**Curriculum and Policies Subcommittee Meeting Minutes**

**September 24, 2019**

**Voting Members Present:** Bennett Adamson, Chair Molly Bolger, Leslie Dennis, Moe Momayez, David Ortiz, Jennifer Schnellmann, Claudia Stanescu, Joost Van Haren

**Non-voting Members Present:**  Pam Coonan, Neel Ghosh, Liz Sandoval, Abbie Sorg, Alex Underwood

**Guest Presenters:** Stephanie Adamson, Nicole Kontak (via phone)

Chair Molly Bolger called the meeting to order at ­­­3:30 p.m. A quorum was established with 8 voting members.

1. **Policy Proposals**
	1. **Proposal to Amend the Undergraduate Certificate Policy –** submitted by UA Global

**Presenter:** Stephanie Adamson, Senior Director, Global Recruitment

This proposal is to update the language for the policy proposal currently undergoing approval for Undergraduate Certificates. The update would add language to include students at international universities where the UA has approved partnerships, as well as at approved UA global locations. The update would also add back in language to include non-degree seeking students which had been removed from a previous version of the policy proposal. The proposal was submitted by UA Global in order to ensure that UA students have the same access to undergraduate certificates regardless of the student’s location. UA Global hopes that these updates will enable us to develop more partnerships with institutions around the world, allowing students to start at a microcampus and move to the UA (or vice versa).

The Advanced Transportation Engineering certificate program is an example of what UA Global is trying to achieve. In this program, students at two universities in China take the first 12 units of a master’s degree while in China (the advanced undergraduate certificate), through online courses. Students that successfully complete the certificate may then choose to go on to apply for the Master’s of Engineering program here, completing their fifth year at the UA to earn their Master’s. Some of these students also continue on to earn their PhD at the UA after that. This program is cost effective for the students and also creates an efficient pipeline for departments to bring talented students to their graduate programs. The proposed updates to the undergraduate certificate policy would make it possible for similar new programs to be utilized by departments across the UA.

Discussion commenced:

* Will these updates create issues for students’ visas? No, this wouldn’t introduce any new administrative processes. Students are already brought to the UA with visas for non-degree seeking status.
* Why is the language for the proposal being changed? A previous version of the proposal had been created and abandoned which listed degree-seeking and non-degree seeking students separately; the most recent version of the policy had inadvertently left off the non-degree seeking language which would exclude these pathway programs completely. Since these programs already exist and have proven to be successful for departments and students alike, UA Global would like to ensure that they’re included in the policy so that more may be developed.
* Would admissions standards vary based on the particular microcampus that a student first enrolls in? No, institutional admissions standards would be the same for all UA students regardless of their location or degree seeking status. Individual programs may still elect to set stricter admissions requirements as needed, just as they do for degree seeking programs.
* Do students enrolling in microcampuses have to meet the institutional English proficiency requirement? Yes. UA Global doesn’t allow students to start at a microcampus until they have met the proficiency requirement.
* Are there different award types for different certificate types? No, they are all simply categorized as certificates. Some may use the word “advanced” in the title of the certificate, but there is no separate category.
* Would it be reasonable to add a line to the Admission to Certificates section that spells out that students need to be admitted to the university in order to do a certificate? Yes, UA Global would be fine with that addition.

Since there were no further questions, the presenter left at this time. Discussion continued:

* Where should the note about admission be included? Item 2 in the Admission to Certificates section had been deleted in a previous revision of the document; reinstating that item (omitting the language about “eligible international partner institution” would be the simplest solution.

**David Ortiz moved to approve the proposal pending updates to the language as listed above, and Joost van Haren seconded the motion. The vote was unanimous, with 8 votes in favor.**

1. **International Examination Policy Proposal –** submitted by UA Global and Transfer Credit Articulation

Presenter (via phone): Nicole Kontak, UA Global

This proposal is to replace the German Abitur Exam policy (approved in Fall 2018) with a more expansive International Examination policy. The new policy would include common international exams including the German Abitur, French Baccalauréat, European Baccalaureate, and Italian Maturita. The new policy also includes more direction on the process for articulating credit for these scores.

Discussion commenced:

* Are there already students wishing to use these exams for credit at the UA? There’s an articulation agreement already pending for the German Abitur exam.
* Where did the minimum scores listed in the policy come from? These are scores that appear to be the average minimum accepted by other institutions that already give credit based on these exams. The scores listed are minimums, and individual departments can certainly select higher score requirements based on their own review.
* Where did the 30 unit maximum come from? This is new, but would offer the UA protection so we don’t have to accept more than 30 units based on these exams. The transfer credit policy has a 60 unit maximum overall, and these would fall within those 60 units.
* Would it be possible to remove the sentence stating that more international exams may be added to the list? Those exams would still need to go through approval (including ABOR approval) in order to be accepted. That sentence was left open ended on purpose because the approval process can take a long time, and it may be desirable to be able to process credits more quickly. The exams currently listed on the policy do comprise more than just four countries’ worth of students, since some of the exams are common across several countries.

Since there were no further questions, the presenter left at this time. Discussion continued:

* The door should not be left open for new exams to be added without oversight. UGC should keep governance over which exams are accepted, rather than leaving that just to the Transfer Credit Articulation office. The type of credit accepted by the UA should be up to faculty approval. The sentence (specifying that more international exams may be added) should be removed.
* Additional information would be needed to understand what the specific grade scales mean for each exam, since international scores don’t necessarily translate the way scores in the US do.
* The language regarding scores should be updated to specify that the scores listed represent the minimum scores eligible for consideration, but that higher scores may be required for specific courses based on departmental approval.

**David Ortiz moved to approve the proposal pending updates to the language as listed above, and Joost van Haren seconded the motion. The motion passed unanimously with 8 votes in favor.**

Molly adjourned the meeting at 4:55 p.m. The next Subcommittee meeting will be on October 22, 2019.

*Respectfully Submitted by Abbie Sorg, 10/6/19*