



Faculty Senate Office
Ashe Administration Building, #325
1252 Memorial Drive
Coral Gables, FL 33146

facsen@miami.edu
web site: www.miami.edu/fs
P: 305-284-3721
F: 305-284-5515

MEMORANDUM

To: Donna E. Shalala, President

From: Richard L. Williamson
Chair, Faculty Senate

Date: November 30, 2012

Subject: Faculty Senate Legislation #2012-19(B) – Faculty Senate University Curriculum Committee (UCC) Cognates Implementation: An Implementation of the Revised Areas of Knowledge of the General Education Requirements (GERs) of the University of Miami

This legislation is in response to the request in legislation #2011-51(D) –“Faculty Senate Resolution Concerning University Curriculum Committee Review of General Education Requirements”, that states that “[T]he procedures for advising students and for the approval and termination of cognates shall be developed in greater detail by the UCC early in academic year 2012-2013, drawing on its work to date.” Additionally, “[T]he UCC should present the procedures it recommends to the Senate during the fall of 2012.”

At its November 28, 2012 meeting, the Faculty Senate unanimously approved the proposal of the University Curriculum Committee for implementation of cognates as outlined in the attached proposal.

This legislation is now forwarded to you for your action.

RW/rh


Enclosures (proposal, Legislation #2011-51)

cc: Thomas LeBlanc, Executive Vice President and Provost
William Green, Senior Vice Provost, and Dean Undergraduate Education
Richard Beckman, Chair, University Curriculum Committee
Thomas Goodmann, Past Chair, University Curriculum Committee
Karen Beckett, Associate Registrar

bcc Undergrad Academic Plan

CAPSULE: #2012-19(B) – Faculty Senate University Curriculum Committee (UCC) Cognates
Implementation: An Implementation of the Revised Areas of Knowledge of the General
Education Requirements (GERs) of the University of Miami

PRESIDENT’S RESPONSE

APPROVED:  DATE: 12/20/12
(President’s Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: FACULTY SENATE UCC

EFFECTIVE DATE OF LEGISLATION: IMMEDIATELY
(if other than June 1 next following)

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED): _____

University Curriculum Committee (UCC)

Cognates Implementation: An Implementation of the Revised Areas of Knowledge in the General Education Requirements (GERs) of the University of Miami

This document is submitted in fulfillment of the Committee's obligation outlined in Faculty Senate Legislation #2011-51(D) that adopted the recommendations of the Committee stated in the document titled Cognates: A Proposal to Revise Areas of Knowledge in the General Education Requirements (GERs) of the University of Miami on April 25, 2012.

I. University Structures to Support Cognates

- Each college and school has designated one or more "cognate coordinators", appointed by the Dean. A system of generic email aliases has been established to forward emails to each college and school's coordinators.
- Each college and school has a body that is authorized to approve cognates on behalf of the college/school, appointed by the Dean.
- An online form is used to submit cognates for approval. The form is available only in myUM, and is thus available only to identified university employees. The form has the following fields:
 - Cognate Area (A&H, P&S, or STEM)*
 - Long Title*
 - Short Title*
 - Description*
 - Course Options*
 - Coherence and Rationale
 - Prerequisite Courses
 - Resource Implications
 - Recommended Students*
 - Responsible Academic Unit*
 - Associated Academic Units
 - Coordination and Approvals Required
 - Proposal Notes

When a cognate has been approved, the fields marked with an asterisk are displayed in all presentations of the cognate, including documents and online presentations. (See the section "Student and Faculty Processes" for information about the cognate search engine.)

II. Cognate Proposal and Approval, Modification, and Termination Processes

- Faculty members design cognates. The faculty members must consult all the academic units (departments and programs) that have courses in the cognate and obtain from them approval to use the courses.
- The faculty members select one academic unit as the Responsible Academic Unit (RAU). The RAU is responsible for administration of the cognate, including making changes to the cognate's course options, fielding advisors' questions, judging students' petitions for individual course substitutions in cognates, and liaising with the Office of the Dean of Undergraduate Education. (See the section "Student and Faculty Processes" for students' interactions with the RAU.)

- A faculty member from the RAU fills in the online cognate proposal form. The form lists the colleges and schools that have courses in the cognate and who therefore must approve the cognate. The college or school of the RAU is the coordinating college/school for the approval process.
- When the online form is submitted for approval, details of the cognate are automatically emailed to the cognate coordinators of all the listed colleges and schools. A copy is sent to the faculty member who made the submission, and to the Office of the Dean of Undergraduate Education.
- All the listed colleges and schools must approve the cognate through their approving body. The coordinating college or school for the cognate must collect approvals from all the listed colleges' and schools' approving bodies.
- When the coordinating college or school has all the necessary approvals it must email the approved cognate to the Office of the Dean of Undergraduate Education at the email address approved.cognate@miami.edu. By using that email address the coordinating college/school is affirming that it has all the necessary approvals.
- The Office of the Dean of Undergraduate Education passes the cognate on to the University Curriculum Committee (UCC) for review and final approval.
- Once approved by the UCC, the cognate is forwarded to the Office of the Registrar to be entered into the system.
- An approved cognate must be available for at least four years. The Office of the Dean of Undergraduate Education will coordinate a review of all cognates on an annual basis to ensure that the cognate courses remain available and appropriate and to identify cognates that have extremely low or high enrollment. Each cognate's RAU must confirm that the cognate will remain available for the next four years by 1st June each year.
- A cognate is modified using the same process as used for proposing and approving a new cognate, using the online form and the approval sequence.
- A cognate is terminated using the online form. Termination of a cognate implies that no more students may declare the cognate, i.e., no more students will start taking courses in order to complete the cognate. However, the cognate will remain in the system for three more years, or less if all declared students complete the cognate sooner.

III. Student and Faculty Processes

- Each major and minor taken by a student fulfills a cognate requirement in one Area of Knowledge. Some majors and minors, depending on the courses selected, could fulfill different Areas of Knowledge. Each college and school must provide a process for determining which Area of Knowledge each student's majors and minors fulfill, and have that information recorded in the student's record.
- All approved cognates are visible in the cognate search engine, which allows students and faculty to search for cognates based on cognate features and key words.
- Students declare cognates in the same way that majors and minors are declared. Each college and school must provide a process for students to declare cognates, and to record the declarations in the student's record.
- Enquiries regarding a cognate should be directed to the cognate's RAU.
- Students may petition for individual course substitutions in cognates. This is done by delivering a completed application for substitution to the RAU of the cognate. Substitution will be granted only if there are compelling reasons. All substitutions must be reported by the RAU to the Office of the Dean of Undergraduate Education and the Faculty Senate.

- All cognates completed by a student will be listed on the student's transcript and diploma.

IV. Clarification of Rules and Regulations for Cognates

- The three cognates (including cognates fulfilled by majors and minors) taken to meet the Areas of Knowledge requirement must have different RAUs. Exceptions can be made by the UCC in exceptionally well-merited cases.
- There can be no restrictions placed on the number or type of students who declare a given cognate.
- A course may appear in multiple cognates, but may be used to satisfy the requirements of only one cognate (including cognates fulfilled by majors and minors) that a student uses to fulfill the Areas of Knowledge requirement.
- Majors and minors cannot require students to take specific cognates to fulfill the cognate requirements outside the Area of Knowledge fulfilled by the major or minor. Schools, departments and programs may recommend certain cognates as part of the advising process.
- There is no limit on the number of cognates a student may complete.
- Transfer courses, Advanced Placement, International Baccalaureate, CLEP, dual enrollment, etc., that are transferred to UM with specific UM course credit, can be used in cognates.



MEMORANDUM

To: Donna E. Shalala, President

From: Richard L. Williamson
Chair, Faculty Senate

A handwritten signature in black ink, appearing to read 'Richard L. Williamson'.

Date: April 25, 2012

Subject: Faculty Senate Legislation #2011-51(D) – Faculty Senate Resolution Concerning
University Curriculum Committee Review of General Education Requirements

At its April 18, 2012 meeting, the Faculty Senate adopted by majority with one abstention the following resolution:

The *Faculty Manual* (Section B4.12) requires the University Curriculum Committee (UCC) to conduct a review of the General Education Requirements (GER) at least every five years, and to make any recommendations to the Faculty Senate for changes in those requirements.

Under the outstanding leadership of its Chair, Professor Thomas Goodmann of the Department of English, and following close consultation with the administration, the UCC has prepared a report proposing changes in the University's GER.

The Senate hereby accepts the report of the UCC and adopts its recommendations concerning the extent and nature of proposed new GER standards. In particular, the Senate approves the following:

1. Each undergraduate student must demonstrate competence in three areas of knowledge: Arts & Humanities; People and Society; and Science, Technology, Engineering & Mathematics.
2. A student may meet this requirement for a given area by the completion of a cognate (as defined below) in that area, subject to the limitations that:
 - o No more than one cognate can be from a single department or interdisciplinary program without the approval of the UCC, which approval shall only be granted in exceptionally well-merited cases.
 - o With the exception of the College of Arts and Sciences, no more than two areas can be fulfilled by cognates in a single school or college without the approval of the UCC and the Senate's Academic Planning Committee.
3. A cognate is any group of three or more courses in a single area as defined in paragraph 1 above, totaling at least 9 credits. Normally, cognates are expected to have a minimum of at least six courses. A cognate can be courses in a single

4. department, or interdisciplinary courses in more than one department or in more than one school.
5. Any Senate-approved major or minor may be used to meet the requirement in paragraph 2 above.

The procedures for advising students and for the approval and termination of cognates shall be developed in greater detail by the UCC early in academic year 2012-2013, drawing on its work to date. Each school or college shall adopt a written bylaw providing for the expeditious approval of proposals for cognates and for some form of faculty approval. It shall be up to each school to determine whether faculty approval is best done by the school's curriculum committee, school council, the whole faculty, or some other means and to specify policies and mechanisms for periodic reviews of cognates. In the event that a school has not adopted a bylaw, approval shall be by the school council. A school's cognate proposal shall be approved by the UCC unless the proposal fails to meet the standards for a cognate or intrudes unreasonably on the work of another school. The UCC shall develop procedures for the approval of cognates that involve more than one school. The Senate will separately consider UCC proposals for standards and procedures allowing student-generated cognates.

The UCC should present the procedures it recommends to the Senate during the Fall of 2012. It requests the administration to assure that the new ERP computer system program can provide students and faculty with ready access to and information concerning all cognates before the new GER requirements go into effect.

Implementation of the new GER for entering Freshmen shall be accomplished by the administration as soon as feasible. In deciding on an implementation date, the administration shall consult with the Senate. In making its decision, the administration shall consider the readiness of the computer network, the state of training of curriculum advisors, whether a sufficient number of cognates have been proposed and approved, and other relevant factors.

Finally, the Senate wishes to express its thanks to the UCC and the administration for the hard work and creativity that went into the new GER program.

This legislation is sent for your information.

RW/rh

cc: Thomas LeBlanc, Executive Vice President and Provost
William S. Green, Senior Vice Provost, Undergraduate Education
Thomas Goodmann, Professor, English; Chair, University Curriculum Committee