

**ACE Team Meeting
Meeting Notes
May 7, 2008
7:30-9:00 a.m.
222 CBA (College of Business Administration)**



Attendees: **IACE MEMBERS** Kathy Ankerson, John Ballard, Scott Fuess, Frauke Hachtmann, Tiffany Heng-Moss, Peter Lefferts, Greg Snow, Linda Young, Donna Dudney **ALSO** Kelly Dick, Jessica Jonson, Rita Kean, Nancy Mitchell

Unable to attend: Larry Walklin

Nancy Mitchell called the meeting to order at 7:30 a.m.

1. N Mitchell expressed thanks to the College of Business Administration
 - Thanks to Dean Cynthia Milligan, Associate Dean Donna Dudney, Scott Fuess, and Patricia Schomaker
2. Welcome (Dean Cynthia Milligan)
 - Dean Milligan expressed her appreciation for the group's work. She is grateful for Donna Dudney's and Scott Fuess's involvement with the ACE program.
 - The Dean commented on CBA's dependence on the general education program as the college works to train ethical business leaders of the future with an understanding of the global economy.
3. Updates (N Mitchell)
 - Technology update (courseapproval.unl.edu) and discussion
 - Reducing processing speed is the top priority for programmers working on the course approval system. Due to the complexity of the necessary reprogramming, the fix may not be fully implemented until the end of this month.
 - Due to the fact that public comments cannot be "turned off" when giving users access to read (or view) a course, the previously passed motion to grant College Curriculum Committees access to all submitted ACE courses has been taken off the table. Alternatives were discussed.
 - Summer & fall Schedules for IACE Committee Meetings (follow-up: K Dick, IACE)
 - Summer meetings for IACE will be held on June 12, 13, 16, 17, 18, 23, 24, 25 and July 7, 8, 9, 10, and 11. The meetings will be held in 206 Seaton Hall from 11:30-1:30, unless otherwise notified. Some meetings may be cancelled if they are not needed.
 - ACE Team: An initial, mid-August meeting will be held before the start of the fall semester.

- IACE, fall: Availability from IACE members is being gathered in order to schedule a regular meeting time for the semester. (follow-up: K Dick, IACE)
 - N Mitchell requested volunteers for a subcommittee that will identify issues and/or prepare proposals for co-curricular activities and ACE.
 - P Lefferts, K Ankerson, T Heng-Moss, and F Hachtmann volunteered to join N Mitchell on the committee. (follow-up: K Dick)
4. IACE Voting Process
- A discussion began to identify what process will be used by IACE for voting, and how the course approval system will be implemented for voting.
 - The question was raised (P Lefferts) whether it was included in the charge of the Interim ACE Committee to look at Student Learning Outcome (SLO) coverage (i.e. whether each outcome is covered and whether there are enough courses for students). N Mitchell and R Kean confirmed that, while an important issue, this is generally not within the purview of IACE. However, tracking ACE courses and their corresponding SLOs will be important. (follow-up: K Dick)
5. Dean Rita Kean presented information on her proposal for establishing an Institutional course number (499 & 499H) to document a student's involvement in undergraduate research and creative activity. She asked that IACE begin to think about and discuss it and consider the potential SLOs that might be addressed by such a course.
- N Mitchell suggested that IACE members discuss with their respective colleges as well.
6. Subcommittee update: Transfers & ACE
- Two proposed policy revisions were recommended by the subcommittee:
 - Proposed Policy Revision #1: Granting ACE credit for transfer courses for which a direct UNL equivalent does not exist. For those transfer courses that do not have direct course equivalents at UNL, students may request consideration for achieving an ACE outcome if the following criteria are met:
 - A. A [representative] syllabus for the course must be provided to the evaluators along with the "Transfer course Equivalency Evaluation" form [consensus in subcommittee that a representative syllabus from the proposed course must be the minimum required documentation for ACE purposes (J Ballard)]. The evaluators, with guidance from the UNL home department and college for the course, will use the syllabus to determine which outcome is appropriate and whether the course appears to satisfy criteria for ACE-certified courses. Using a decision-making process that mirrors the way other ACE course requests are being certified, the evaluators will use the syllabus to determine:
 - 1) the outcome for which ACE credit will be granted (with guidance from the UNL home department or college as appropriate),

- 2) that the student has opportunities to learn the outcome in the work of the course, and
 - 3) that student work is produced as a result of the course that enable students to work toward achieving the outcome.
- B. Students must earn credit for Student Learning Objective #10 at UNL and may not transfer in credit for that outcome. [SLO #10 Generate a creative or scholarly product that requires broad knowledge, appropriate technical proficiency, information collection, synthesis, interpretation, presentation, and reflection.]
 - C. If a transfer course is certified for ACE credit, it will be accepted by all colleges.
 - D. Students transferring the course for ACE credit must earn a “C” or better in that course. [For ACE purposes we must expect a high standard from transfer courses (J Jonson)]
 - E. If a transfer course is certified for ACE credit, it must be recertified regularly after a period of five years, assuming a student requests credit for the course after that period.
 - Discussion: Reminder that UNL is dependent upon transfer students (R Kean).
 - Consensus that Proposal #1 would be reconsidered on May 12, 2008 after some revisions.
- Proposed Policy Revision #2: Students who transfer from institutions outside UNL during the following academic years: 2008-09, 2009-2010, and 2010-2011 may elect to follow the bulletin published in 2008-09 or a subsequent bulletin. This transition period will be in effect until the beginning of the 2011-12 academic year, then students must follow the current UNL bulletin.
 - Discussion: It was noted that there would be communication with Gail Meyer.
 - Motion to pass revision #2 was made by K Ankerson and seconded by T Heng-Moss. Motion carried with all in favor.
 - A third transfer policy revision proposal (#3) will be added for consideration on May 12: Granting ACE credit for transfer courses for which a direct equivalent is available.

Meeting adjourned at 9:00 a.m.

Next meeting:
Monday, May 12, 2008
Flathead Room, Wilderness Ridge
9:00 a.m. – 3 p.m.

Meeting notes submitted by

Kelly Dick
Office of Undergraduate Studies
September 23, 2009