

## Academic Requirements Committee (ARC) 2019-20 Annual Report

Date: May 18, 2020

### Members 2019-20

Geoffrey Duh GGR Chair  
Marie Fiorillo ACS (COTA)  
Debra Lindberg CCJ  
Laura Marsh ACS (CLAS-Sci)  
Vicki Reitenauer WGSS  
Ashley Storey ACS (SB)  
Suwako Watanabe WLL

### Consultants:

Rebecca Ingersoll ACS  
Nicholas Matlick RO

### Support Staff:

Jill Borek RO

The Responsibilities of the Academic Requirements Committee are to:

- 1) Develop and recommend policies regarding the admission of entering freshmen.
- 2) Develop and recommend policies regarding transfer credit and requirements for baccalaureate degrees.
- 3) Adjudicate student petitions regarding such academic regulations as credit loads, transfer credit, and graduation requirements for all undergraduate degree programs. Adjudicate student petitions regarding initial undergraduate admissions.
- 4) Make recommendations and propose changes in academic requirements to the Faculty Senate.
- 5) Report to the Senate at least once each year.
- 6) Act, in all matters pertaining to policy, in liaison with the chairpersons of the Scholastic Standards and Curriculum Committees, and with the chairperson of the Graduate Council.

The ARC met regularly (about twice per month) from September 2019 through May 2020. Due to the COVID-19 pandemic, the meetings after March 15, 2020 were conducted online (see Appendix for the meeting schedule). We reviewed 172 petitions, of which 152 were approved (through May 12, 2020). The number of petitions increased this year, with an above average number of petition submissions after the university moved to remote operations in March 2020. The University Studies Cluster Requirement continues to be the most common focus of the petitions. The average turnaround time for petitions, from submission to implementation, was approximately 14 days, which has remained consistent with previous years.

Significant issues that we worked on:

### **UNST Council Revision of UNST Requirements for High Credits Transfer Students**

In response to the inquiries from the Office of Admission, ACS, and ARC, UNST Council proposed adding a UNST transfer evaluation category which states that students transferring to PSU with over 135 credits (i.e., Senior Transfers) will only need to take a Senior Capstone to complete their UNST requirements for graduation. ARC fully supports UNST Council's proposal. The new transfer evaluation category not only streamlines the transition of Senior Transfers to PSU and improves transfer advising efficiency, but also removes some of the financial burdens that could

prevent these students from completing their degrees. We acknowledge that the new policy does not take precedence over other degree requirements, such as residency and upper division credit requirements, and appreciate UNST Council taking time and efforts to make the timely policy revision. If the proposal is approved by FS, RO will work with ARC and Advising on an implementation plan.

### **UNST Cluster Requirements for Interdisciplinary Majors**

ARC Chair, Duh, and ACS Director, Ingersoll met with UNST Executive Director, Prof. Linda George, on February 24, 2020 to discuss the review guideline for petitions submitted by interdisciplinary major students who want to use major courses to meet UNST Cluster requirements. These interdisciplinary major programs include Arts & Letters, Science, and Social Science. The consensus among UNST, ACS, and ARC is to allow courses from these interdisciplinary majors be used toward the UNST Clusters if these courses are not used toward the major. This decision reflects the fact that the broad curricula offered in the interdisciplinary programs meet the goals of UNST Cluster and allows interdisciplinary major students to form guided structures in their studies. The understanding provides a guideline for ARC to review this type of petitions for the time being. ARC will submit a proposal to Faculty Senate for approval during the 2020-21 academic year.

### **UNST Cluster Courses - Cross-Listed (History) Non-Cluster and UNST Cluster Courses**

OAA Curriculum Coordinator, Andreen Morris, attended ARC meeting on April 13, 2020 to discuss a resolution for allowing Hst 323 as a UNST Cluster course. Hst 323 Modern Korea is cross-listed with Kor 330U Topics in Korean Culture and Civilization. The former is not a UNST Cluster course whereas the latter is. The cross-listing between cluster and non-cluster courses is causing issues for students, particularly regarding completing their University Studies Cluster requirements. ARC approved OAA's request to allow Hst 323 be counted for the same clusters as Kor 330U through summer 2021. History department will submit an official request to make Hst 323 a Cluster course to the University Studies Council.

### **Transcribing UNST Cluster Identification**

In response to a request by UNST and OAA, Cindy Baccar attended ARC meeting on November 13, 2019 to give an update on PSU Transcript with UNST Cluster identification. ARC supports the proposal and thinks that transcribing cluster identification on PSU official transcripts could encourage students a more purposeful and intentional decision in selecting UNST Clusters and be potentially useful for students' portfolio employment.

### **Clarifying Residency Requirements for Certificate Programs**

Cindy Baccar attended ARC meeting on March 9, 2020 to clarify the residency requirements for certificate programs. In 2015, ARC changed the residency requirement for post-baccalaureate certificates from a minimum of 30 credits to 16 credits or three quarters of the course credits required by the certificate. In 2016, Faculty Senate approved the "pre-baccalaureate" certificate program (i.e., Certificate – Admission Not Required) without explicitly stipulating residency requirements. Cindy clarified that the residency requirement applies to all undergraduate certificates, including Undergraduate Certificate Awarded with Baccalaureate,

Undergraduate Certificate Awarded at Completion, and Certificate – Admission Not Required, and post-baccalaureate certificate programs.

### **Residency Credit Requirements for High Credits Transfer Students from Concordia University**

ARC was contacted by the Office of Admissions regarding the residency requirements for students who consider transferring to PSU after the closing of Concordia University. ARC felt that there is room for flexibility but decided not to give a blanket waiver of the residency requirements to high credits transfer students. Instead, ARC would accept preemptive petitions for Concordia students who have worked with PSU academic advisors to plan out their course of study. ARC will review these petitions individually. The same rule applies to students from other closing or recently closed universities such as Marylhurst University.

### **Spring and Summer 2020 P/NP Grading Option Adjustment due to COVID-19 Pandemic**

In March 2020, Cindy Baccar consulted with ARC and SSC on the academic policies related to P/NP grading option for 2020 Spring and Summer terms. ARC supports the proposal to allow all Pass grades earned Spring and Summer 2020 to be used without restriction to fulfill major, minor and certificate requirements. The decision on this proposal does not change the existing undergraduate repeat policy.

### **Non-COTA Courses for FPA Requirements**

In collaboration with COTA, RO, DR, ACS, and WLL and English department chairs, ARC proposed the inclusion of several PSU film courses offered outside the College of the Arts (COTA) to be used as Fine & Performing Arts (FPA) credits for degree requirements. All courses in the approved list that are currently in the Social Science Distribution would remain there but can be counted as FPA credits for degree requirement. By allowing these courses to be used as FPA credits, PSU can remove some of the barriers for students to complete their BA degrees and reduce the advising and administrative load. The proposal was submitted to Faculty Senate for approval in June 2020 meeting.

### **Granting Credits for AP Seminar and Research**

In response to HECC's inquiry on PSU's AP/IB policy on two AP courses, AP Seminar and AP Research, ARC worked with RO and DR in July 2019 to articulate the two courses for GEN LD credits. ARC approved the proposal to grant 2 credits of GEN LD for each course if a student completes these courses and get an exam score of 3 or higher. The decision is in line with HECC policy and the design of AP curriculum. It could also encourage more Oregon high school graduates come to PSU for their higher education.

### **OnBase ARC Petition Workflow Modification**

Matlick (DR), Ingersoll (ACS), and Duh (ARC) met with OIT staff, Brodie Franklin, on February 6, 2020 to discuss the specifications for the modification of ARC OnBase review workflow and pathway advisor routing data. The modifications would further streamline the petition routing process and provide ARC members a more transparent petition review mechanism.

The committee wishes to thank Becki Ingersoll, Nicholas Matlick, and Jill Borek for their excellent support of our work.

Appendix. ARC meeting schedule during the 2019-2020 academic year (the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of every month).

- 10/14/19
- 10/28/19
- 11/11/19 - Remote voting/discussion due to holiday closure (Veterans Day)
- 11/25/19
- 12/09/19
- 12/23/19 - Remote voting/discussion as most will be out for holiday season
- 01/13/20
- 01/27/20
- 02/10/20
- 02/24/20
- 03/09/20
- 03/23/20 - Remote voting/discussion
- 04/13/20 - Zoom meeting during COVID-19 campus closure
- 04/27/20 - Zoom meeting during COVID-19 campus closure
- 05/11/20 - Zoom meeting during COVID-19 campus closure
- 05/25/20 - Remote voting/discussion due to holiday closure (Memorial Day)
- 06/08/20 - Zoom meeting during COVID-19 campus closure
- Biweekly remote voting/discussion during summer