



**Undergraduate Curriculum Committee
Year End Report for the Academic Year 2011-2012**

UCC membership:

5 voting faculty members	CLA (2): Colleen Bell, Robin Parritz, Melissa Embser-Herbert* HSB (1): Karen Somerville HSE (1): Steve Jongewaard Faculty Council (1): Ken Fox
3 non-voting administrators	Associate VP for Academic Affairs: Jenny Keil Associate Registrar: Gwenn Sherburne CAS Director: Katie Adams
7 non-voting HP directors	Occasional attendance: Director of Assessment, Director of Honors, Director of FSEM

* Prof. Embser-Herbert was elected to replace Prof. Parritz (12/2011)

Consistent with UCC charge approved October 2011, chairs were elected from among the tenured faculty members of the committee: Robin Parritz (chair through Nov. 2011); Melissa Embser-Herbert (co-chair effective Feb. 2012); and Colleen Bell (chair Dec. 2011-Jan 2012; co-chair Feb-August 2012).

Petitions subcommittee members included:

Colleen Bell (CLA representative and Chair); Karen Somerville (HSB representative); Steven Jongewaard (HSE representative); Gwenn Sherburne (Registrar's Office); Katie Adams (CAS)

Tasks completed

- UCC whole
 - The UCC met as a committee of the whole 18 times between 1 September 2011 and 31 May 2012, including one meeting held jointly with the full Committee on Learning Outcomes Assessment.
 - Three main initiatives were undertaken this academic year:
 1. revising the UCC charge,
 2. considering whether Hamline Plan letters should be attached to faculty or courses, and
 3. beginning to implement the Hamline Plan Refresh initiative mandated by the VP for Academic Affairs December 11, 2011 (see timeline – Appendix 1). Key activities have been completed according to the timeline to date.
 - There were 38 Hamline Plan faculty proposals considered between 1 September, 2012 and 31 May 2012: 36 were approved; 2 were rejected.

- There were three process enhancements:
 1. Monthly faculty reports consistent across units – To give greater profile to the work of the UCC, monthly reports are now developed and distributed in the CLA, HSE and HSB. They are also linked to the UCC web page (<http://www.hamline.edu/committees/undergraduate-curriculum/>).
 2. Initiated UCC-CLOA chairs bi-monthly meetings (to link curriculum change with learning outcomes assessment) in March.
 3. This year-end report was developed.
- Minutes are available on the UCC web page (<http://www.hamline.edu/committees/undergraduate-curriculum/>)
- Petitions subcommittee
 - The Petitions subcommittee work included a combination of in-person meetings [bi-monthly September through May] and on-line discussions/approvals as necessary
 - 67 petitions for exceptions to academic policy were reviewed between 1 September 2011 and 31 May 2012: 59 were approved; 8 were rejected.
 - 18 flexible curriculum proposals (a different kind of petition) were reviewed in AY 11-12. All were approved.
 - There was one process enhancement concerning petition committee notes: Notes are now developed and maintained concerning discussions related to petition decisions.

Tasks carried over to next academic year:

- A schedule for HP revision process was proposed and refined in joint subcommittee meetings of UCC and CLOA (see timeline – Appendix 1).
- Finalize whether Hamline Plan letters are assigned to the professor, the course or the hybrid solution discussed and develop related processes and related communication plan.
- Establish clear procedures for attaching/approving designations, e.g.,:
 - Review the requirements for each Hamline Plan letter to ensure that there is reasonable consistency in expectations.
 - Review faculty submissions relating to Hamline Plan letters (e.g., the template) to ensure that all faculty members provide sufficient information for all UCC committee members to make a recommendation regarding the proposal.
- Develop a plan to provide immediate and ongoing faculty development to ensure that all faculty members (full time and adjuncts) are adequately trained to teach courses with Hamline Plan designations.
- Propose processes to ensure that once the Hamline Plan Refresh initiative is concluded that integrity is maintained in the Hamline Plan going forward (e.g., the possibility of assigning accountabilities to Department Chairs).
- Clarify UCC terms of service. Because UCC's charge requires a twelve month operating schedule—in contrast to many academic committees whose work begins in September and ends in May—all members need clarification of when their terms begin and end. Faculty council representative term runs September through August (per FC). There appear to be no clear policies in CLA, HSB or HSE. When do newly elected members' terms begin? When is the chair elected?

Challenges going forward:

It is anticipated that considerable effort and resources will be required to implement the necessary changes to the Hamline Plan, and related processes including the tasks identified in the preceding section. Given the financial and staffing challenges facing Hamline, finding the necessary time and resources for these initiatives may be a challenge.

Opportunities going forward:

- New and/or stronger collaborations – UCC and CLOA have held initial discussions about more strategic collaboration with CTL, HP program directors, and other academic leaders. With respect to Hamline Plan directors, invitations to participate in UCC meetings will be extended at least once each semester. The Director of CTL will attend all UCC meetings of the whole.
- Review student petitions over the past couple of years to identify trends and possible policy/procedure changes. Potential benefits of this include: conserving Hamline resources, enhancing the integrity of the petition process, and reducing the amount of time from receipt of petition to the UCC decision.

Concluding remarks:

The following statement succinctly sums up the importance of this committee's work: "...There is nothing more important to a university than its curriculum...." (Vice President David Stern, memorandum dated Dec. 12, 2011).

The work of this committee is particularly challenging given that it is cross-unit and demanding as it operates twelve months a year. Further, in addition to regularly scheduled meetings, some of the responsibilities (e.g., student petitions) require a constant vigil in order to provide timely responses to our students.

APPENDIX 1: HP Refresh Timeline

TIMELINE FOR HAMLIN PLAN REFRESH PROCESS

FINAL DRAFT

WHEN	WHO	WHAT
Fa 11	UCC (CLOA)	<ol style="list-style-type: none"> 1) Identify task forces for each HP designation; clarify process for liaison w/CLOA 2) HP Designations, Set 1: Writing/Speaking/Q/C&R/LEAD 3) HP Designations, Set 2: DB/CB
Sp 12	UCC (CLOA)	<ol style="list-style-type: none"> 1) Consider HP application form/process, to include learning outcomes - student engagement and assessment 2) Consider basic HP procedural changes (e.g., to whom/what does a designation attach?)
Sp 12	HP Task Forces	<ol style="list-style-type: none"> 1) Lead faculty discussions on 3/15/2012 during convo hour (both HP sets) 2) Take e-mail responses from those unable to attend the 3/15 meetings 3) Respond to UCC guidelines in draft report (due to UCC by 11 May 2012)
Sp 12	All	5/24/2012 – Faculty Development Day/Teaching & Learning
Fa 12	All	8/29/2012 – Faculty Development Day/Teaching & Learning
Fa 12	UCC	Circulate task force reports for review by all undergrad faculty no later than 9/20/12
Fa 12	HP Task Forces	<ol style="list-style-type: none"> 1) Get feedback on drafts from all faculty at rotating forums on 10/04/12 and in writing from those unable to attend 2) Get feedback from UCC & CLOA 3) Revise accordingly
Fa 12	UCC (CLOA)	<ol style="list-style-type: none"> 1) Finalize revisions/updates for full faculty vote 2) Submit set 1 proposals for faculty approval 3) Continue working on DB/CB
Ja 13	All	1/25/2013 - Faculty Development Day/Teaching & Learning
Sp 13	CLOA (UCC)	<ol style="list-style-type: none"> 1) CLOA creates plan for collection of data for at least one HP designation in 13-14 (Which designation, in which classes, assessed by whom, using what instrument and which rubric from the faculty-designed work above?) 2) CLOA trains faculty on communicating outcomes in syllabi and rubrics related to HP 3) CLOA works with CTL to disseminate resources and rubrics
Sp 13	All	Re-application where/as necessary for HP designations
Sp 13	UCC	<ol style="list-style-type: none"> 1) UCC/HP directors review online application submissions for approval 2) UCC provides feedback to CLOA about identified assessment strategies
Fa 13	All	Refreshed HP is implemented (at minimum set 1; optimistically, sets 1 & 2)
Fa 13	CLOA	<ol style="list-style-type: none"> 1) CLOA oversees measurement of identified designation/s for 14-15 2) CLOA plans additional HP measurement and works toward systemizing occasional measurement of outcomes in HP courses

Process timeline jointly drafted by members of CLOA & UCC, led by Leondra Hanson & Ken Fox
January-March 2012