#### Minutes of the Undergraduate Council Andrews University March 3, 2008

Martin Smith, chair; Ben A. Maguad, secretary; Michelle Bacchiocchi, Marsha Beal, Emilio Garcia-Marenko, Annetta Gibson, Shanna Leak, John Markovic. Keith Mattingly, Donald May, Najeeb Nakhle, Lawrence Onsager, Stephen Payne, Gisela Schmidt, Tiffany Summerscales, Charles Tidwell, Alice Williams, Gary Williams, Jeannie Wolfer

Members present

Boon-Chai Ng

Regrets

Amy Regoso

Invitee

Martin Smith welcomed the members and called the meeting to order.

Welcome and call to order

Alice Williams offered the opening prayer.

Prayer

The Council voted to accept the February 4, 2008 minutes as amended. The amendment was to add the name of Alice Williams as non-voting member of the Undergraduate Council.

Acceptance of minutes as amended

The Council discussed the formation of the Program Development and Review Sub-Committee. During its March 2, 2007 meeting the Council voted to create a committee of nine members. The following individuals have agreed to serve:

Program Development and Review Sub-Committee

- 1. Provost, ex-officio member
- 2. Undergraduate Council chair, ex-officio member
- 3. Sallie Alger
- 4. Lena Caesar
- 5. Betty Gibson
- 6. Alan Mitchell
- 7. Ray Ostrander
- 8. Wayne Perry
- 9. Ranko Stefanovic
- 10. Roy Villafane
- 11. Alice Williams

The Council moved to accept the above names as members of the Program Development and Review Sub-Committee.

Martin Smith directed the Council to begin a pilot program for implementation of the quality control oversight function of the Undergraduate Council. The Physical Therapy program is going to be the first to be reviewed using the Program Review Protocol template. The Sub-Committee will report back to the Council with a timetable for completing the review.

Program review directive

The Council moved to accept the Program Review Protocol and the program review directive.

Protocol and directive

Keith Mattingly presented a proposal to amend the existing class withdrawal policy. After much discussion the Council voted to move the withdrawal date to the first Friday after the spring break and to an equivalent time in fall. The vote was 7 to 6 in favor of the proposal.

Class withdrawal policy

Frances Faehner and Steve Yeagley did a presentation on "Creating a Caring Culture of Global Leadership". The proposed leadership development program has an academic component. The program aims to build collaborative and conversational skills, stimulate creativity and critical thinking, foster global understanding and engagement, develop cultural competencies, and use reflective practices. By the end of the leadership journey at Andrews, every student will be challenged to discover his/her God-given purpose in life, take charge of his/her own learning and development, encounter the world and its needs, learn to work and lead with diverse others, make a positive contribution for change, have encounters with excellence in leadership, be mentored for success, and gain a desire to serve.

Leadership development program

Martin Smith, chair

Ben A. Maguad, Secretary

#### **ANDREWS UNIVERSITY**

#### UNDERGRADUATE COUNCIL MEETING

Monday, March 3, 2008; 3:30 p.m. JWL 350

#### **Program Development & Review Sub-Committee**

#### Proposed Membership List:

From 04/02/07 Council Minutes: "The Council voted to create a committee of nine members." Eleven have agreed to serve.

- 1. Provost, ex-officio
- 2. UG Council Chair, ex-officio
- 3. Alger, Sallie
- 4. Caeser, Lena
- 5. Gibson, Betty
- 6. Mitchell, Alan
- 7. Ostrander, Ray
- 8. Perry, Wayne
- 9. Stefanovic, Ranko
- 10. Villafane, Roy
- 11. Williams, Alice

#### Directive:

To begin a pilot program for implementation of the quality control oversight function of the Undergraduate Council. The initial program under review shall be the Physical Therapy Department. The template shall be the Program Review Protocol (see attached). The Sub-Committee shall meet and report back to the Council at its next meeting on with a timetable for completing April 7, 2008.

#### Program Review Protocol Andrews University

#### **Projected Timetable**

- 1. Subcommittees review, edit, and approve criteria and process, suggest departments for review, and schedule review process
- 2. Undergraduate and Graduate Councils review and approve criteria and process
- 3. Councils select departments for review
- 4. Councils orient deans, chairs, and faculty to process and criteria
- 5. Pace-setter departments prepare reports and presentations

#### **Purposes of Program Review:**

- To document the processes by which the department establishes, implements, and measures achievement of student learning outcomes and other distinctive objectives
- To educate the rest of the Andrews University community about the contributions of the department and its programs to the academic conversation at the university and in the Seventhday Adventist Church
- To determine the portfolio of programs that Andrews University should offer
- To analyze the market viability of Andrews University programs for the future
- To ensure academic quality and innovation

Format of the Report: The report may be organized around each criterion and should include a brief description of the department, the program(s), and the stakeholders. The report should document how the department meets each criterion. The questions suggest appropriate data for documentation. In short, this is a suggested outline for a self study document from the department. Departments that have to meet accreditation requirements for professional organizations may incorporate sections of those documents into this document or refer to specific sections of the accreditation documents (included as appendices).

#### Criterion 1: History, Development, and Expectations of the Program

- 1. Why and when was the program established?
- 2. What are its academic antecedents?
- 3. How has the program evolved over the years?
- 4. What were the institution's original expectations?
- 5. How have those expectations changed?
- 6. What were the origins of initial support?
- 7. What is the degree to which the program has adapted to meet change?

#### Criterion 2: External Demand for the Program

- 1. What is the incoming student interest in this program?
- 2. What have been the program enrollments for the past five years?
- 3. How is demand being met by competing institutions that offer the same program?
- 4. What is the likely potential for future enrollments—a demonstrated, documentable potential—and are the resources for the program under or over allocated for the future?
- 5. What are the characteristics of patrons, clients, or customers of the program?
- 6. What other forces are at work in the surrounding environment that affect this program?
- 7. Do external demands suggest that the institution should continue this program?

#### **Criterion 3: Internal Demand for the Program**

- 1. What are the enrollments in courses required for other programs?
- 2. What proportion of enrollments are for major, minor, general studies, or service purposes?
- 3. What programs would suffer, or possibly fail, without the service courses offered by this program?
- 4. Are there other internal claims on the program's resources that should be revealed?
- 5. Does the program produce services needed by other parts of the campus?

#### **Criterion 4: Quality of Program Inputs and Processes**

- 1. Number of Faculty and Staff
- 2. Percentage of Instruction Offered by Full-Time Faculty
- 3. Number of Students
- 4. Curriculum description
- 5. Adaptability to Technology
- 6. Equipment, Facilities, and Other Resources used by the program

#### **Criterion 5: Quality of Program Outcomes**

- 1. What results can be documented for program quality?
- 2. Is there external validation of quality?
- 3. What examples of exemplary performance does the program demonstrate?
- 4. In the area of student outcomes, what are test scores on nationally standardized instruments that measure attainment?
- 5. How have the graduates fared on the GRE, the LSAT, the MCAT, and other standardized tests?
- 6. What are the degrees of student satisfaction, alumni satisfaction, employer satisfaction?
- 7. In the case of performance programs—music, drama, art—what evidence is there of client outcomes?
- 8. Do alumni records and placement data give insights into program success?
- 9. What is the track record of the graduates on state professional licensure and certification examinations?
- 10. How successful are program graduates in seeking graduate and professional admission?
- 11. Our programs are designed for intellectual and social development; did they succeed?
- 12. How well do program faculty achieve in measures of teaching effectiveness?
- 13. What is the track record of the program faculty in producing research accepted in juried publications or peer-reviewed electronic scholarship?
- 14. What recognition do faculty bring the program in the areas of community and denominational service?

#### Criterion 6: Size, Scope and Productivity of the Program

- 1. How many students (clients, customers, patrons, as appropriate) are being served?
- 2. How many faculty and staff are assigned?
- 3. What other resources are committed?
- 4. What are the number of credit hours generated, degrees or certificates awarded, services rendered, research developed, creative efforts produced, attendance at performances?
- 5. How productive is the program?
- 6. What is the scope of the program—its breadth and depth?

#### Criterion 7: Revenue and Other Resources Generated by the Program

- 1. From its research grant activity, what has the program generated for itself, and what does it receive as a result of overhead or indirect cost recovery for the institution?
- 2. Is the institution a recipient of development or advancement dollars or other gifts because of the program?
- 3. Has the program attracted equipment or other capital items to the institution, and what is the use of these items by other programs?
- 4. Does the program generate revenues from admission fees, special fees, laboratory fees, ticket revenues, other user fees, or by other means that help offset some or all of the expenses associated with the program?
- 5. Are there conditions of anticipated gifts, bequests, or endowment that require maintaining the program.

#### Criterion 8: Costs and Other Expenses Associated with the Program

- 1. This criterion seeks to measure all relevant costs, direct and indirect, that are associated with delivering the program.
- 2. What demonstrable efficiencies in the way the program is operated (or which could be inaugurated) are beneficial to the institution?

#### Criterion 9: Impact, Justification, and Overall Essentiality of the Program

- 1. What impact has this program had or does it promise to have to the institution?
- 2. What are the benefits to the institution of offering this program?
- 3. What is the connecting relationship between this program and achievement of the institution's mission?
- 4. How essential is this program to the institution?
- 5. What is the relationship of this program to the success of other programs?
- 6. How does the program contribute to the distinctive mission of the Seventh-day Adventist Church and of Andrews University?

#### Criterion 10: Opportunity Analysis of the Program

- 1. What external environmental factors affect the institution in such ways that opportunities are created?
- 2. Which factors among these might this program seize?
- 3. Are there opportunities for the program to continue, but in a different format?
- 4. Are there opportunities for productivity gains that, if followed, would improve the program?
- 5. Can we implement cost-containment measures due to restructuring or technological innovation?
- 6. What is the relationship of the program to emerging trends in distance learning, asynchronous learning?
- 7. Does the program have a plan for effective utilizing information technology?
- 8. Does the program have cooperative or collaborative relationships with other programs, other institutions?
- 9. What exciting, creative ways can program faculty and staff put their best case forward by advancing new ideas about the program?
- 10. What are the opportunities for combining courses, sections, or other program units?
- 11. Where is duplication avoidable?
- 12. What is the potential for reengineering the way the curriculum is delivered to achieve greater efficiency or program innovation?
- 13. Is this program poised to transform itself in new and different ways in order to meet the needs of twenty-first century learners?

## Andrews University Undergraduate Leadership Development Program Proposal

#### October 19, 2006

- 1. Undergraduate leadership development is a phenomenon that has swept through higher education in the last couple of decades. While leadership programs vary, many are driven by three common convictions, with which we concur:
  - Leadership can be taught.
  - Leadership is personal (often shared) rather than positional, and can be exercised by anyone.
  - Leadership should be exercised on behalf of positive change, and ought to serve the good of all.
- 2. By some estimates, there are over a thousand programs in colleges and universities around the nation. Why should Andrews University join this movement?
  - Leadership development offers an intentional plan for producing students who are equipped to "change the world," a key aspect of the University's mission.
  - Leadership development draws together various elements of our whole-person education into a single, cohesive learning journey focused on specific outcomes.
  - An increasingly complex world, as well as our rapidly growing denomination, is
    in desperate need of ethical, creative, globally-conscious leaders who can work
    collaboratively with others to navigate the difficult challenges ahead.
  - Andrews University, with its diverse student population, its world-wide connections, its low faculty-to-student ratio, and its strong faith-orientation is well-positioned to produce this kind of leadership.
- 3. After reviewing scores of undergraduate leadership programs online, making site visits to three programs in the Midwest, and conducting an assessment of our resources and student/faculty interest, we are now prepared recommend a program outline. Our recommendations are in line with the mandate we received to offer a low-cost/no-cost entry-level plan that utilizes, as far as possible, existing academic and co-curricular resources.
- 4. What follows is a description of a multi-disciplinary, competency-based, portfolio-driven academic certificate program intended to complement most any undergraduate degree. The proposal should be seen as a starting point, not a final product. There are many design choices that can be made, and may yet be necessary before implementation.

#### I. Academic Requirements for a Leadership Certificate

Leadership I (Introductory)* Leadership Cognates (see attached list) Change Project (TBA under Independent Study courses in depts.) Leadership II (Capstone)*	(2) (6) (2) (1)
Total Credit Hours	(11)

- 1. In addition to the courses listed above, students are already required to take the following General Education courses relevant to our competencies in leadership:
  - BHSC100 Philosophy of Service
  - BHSC100 Fit and Well
  - COMM104 Communication Skills
  - ENGL115, 215 English Composition I & II
  - IDSC211 Creativity and the Arts
- 2. We propose that students be **additionally required** to select the following General Education religion elective:
  - RELT340 Religion and Ethics in Modern Society or RELT390 Christian Business Ethics
- 3. The **Change Project** is to be initiated by the student with a church, community, campus, or discipline-based partner. It will require 120-150 hours of field work, and will be presented to fellow students, the student's mentor, and Advisory Board during the Leadership Capstone course. Proposals for projects must be submitted to the Program Director/Leadership Council for approval before students may begin their work.
- 4. Students will be asked to subscribe to an **electronic portfolio** system throughout the duration of the program, and to document their learning against as set of **competencies** (Appendix II). Students are not expected to master the competencies, but to demonstrate growth. This will be done through a variety of artifacts such as awards/certificates, pictures, reflection pieces, coursework, performance assessments, etc. The portfolio will be honed in the Capstone Course for use with potential employers.

#### II. Co-Curricular Requirements for the Leadership Certificate

The student may use any number of co-curricular activities to demonstrate growth and progress toward competency satisfaction. However, there are some minimum co-curricular requirements. We propose that students:

- 1. Engage in at least one (1) University-led or University-approved **international experience** (a trip, tour, short-term mission experience, student missionary year, study abroad, etc.)
- 2. Document holding at least one (1) student leadership position (in a campus ministry, club/organization, student government, residence hall, family group, athletic team, etc.)
- 3. Document growth toward at least one (1) leadership competency in a work-based environment, either through campus employment or an internship.
- 4. Be an active member of the Leadership Society every year while in the program.
- 5. Attend at least two (2) of the Annual Leadership Conferences.
- 6. Select a mentor who will follow them for at least their final year in the program and offer guidance as they complete their Change Project and Portfolio.

#### III. The Leadership Society

Students in the Leadership Program will not be following a prescribed course, but rather will take highly personalized academic journeys. The "life" and continuity of the program, therefore, will be sustained through the Leadership Society – a student-run organization, to which all program participants will belong. The Society will be responsible for planning Annual Leadership Conferences, and for organizing social, spiritual, educational, and outreach activities.

#### **Undergraduate Leadership Taskforce Members**

Steve Yeagley – Assistant to the Vice President for Student Life; Chair, Undergraduate Leadership Taskforce Committee

Frances Faehner - Vice President for Student Life

Shirley Freed – Professor of Teacher Education; Chair, Leadership and Educational Administration Program

Don May – Assistant Dean, College of Arts and Sciences; Director of General Education and Student Retention

Bill Mutch - Professor of Chemistry; Chair of Chemistry and Biochemistry Department

Sharon Prest – Assistant Professor of Digital Media and Photography

Patricia Stewart - Assistant to the Vice President for Student Life

Delyse Steyn – Professor of Communication; Chair, Communication Department

Ron Whitehead – Assistant to the President for Spiritual Life

#### Appendix I: Suggested Leadership Cognates

#### **Vocational Cognates**

- PSYC204 Personal, Social and Career Development
- IDSC250 Career and Life Planning

#### Contemporary Issues Cognates

- SOCI350 Introduction to Social Policy
- SOCI360 Introduction to International Development \*
- SOCI425 Racial and Ethnic Relations \*
- CHEM340 Environmental Chemistry
- RELT348 Christians and the Environment
- BSAD345 Business and Society
- ECON427 Economic Development
- PLSC430 Contemporary Political Issues
- COMM425 Media Literacy
- PSYC319 Stress Management

#### **Communication Cognates**

- COMM320 Interpersonal Communication
- COMM340 Argumentation and Debate
- COMM405 Persuasion
- COMM445,446 Family and Gender Communication
- COMM436 Intercultural Communication\*
- COMM456 Group Dynamics and Leadership
- ENGL315 Professional Writing
- ENGL345 Introduction to Rhetoric

#### **Artistic Influence Cognates**

- PHTO300 Media Ethics
- PHTO425 Travel Photography \*
- JOUR375 Photojournalism
- ENGL467 Creative Writing

#### Marketing/Management Cognates

- FMST460 Management and Decision Making in the Family
- BSAD355 Management and Organization
- BSAD436 Motivation and Work Behavior
- BSAD450 Multicultural Business Relations \*
- BSAD515 Organizational Behavior
- MKTG310 Principles of Marketing
- MKTG320 Consumer Behavior

#### History/Political Science/Philosophy Cognates

- HIST468 Multi-cultural America\*
- HIST465 American Foreign Relations
- PLSC120 Analyzing Politics
- PLSC430 Political Thought, Culture, and Change
- PLSC520 Human Rights, Violations, and Reconciliations
- PLSC307 Comparative Politics
- PLSC 350 Government Affairs
- PLSC/HIST478 Study Tour\*
- PHIL320 Critical Thinking

#### Christian Influence and Ethics Cognates

- RELP235 Christianity in World Context \*
- RELP240 Christian Witnessing/Public Evangelism Seminar
- RELP340 Strategies for Service
- RELP442 Introduction to Church Leadership
- RELT390 Christian Business Ethics
- RELP200 Pastoral Practicum
- RELP325 Preparation for Mission Service\*
- RELT235 Principles of Bible Instruction
- RELT216 Workshop in Prayer

<sup>\*</sup> Global Understanding Course

### **Appendix II: Suggested Leadership Competency Clusters**

LEADERSHIP AND THE SELF	
Developing Awareness & Purpose	Assessing self, identity, worldview; Engaging God, others, world; Discerning calling & purpose; Listening & remaining teachable
Pursuing Integrity & Excellence	Developing character & ethical practices; Setting goals & standards; Taking responsibility & initiative; Seeking accountability & mentorship
Nurturing Health & Wellness	Making healthy choices (diet, sleep, exercise, substances, etc.); Connecting socially & spiritually; Managing stress; Maintaining balance

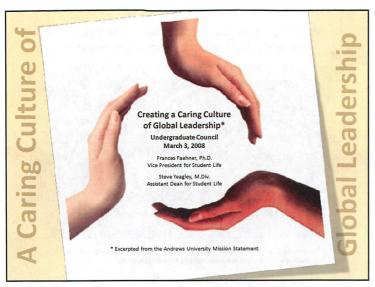
LEADERSHIP WITH OTHERS	
Valuing Diversity & the Common Good	Understanding cultures; Valuing differences; Inviting unique contributions; Seeing multiple perspectives; Committing to social responsibility & justice
Maximizing Interactions & Impact	Serving first; Building relationships; Communicating effectively; Developing & affirming others; Working collaboratively

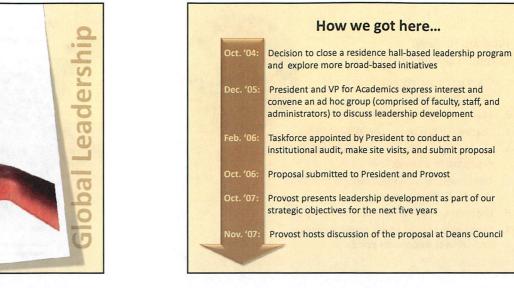
LEADERSHIP THROUGH ORGANIZATIONS		
Enabling Accomplishment & Change	Envisioning & facilitating change; Fostering creativity; Modeling commitment & persistence; Forming partnerships & alliances	
Problem-solving & Decision-making	Thinking critically & systemically; Encouraging innovation; Weighing risks, benefits, ethics	
Maintaining Order & Effectiveness	Creating & managing resources; Developing & applying policy; Assessing & documenting performance; Continuous improvement	

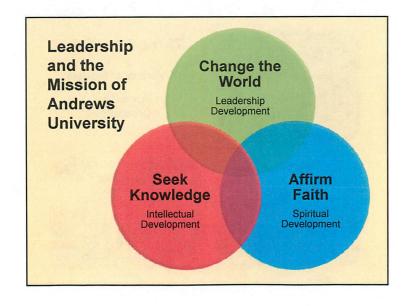
LEADERSHIP THROUGH INQUIRY	
Gathering, Interpreting & Using Data	Reading & evaluating research; Conducting research; Reporting findings; Implementing results

LEADERSHIP THROUGH THE ARTS	
Offering Unique Perspectives & Possibilities	Critiquing society; Testing new ideas; Offering alternate perspectives; Exposing realities and falsehoods; Inspiring & envisioning

LEADERSHIP OVER TIME	
Sustaining & Transitioning Leadership	Networking/mentoring; Succession planning; Perpetual learning; Recognizing phases
Recognizing & Seizing Opportunity	Understanding the times; Developing instincts; Acting decisively; Accepting risk

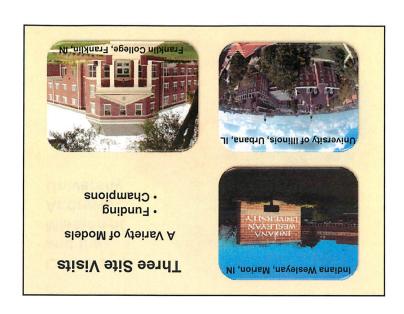




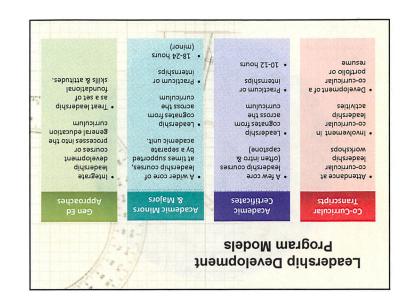






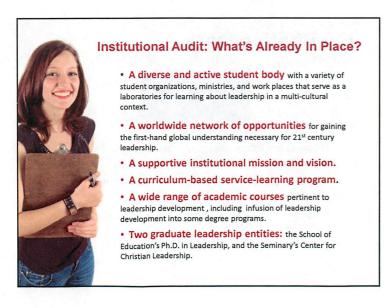


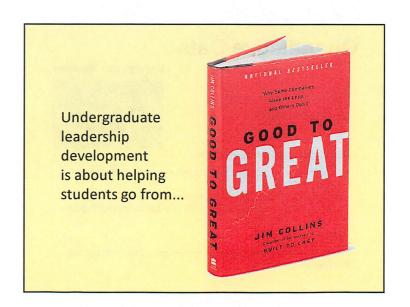


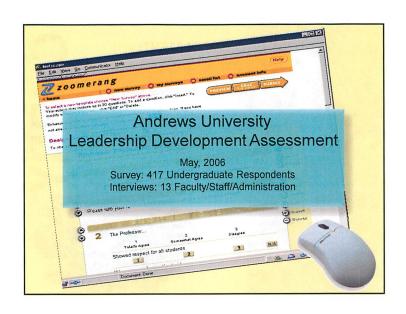


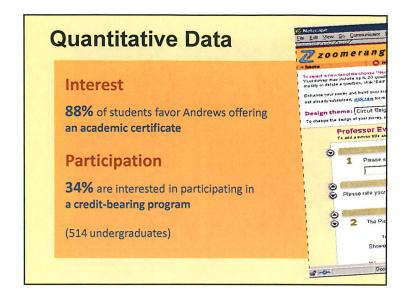


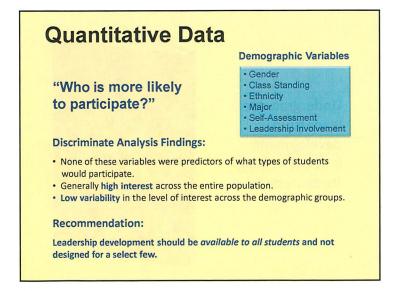


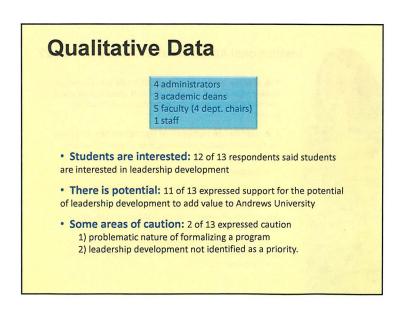












#### **Qualitative Data**

4 administrators 3 academic deans 5 faculty (4 dept. chairs) 1 staff

- Faculty Generally Supportive: 10 of 13 respondents indicated that faculty would be generally positive about leadership development.
- Expect Some Resistance: 9 of 13 expected faculty resistance in the areas of curriculum changes, finances and productivity, and changes in general.
- Conclusion: There seems to be strong support for leadership development, but also concerns about how a new program would impact our crowded curriculum and limited resources.

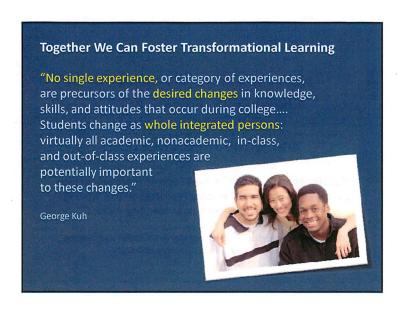
# Together We Can Bridge the Gap "The tighter the connections between the curriculum and students' out-of-class lives, the greater the benefits." George Kuh Bridging the Curriculum & Co Curriculum Bridging the Curriculum & Co Curriculum

# How can we build a culture of leadership development with limited resources and without proliferation?

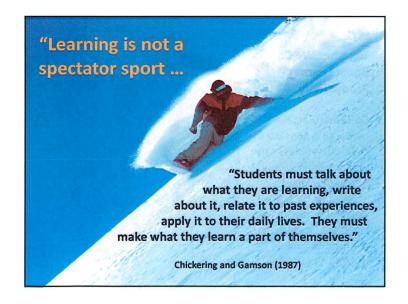
"...colleges and universities must become more productive by making better use of existing resources so that students learn more without institutions spending more..."

George Kuh, Chancellor's Professor of Higher Education and Director,
Post-Secondary Research; Indiana University

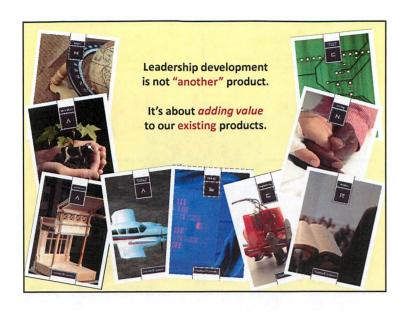




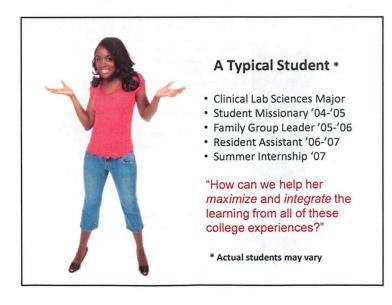


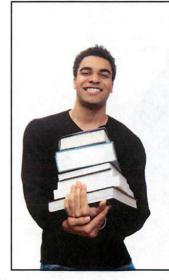






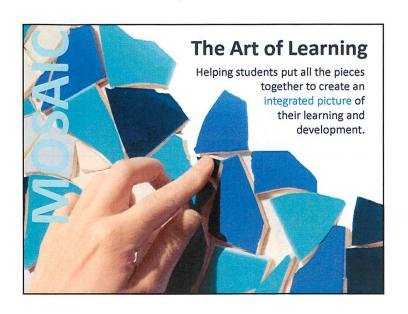
We add value when we help students integrate the various elements of our whole-person education into a cohesive journey of learning and development, focused on the mission and learner outcomes of Andrews University.

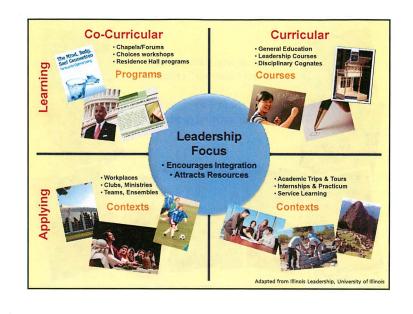


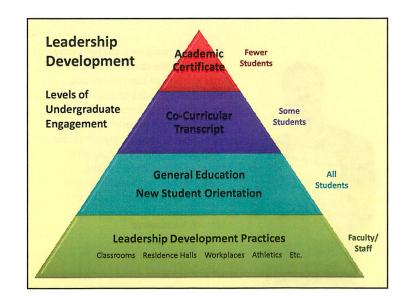


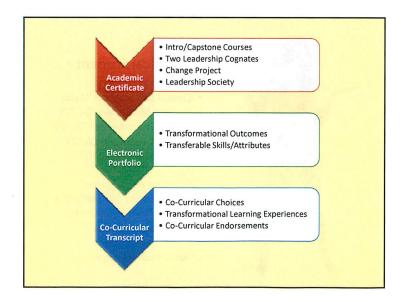
"On many campuses, students may perceive in the student affairs little coherence curriculum, and individual episodes of acquiring knowledge fragments or developmental experiences like leadership in student organizations or volunteer service simply orbit the students world with little sense of their relationship to one another or to academic courses."

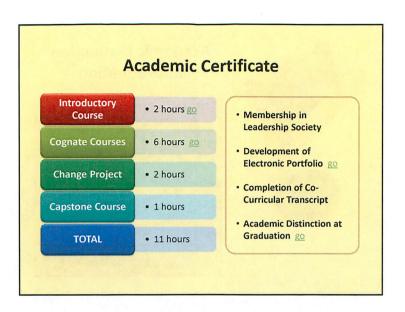
Learning Reconsidered

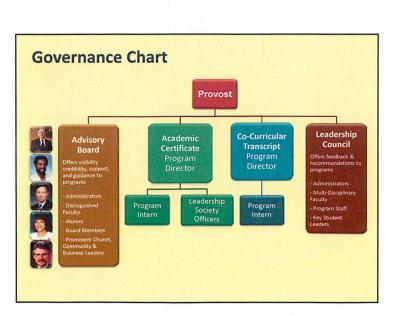












#### By the end of their **Leadership Journey at Andrews** every student will be challenged to... · Discover their God-given purpose in life · Take charge of their own learning and development · Encounter the world and its needs · Learn to work and lead with diverse others Make a positive contribution for change · Have encounters with excellence in leadership · Be mentored for success

· Gain a desire to serve

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#### Vocational

•PSYC204 Personal, Social and Career Development •IDSC250 Career and Life Planning

#### Contemporary Issues

- SOCI350 Introduction to Social Policy SOCI360 Introduction to International Development
- •SOCI425 Racial and Ethnic Relations \*
- CHEM340 Environmental Chemistry
- RELT348 Christians and the Environment
- •BSAD345 Business and Society
- ECON427 Economic Development
- PLSC430 Contemporary Political Issues
- COMM425 Media Literacy PSYC319 Stress Management

#### Communication

- •COMM320 Interpersonal Communication
- COMM340 Argumentation and Debate
- COMM405 Persuasion
   COMM445.446 Family and Gender Communication
- COMM436 Intercultural Communication\*
- COMM456 Group Dynamics and Leadership
- ENGL315 Professional Writing • ENGL345 Introduction to Rhetoric

#### **Artistic Influence**

- PHTO300 Media Ethics
- PHTO425 Travel Photography JOUR375 Photojournalism
- ENGL467 Creative Writing

#### Marketing/Management

- •FMST460 Management and Decision Making in the Family
- BSAD355 Management and Organization
- BSAD436 Motivation and Work Behavior
   BSAD450 Multicultural Business Relations \*
- BSAD515 Organizational Behavior
- •MKTG310 Principles of Marketing
- MKTG320 Consumer Behavior

#### History/Political Science

- •HIST468 Multi-cultural America
- HIST465 American Foreign Relations • PLSC120 Analyzing Politics
- PLSC430 Political Thought, Culture, and Change
- PLSC520 Human Rights, Violations, and Reconciliations
   PLSC307 Comparative Politics
- PLSC 350 Government Affairs
- PLSC/HIST478 Study Tour\*
   PHIL320 Critical Thinking

#### **Christian Influence & Ethics**

#### • RELP235 Christianity in World Context \*

- RELP240 Christian Witnessing/Public Evangelism Seminar
- RELP340 Strategies for Service
   RELP442 Introduction to Church Leadership
- RELT390 Christian Business Ethics
- RELP200 Pastoral Practicum •RELP325 Preparation for Mission Service
- RELT216 Workshop in Prayer
- \* Global Understanding Course

