

**Committee I: Undergraduate Programs Committee**  
**Kim Green, Chair**  
**Meeting Minutes for Thursday, September 7, 1:30 p.m. (Google Meet)**  
*Minutes approved October 3, 2023*

**Attendance: Stacy Boyd, Betsy Dahms, Sarah Elias, Kim Green, Robert Griffin, Donna Haley, CJ Ivory, Mark Janzen, Anca Koczkas, Cody Mason, Tammy McClenny (representing Nursing), Doug McWilliams, Margaret Mitchell, Kayla Myers, David Newton, Kwang Shin, Kelly Williams.**

**Guests: Ryan Bronkema, Andy Walter**

I. Call to Order

II. Program and Course Proposals

A) University College

1) Department of Civic Engagement and Public Service

a) [POLS 3100 Constitutional Law](#)

Request: Add

This is an eMajor class approved by the consortium as an elective for CRJU majors. It provides a perspective on constitutional law for practical applications in civil rights, civil liberties, courts, criminal procedure, and equal protection. This class should have been submitted in 2021 with the program request but was not submitted at that time.

**This course is an elective, not required, for students who have been taking it since 2021. The approval of this course does apply to students who have already taken it. This course was approved.**

III. Honors College Policy

A) The Honors Faculty Council approved the grading procedure for Honors conversion courses. (See attached.)

**Ryan Bronkema and Andy Walter explained this proposal. The use of the terms “pass/fail” vs. “satisfactory/unsatisfactory” was discussed. Because this is an assignment grade rather than a course grade, it was determined that either could work, but the question will be mentioned to the Honors Faculty Council to determine the wording. The grading policy was approved by UPC. It will be reported to the Senate as an information item.**

IV. New Business

**No new business was brought to the committee.**

## Attachment

### Honors Course Conversion Grading Procedure

The Honors Faculty Council approved updates to the process (shown below) by which "regular" courses are converted to "Honors" courses. The updated process changes two elements related to the additional work that an Honors student "contracts" with the professor/instructor to do in order to turn the course into an Honors course.

#### Change the terms for Honors course conversion as follows:

Additional assignment/work	Current	Change
Grading and Syllabus	Must constitute some percentage of the course grade. Thus, Honors conversion alters the syllabus for the course.	Is graded pass/fail and does not affect the student's percentage in the course and letter grade. Thus, Honors conversion does <b>not</b> alter the syllabus for the course.
Assignment Options	Determined by the course instructor. There are minimal guidelines and no established standards.	Options are provided on the contractual form (e.g. at least six options, including research paper, applied and/or creative projects, short papers, additional presentation), along with guidelines and standards that the Honors Faculty Council is establishing with minimal/maximal standards, e.g. page counts.

The Honors College is making this change: (1) To reduce the burden of course conversion for instructors that arises from having to alter the syllabus and (2) to establish consistency across course conversions through which students earn Honors distinction, e.g. to avoid one student completing a two-page paper for a successful conversion and another, in another instructor's course, completing a 30-page paper for a successful conversion.