14 February 2013

Academic Policy Committee February Report

The APC met Thursday, Feb. 14

Present: Mitchell Anderson, chair, Armando Garcia-Ortega (CAFNR), Kirsten Mollegaard (English), Jodilyn Kunimoto, Jeanie Flood (Nursing)

Excused: Roberta Barra (CoBE) – sabbatical, Mike Sado (UHHSA), Mazen Hamad (Chem), Katherine Anderson (Pharmacy)

Note: there are two motions for consideration included herein, one within old business and one within new business.

Old Business:

A. Program Review – CAS is still reviewing the proposed PR document and procedures. The CAS Senate Executive Committee meets Feb 15 at 2pm and will be attended by Mitchell Anderson, Seri Luangphinth, and Todd Belt.

B. Credit Hour Policy – the APC submits the following motion for action:

Motion: Move to recommend to the VCAA that UHH adopt the following Credit Hour Policy and Review Process.

UHH Credit Hour Policy

Regardless of the type of academic activity, schedule, or method of delivery, one credit hour at UHH represents the expected amount of work a student must expend to achieve intended learning outcomes consistent with that of a traditional course (i.e. one that meets one hour per week, with a minimum of two hours additional work such as preparation, research, homework, investigation, etc. over the course of an approximate 15 week semester).

This definition of credit hour implies:

1. One credit hour for courses with a non-traditional schedule (e.g. labs, directed studies, internships, etc.) or with alternative methods of delivery (e.g. online, hybrid, reverse lecture, etc.) represents an equivalent amount of work, as defined by intended student learning outcomes. Since there is no substitute for time spent in study or research, at least as much time must be spent “learning” regardless of the academic activity or method of delivery.

2. Courses with equivalent department course numbers should be consistent in terms of learning outcomes, regardless of the method of delivery.
3. Each credit hour represents approximately 45 hours of work. Departments should particularly keep this in mind when assigning non-traditional credit for activities such as independent study, service learning, laboratory, practica, seminar, internships, and courses with variable units, etc.

4. Only students who are able to demonstrate they have achieved the minimum intended learning outcomes will be awarded the credit hour.

**Review Process**

The application of the credit hour policy will be reviewed within the Academic Program Review process, New Course Approval (Curriculum Review Committee(s) and Curriculum Central), and General Education Certification and re-Certification. Monitoring and reviewing courses in which the amount of face-to-face time is less than one-third the total work for the course will be referred to the Distance Learning Advisory Committee.

Justification for the credit hour policy is included for the record as an attachment.

The following need to be completed, assuming the motion passes:

- All units should be informed of the change and the resulting necessity to include evidence within their program reviews demonstrating they are following the credit hour policy, in particular as it applies to non-traditional modes of delivery.
- All Curriculum Review Committees, Curriculum Central administrators, and the chair of Gen Ed should be notified to include the credit hour policy in their determinations for new curriculum and general education certification and re-certification.
- The Accreditation Committee should develop a list of courses that do not satisfy the traditional one-hour lecture, two-hour homework model. Such a list should include courses such as:
  - Laboratory (e.g. one-credit Science labs that meet for three hours each week with little or no homework)
  - Practica (e.g. Nursing and Education courses where students are required to enter the classroom or hospital for hands-on experience).
  - Service Learning Academic Activities
  - Directed Reading/Independent Study
  - Study Abroad
  - Seminar
  - Internship
- The Accreditation Committee needs to compile three sample Syllabi from each of the types of non-traditional courses listed above.
C. Policy Flow Chart. The committee reviewed the Policy Flow Chart and Notes, and made revisions to reflect the request that unit-level processes be included. The committee elected to have graphics work on making the work less congested and more in line with other UHH web-site flow charts. The committee had some questions regarding the notes: Which if any of the bullets in the final section on administrative responsibilities should be retained?

D. Curriculum Review Flow Chart. The committee reviewed the flow chart and notes and incorporated the request to include the Faculty Congress in the review process subsequent to the CRC. The committee elected to send the flow chart to graphics for final presentation. However, the committee did not yet address the request to include the role of Curriculum Central in the review process.

New Business:

A. Time Limits to complete the Ph.D. program

The committee discussed this policy that was proposed by the Graduate Council and found it in line with that used in most graduate programs. The proposal from the Graduate Council follows. The APC recommended slight changes to enhance the clarity, and these are highlighted.

To : Dan Brown, VCRED
FROM : Graduate Council
Re: Time limits for Ph.D. programs, approved for recommendation 11-9-12 meeting

It is proposed that the following general time limits for Ph.D. programs be adopted as UHH Graduate Division policy. An individual program may tighten shorten the time limits, if it is so desired and internally approved. Special exceptions to the limits, with the support of the program and Dean, would require graduate council approval.

- Graduate level courses may only be applied towards the degree requirements if taken within 10 years of the completion of the degree. [Credits used towards fulfillment of another degree may not be used.]

- The maximum time a student may take to complete all requirements for a Ph.D. is 7 years from matriculation into the Ph.D. program, with a possible extension for extenuating circumstances not to exceed 10 years in total. A petition for extension will be submitted by the program to the Graduate Council, and if approved, the Graduate Council will forward approval of the extension to the VCRE and/or VCAA.

The committee had the following two questions:

1. Does this apply to PharmD and DNP programs?
2. In the very last sentence, why would the Graduate Council forward approval to the VCAA? More importantly, why is it an and/or situation, with our emphasis of concern on the “or” part?

**Motion:** Move to accept the proposed Time Limits for Completing the Ph.D. at UHH, with the changes as noted.

B. Tenure and Promotion e-filing.
   The committee is developing a proposal and intends to circulate it within the next two weeks.

C. Tenure and Promotion and Contract Renewal Feedback during the process, and the inclusion of an MOU between the Dean and the candidate.
   The committee is developing a proposal for the feedback portion and intends to circulate it for comment amongst the units within the next two weeks. Discussion is continuing for the MOU issue.