

Metropolitan State University

Academic Affairs Committee

Date: January 20, 2022, 9:30 – 11 AM

Location: Zoom Meeting

Agenda

1. Convening of meeting
2. Selection of Recorder: Vadhi Rao
3. Approve agenda: Agenda order changed to first consider the program and course proposals related to the Real Estate and Community Development Programs and move consideration of the course proposal BIOL 378 to later (as the course proposer was not yet present). Revised agenda approved.
4. Review and Approve Minutes (November): Approved
5. Introduction of members and guests: Guests: Allen Bellas, Queen Booker, Cindy Harley
6. Proposals
 - a. (i) **Program Proposal: Real Estate and Community Development Undergraduate Minor** (Proposer: Allen Bellas, COM) and (ii) **Program Proposal: Real Estate and Community Development Undergraduate Certificate** (Proposer: Allen Bellas, COM):

The **two proposals above were considered jointly**. Some of the questions/discussion points were as follows:

- i. How is the Certificate program different from the Minor? It was clarified that the Certificate is targeted at non-baccalaureate students. Even students with a high school diploma are eligible provided they have the necessary prerequisites.
- ii. How would non-Metro State students hear about the Certificate program? It is expected that non-Metro State students would hear about the Certificate Program from colleagues and associates in the field. It was noted that it is important that such students receive good advising to ensure that students take the right courses that are appropriate for their background and objectives. It is expected that similar to graduate Certificate students in COM, these students would also be assigned an academic advisor.
- iii. It was clarified that the Certificate does not serve as a License to practice, but would rather develop and strengthen students' skills. The Certificate would provide students with background and theoretical knowledge, contact with professionals, experience with local issues and exposure to different perspectives, and help prepare them to work with different stakeholder groups. (It was noted that many jobs in real estate, other than real estate agents, mortgage brokers and property appraisers, do not require a license).
- iv. How will the proposed programs be different from similar programs at other institutions (such as St Cloud and St. Thomas)? The proposed programs focus not only on real estate but also on community development. Also, they target different student groups. Our programs will draw more diverse students.
- v. Why do the programs have 18 credits as opposed to more or fewer? The objective is to have a useful program that is at the same time inclusive and not unduly onerous.

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- vi. There is an extensive list of References. These have been gathered from conversations with real estate experts. The purpose of the References document is to list some of the key academic and theoretical areas to be explored in the program, and serve as suggestions or starting points for instructors.

Motion to approve the two proposals. Seconded. Proposals approved subject to the following changes:

- Remove references to the Minor in the Certificate Proposal and vice versa.
- Clarify which courses are required and which courses are electives on the proposal (right in the beginning rather than only further down)
- Include some information in the catalog about the kind of students being targeted and who these programs might best serve

- b. REST 394 Introduction to Real Estate and Community Development (Proposer: Allen Bellas, COM)

Motion to approve. Seconded. Proposals approved subject to the following:

- Clarify prerequisites: Include “Goal 1 Writing requirement or Permission of the Instructor” in both items 13 and 15
- Course prefix and number are yet to be finalized. The course proposal will be sent to the Dean by the Committee Chair once these have been finalized.
- Amendment – Prefix and Number finalized 3/14/2022.

- c. BIOL 378 Critical Thinking and Experimental Design (Proposer: Cindy Harley, COS)
After discussion, it was decided that voting on the proposal would take place by email after the proposer had had a chance to consider and incorporate some of the suggestions/recommendations of the Committee:

- Consider changing the course title to **Experimental Design in Biology**
- The course objectives appear to be rather ambitious for a two-credit course. Consider revising the objectives or increasing the number of credits.
- Course numbering: The department can decide on the appropriate number based on the type of students the course will cater to.
- Prerequisites: Consider adding a Writing prerequisite

7. Other

- a. Request move to electronic proposal process (suggested by Sheri Hutchinson (System Office): This item was not considered due to lack of time

8. The meeting was adjourned at 11:10 am

Committee Membership (Attendance):

Member Name	College (Department)	Attendance: Present

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Carol Reid, Convener	College of Nursing and Health Sciences (CNHS)	X
Ibrahim El-Shekeil	College of Sciences (COS)	X
Vadhi Rao	College of Management (COM)	X
Kevin Spading	College of Community Studies and Public Affairs (CCSPA)	X
Gemma Puntì	College of Individualized Studies (CIS)	X
Christine Larson	Library (LIB)	X
Andrew Carlson	College of Liberal Arts (CLA)	X
	School of Urban Education (UED)	
	Community Faculty Caucus	
Allen Bellas	Guest (COM)	X
Cindy Harley	Guest (COS)	X
Queen Booker	Guest (COM)	X

Committee Functions (*Excerpt from Operating Procedures of the Metropolitan State University Faculty Association, Revised 4/11/2019, p. 13*):

1. Review and approve (or disapprove) new course proposals forwarded by academic unit curriculum committees for completeness of proposal form overall coherence in the curriculum (progression from lower division to graduate, overlaps between academic units, gaps, etc.)
2. Return disapproved course proposals to academic unit curriculum committees with specific written recommendations.
3. Forward all approved courses to the dean of the academic unit for approval.
4. Review new program proposals forwarded by an academic unit following approval by the respective college/unit meeting for overall quality, appropriate number of credits, need for the program, ability of the university to support the program, coherence in the curriculum (progression from lower division to graduate, overlaps between academic units, gaps) and for adherence to the new program development process, including adherence to Minnesota State and other pertinent requirements.
5. Return disapproved new program proposals to academic units with specific written recommendations.
6. Forward approved programs (majors and minors) to the Faculty Council for approval.
7. Respond to academic issues that have been referred by Faculty Council.
8. Other duties as assigned by Faculty Council.
9. Composition: The Academic Affairs Committee shall consist of one (1) member selected by each academic unit and appointed by Faculty Council.
10. Term of Service: one year.