERS392:Prereq
 - W. HERS395:TitlePrereq
 - X. HERS403:Prereq
 - Y. HERS433:Prereq
 - Z. HERS445:Prereq
 - AA. HERS464:TitleDescription
 - BB. HERS499:Description
 - CC. CAST:ChangeInMinor-not signed by a 'department chair'
 - DD. ECON:Change In Major
 - EE. ECON322:Prereq
 - FF. ECON340:Prereq
 - GG. Discussion regarding CAST notifications G. and CC.
 - 1. It is not always the case that programs are in departments. CAST does not have a department chair, only a program director.
 - 2. Are all courses held in departments or do programs pull? No. CAST has its own cost center, ISRS department ID. CAST has a department ID, but are not a department. If a course is held in a program versus a department,
 - 3. Nervous. New course or department has to be approved by department not just chair before going to dean. If no department, is a step missing, – is this coming from a single person?
 - 4. CAST approved by advisory board – no faculty.

5. CAST notifications should not be held up – temporarily we should accept program directors in place of chairs. Need to visit bigger issues. If program proposed without a department, how can a program that does not yet exist have a program director? Someone needs to own them. Senate – program directors can serve indefinitely, but term limits for chairs. Need discussion about this. Multi-disciplinary task force needs to think about this, but not hold up CAST. Pending resolution of bigger issues, move to approve director in place of chairs. M/S Schreiber, Danneker.
 6. Ron Elcombe – we have precedent with residential college for inter-disciplinary programs that the director is serving in this capacity. Residential college did not have control, but could use the courses. Larger issue is where courses reside.
 7. Ed Thompson– what counts as a program? Need to be specific about academic programs.
 8. Pat Paulson – any paperwork signed by a program director should be considered at A2C2 to ensure that departments have a chance to voice their opinion. Otherwise consider a blanket no-and not allow paperwork through not signed by a department chair.
 9. Schreiber – modify motion if exhaustive list is created with programs that are affected by this without departments.
 10. Dan Kauffman - other entities are struggling with this same problem. Opposed to motion. Friendly amendment to approve CAST proposal to send that on.
 11. Mike Bowler – new motion: approval by advisory board? Faculty and advisory board?
 12. Ron Elcombe – reluctant for advisory boards because members outside WSU.
 13. Schreiber – blanket policy for existing and known programs without departments. List of interdisciplinary programs known. Schreiber withdraws motion. Second agreed. Motion revised.
- HH. M/S Elcombe, Schreiber. Motion to accept two notifications in G. and CC. specifically from CAST. Motion passes.

- VIII. One-Time Course Offering, **copy of Math/Stats department comments attached:**
- A. PSY351: Advanced Statistics and Research Method Designs in Psychology
 - B. Tisha Hooks: STAT 310 existing outline overlaps with PSY351 significantly. Intent not to prevent one time course outline. Expressing concerns in the future with a new course offering as the outline is written.
 - C. Third page of handout expresses summarized concerns from stats faculty members. Math/Stats would like to see a course like this for psychology students, -but some Stats concerns. Form for new course offering – does this duplicate a current course? Not on one time course offering form. Why wait until it gets to a new course proposal. Pat – suggested stats bring forth proposal for revised one time course offering form.

- D. Ed Thompson – in the past we have worked out details in the full course proposal in CPPS due to duplication. Safeguard in place.
- E. Mike Bowler – approach interdisciplinary – two departments working together might be great.
- F. Tim Gegg-Harrison – if we cannot reject it, why ask? If it is just like a notification, we cannot vote it down.
- G. Tisha Hooks– teaching duplicate content with low class enrollment is a concern. She has put together new courses, unfortunate to put together all of this content, it is a lot of work to go through. Should raise issues at the start of the process, not end.
- H. Steve Allard – hesitant to catch before CPPS. One time course offering may intentionally overlap but may not come up again, replace. Can clearly see concern. Impacts other departments, part of CPPS form. Not ready to approve every one time course offering
- I. Chuck – situation fluid. Will continue to have conversation with math/stats. Trying to assess talents of new faculty member with strong quantitative skills. Will be in consultation with stats department.

IX. Old Business: none

X. New Business:

1. Regulation 3-4 form sign-off: should a program director be allowed to sign-off instead of a 'Department Chair' for items such as notifications, new/revised courses, and new/revised programs? The following programs, and some others, could be affected: HLA, Sustainability, WAGS, and CAST.
See attached document
"A2C2DocumentSignOff_Issues_2013_10_09"
See Notifications G. and CC. CLS major wholly within biology department. Remove from document.
2. Should discuss issue with departments. Need feedback by next A2C2 meeting on 10/23 from departments. Should we have multiple signatories for these programs? CPPS, GPPS, A2C2 to consider– then A2C2 needs to make a recommendation to faculty senate.
3. Chuck Schreiber – Question: Can Curriculog add program directors later? Yes it can. Then urge to move forward with department chairs only now, add in program directors as needed once issue is resolved. More restrictive option probably better. Software more restrictive road – approvals less restrictive. How should you create a multi-department program? Multi-disciplinary task force should make recommendations to A2C2 for the process of owning programs. What happens if person leaves and students are in the program if the program is not owned by a department?

4. Jim Williams– not talking about blanket program director/chair. Applies directly to these departments affected (HLA, CAST, Sustain, WAGS, etc.)
5. Ed Thompson– CPPS is not in a position to decide what constitutes an appropriate program, and who is an appropriate chair/signatory.
6. Chuck Schreiber– who chairs multi-disciplinary task force? Joan Francioni. Request – any doubt if they understand big picture, continue communication. Would like to see suggestions from them.
7. Mike Bowler– work backwards. Any program with own courses, need own notifications and course revision. If advisory boards not appropriate, may need other signatories, possibly from other departments involved in inter-disciplinary programs.
8. Ron Elcombe – discussion ended.
9. Pat Paulson – will invite Joan Francioni to discussion to be held at next A2C2 meeting on 10/23/2013.

XI. Adjournment- the meeting was adjourned at 4:37pm by chair Pat Paulson.
Minutes taken by Jana Craft.

Jana Craft
Secretary, A2C2

Proposed PSY 351 Outline	STAT 310 Course Outline
<p>By the end of this course, you will be able to use SPSS to:</p> <ol style="list-style-type: none"> Define, explain, and apply basic and advanced descriptive and inferential statistical procedures: <ol style="list-style-type: none"> Compute & interpret measures of central tendency and variability Summarize the normal distribution & compute z-scores Compute & interpret correlations (partial & semi-partial) Compute & interpret multiple linear regression (dummy variables & interactions) Describe, compute & interpret mediation & moderation analyses Summarize the logic & computation of one-way ANOVAs Describe & compute planned contrasts & post-hoc analyses for one-way ANOVA Describe & compute ANCOVAs, factorials, and repeated measures ANOVAs Explain the purpose & methods of qualitative research Critically evaluate, formulate, conduct and interpret conclusions drawn from statistics inference <ol style="list-style-type: none"> Explain why & how each statistical model is used in psychological methods Interpret & report results of statistical tests using conventions of APA Demonstrate the ability to comfortably analyze data using SPSS 	<ol style="list-style-type: none"> Types of Studies Review of Descriptive Statistics Review of Basic Statistical Inference <ol style="list-style-type: none"> Comparing two population means using dependent samples (paired t-test/CI) Comparing two population means using independent samples (two sample t-test/CI) Comparing Several Population/Treatment Means <ol style="list-style-type: none"> One-way ANOVA Kruskal-Wallis (nonparametric alternative) Multiple comparison procedures (e.g., Tukey-Kramer and Dunnett's procedures) Two-Way ANOVA (including discussion of interaction) Randomized complete block design and analysis Simple Linear Regression <ol style="list-style-type: none"> Correlation Simple linear regression: basic idea and model Inference for regression Checking model assumptions Multiple Regression <ol style="list-style-type: none"> Basic idea and model Inference for multiple regression Checking model assumptions Model selection Analysis of Covariance (ANCOVA) Contingency Table Analysis <ol style="list-style-type: none"> Analysis of 2 X 2 Tables (Fisher's exact test, Mantel-Haenszel Test, McNemar's test) Analysis of r x c Tables Logistic Regression <ol style="list-style-type: none"> Basic idea and model Inference for multiple logistic regression Model Selection Repeated Measures Analysis Tools for Summarizing Multiple Responses <ol style="list-style-type: none"> Graphical Methods Principal components for factor analysis <div data-bbox="1507 1149 1837 1458"> <p>Additional Topics (time-permitting)</p> </div>

Overlapping Content	
PSY 351 Content	STAT 310 Content
Compute & interpret measures of central tendency and variability	These concepts are included in the prerequisite course for STAT 310 and are briefly reviewed in STAT 310
Summarize the normal distribution & compute z-scores	A discussion of z-scores is included in the prerequisite course for STAT 310
Compute & interpret correlations (partial & semi-partial)	Pearson correlation is covered when discussing simple linear regression. Students compute such values using software packages and interpret the value in context (i.e., what it means to obtain a positive value vs. negative value, strong vs. weak correlations).
Compute & interpret multiple linear regression (dummy variables & interactions)	Multiple linear regression is covered. Students fit models using software, examine scatterplot matrices and correlations, and assess the validity of model assumptions. Various model selection techniques are covered. Significant time is also spent discussing the use of dummy variables and models with interactions.
Describe, compute & interpret mediation & moderation analyses	Though we do not use the term “moderation analysis” in STAT 310, the core statistical concept behind this type of analysis (interaction) is discussed in detail. Several examples we use in STAT 310 involve the fitting of models with interaction terms and a discussion of what that interaction means. Similarly, though we don’t use the term “mediation analysis,” the core statistical concept behind this analysis (interpretation of multiple regression models) is covered in in STAT 310.
Summarize the logic & computation of one-way ANOVAs	The logic and computations behind a one-way ANOVA are covered in STAT 310, and students also use software to fit one-way ANOVA models. Model assumptions are also discussed.
Describe & compute planned contrasts & post-hoc analyses for one-way ANOVA	Multiple comparison procedures and planned contrasts for a one-way ANOVA are covered in STAT 310.
Describe & compute ANCOVAs, factorials, repeated measures	Analysis of covariance (ANCOVA) is covered in STAT 310. In addition, a significant amount of time is spent discussing the two-way ANOVA model applicable for data with a factorial design structure.

Topics We Feel Would Be Appropriate for a New Course
Explain the purpose & methods of qualitative research
Explain why & how each statistical model is used in psychological methods
Interpret & report results of statistical tests using conventions of APA
Ability to comfortably analyze data using SPSS

Concerns Raised by Statistics Faculty Members

- In our opinion, a course such as PSY 351 would be a valuable addition to existing curriculum if it were run more along the lines of an additional research methods course and not as a course which introduces new statistical concepts/methodology. This current model is being used in other departments (e.g., SOC 376, SOC 378, HERS 380, NURS 375). These research methods courses require a prerequisite statistics course so that students have learned the relevant statistical methodology and concepts prior to enrolling.

We feel that if the Psychology Department decides to propose PSY 351 as a new course in the future, the course content needs to be substantially revised so that it does not significantly overlap content currently covered in STAT 310. Moreover, if the content is revised to focus more on research methods in psychology, we feel that STAT 310 should be considered as a prerequisite.

- If PSY 351 is proposed as a new course offering in the future, this may adversely affect course enrollments through the offering of two low-enrollment courses that duplicate a significant amount of content.

A2C2 Department Chair Signature

A2C2 Regulation 3-4 document sign-off: is a program director equivalent to a department chair for approval purposes?

Immediate issue at A2C2-there are 2 notifications from the CAST program, on today's (10/9/2013) A2C2 agenda that were signed by a Program Director, not a department chair.

The Regulation 3-4 paperwork that requires department chair signature:

Notifications

New/revised courses

New/revised programs

Considerations:

- Both program directors and department chairs are from the faculty ranks
- Program director is appointed by a dean, represents the program or ?, no term limit
- Department chair is elected by and represents department members, has a 9 year term limit
- Examples-
 - CLS, a major with courses from COSE, mainly two departments
 - HLA, a major with courses from all 5 colleges
 - CAST, a minor, with courses from CAST, in CONHS, but not in a department
 - Sustainability, a minor with courses from COSE, COLA, CONHS,
 - WAGS, a minor with courses from COLA, COE, CONHS and several departments
- Interdisciplinary programs cross departmental, college and university (HLA) boundaries

Past/Current practices:

CAST-some new course paperwork has been signed by faculty who were not Department Chairs (were they program directors at the time?) A CAST notification was signed by Sociology Department Chair.

WAGS-faculty sign-off in Department Chair line. (were they program directors at the time?)

When Curriculog is implemented, 'Department Chair' will be a specific role, and only current Department Chairs will be eligible to sign the documents.

Sustainability minor-affected department chairs signed notifications that affected their department (Marketing, Global Studies)

Issues:

- 1.) Should Regulation 3-4 sign-off on the forms be revised to replace 'Department Chair' with 'Department Chair/Program Director'?
- 2.) Who must sign off on a future HLA Program Change?

A2C2 Department Chair Signature

- 3.) Who represents the faculty involved in Interdisciplinary programs (when these programs involve multiple departments, colleges and or universities should there be signatures from all department chairs involved)?-

Proposed course of action:

Until this issue is resolved, have A2C2 committee as a whole approve forms (notification, new / revised courses, new / revised programs) brought forward by programs that do not have department chairs.

Have CPPS, GEPS and departments discuss this issue and come to next A2C2 meeting on 10/23 with their feedback.

- Are there other issues that may affect faculty and departments?
- For wide-ranging interdisciplinary programs (multiple departments, colleges, and or universities) should multiple department chairs (and possibly program directors) be required to sign Regulation 3-4 paperwork?

After gathering this input, ask CPPS to develop a recommendation for whether/how to change Regulation 3-4 and associated forms.

Have A2C2 review recommendations (if any) and then have A2C2 make a recommendation to Senate.

Pat Paulson
A2C2 Chair
10/9/2013