

**University Studies 3
Implementation Plan
Last revised: May 24, 2013**

I. Tasking Summary

Task Force asked to resolve practical issues needed to implement the new University Studies Program by Fall 2014 (Reference Carol Frost letter, dated February 26, 2013, Atch 1). The following tasks were included:

- Review documents developed previously.
- Develop a list of all the activities required to implement the new program, a timeline, and assignments for committees.
- Identify and further define student learning outcomes associated with each course in the new University Studies Program.
- Design and implement a process for identifying courses that meet requirements for elements of the revised program.
- First-year seminars.
- Assessment.
- Other aspects of implementation.
- Communicating the implementation plan and procedures to the UW community.

II. Brief History

Reference "Brief History of USP 3" at Atch 2.

III. Action Committees

To complete implementation the following committees were established:

- (T) Overall Task Force
- (L) Learning outcomes, rubrics, and assessment
- (B) Human culture (HC), science, technology, engineering or mathematics (STEM), and UW and Wyoming constitutions (V) courses
- (I) Integrating the first-year experience
- (F) The first-year seminar
- (C)The communications sequence (C1, C2 and C3)
- (A)The course approval process
- (M)Master schedule, plan construction, integration, publicity.
- (O) Tasks for other related committees.

Committee membership is provided in the Table 1.

Table 1. University Studies Task Force – Stage 3: Implementation Committees

Learning outcomes, rubrics, and assessment	Human culture (HC), science, technology, engineering or mathematics (STEM), and US and WY Cons and Wyoming constitutions (V) courses	Integrating the first-year experience	The first-year seminar	The communications sequence	Streamlined course approval process	Master schedule, plan construction, integration, development, general guidelines, articulation, publicity and information
Erika Prager*	Jim Ahern*	Jo Chytka*	Mark Byra*	Rebecca Roberts*	Penne* Ainsworth	Steve Barrett*
Penne Ainsworth	John Spitler	John Spitler	April Heaney	Duncan Harris	Erika Praeger	Ed Janak
Meg Skinner	David Messenger	Susan Frye	Margaret Haydon	Caroline McCracken-Flesher	Leslie Rush	Joel Defebaugh
Tammy Benham-Deal	Ken Sims	Liz Simpson	Indy Burke	Beau Bingham	Brant Schumaker	Steve Massei
Donna Brown	Ed Janak	Meg Skinner	Tucker Readdy	Kaijsa Calkins	Karen Williams	New registrar
Audrey Shalinsky	Jean Garrison		Dave Whitman	Rick Fisher	Cheryl Goldenstein	
	Emily Hind		Penne Ainsworth			

*Committee chair
Task Force members in bold

IV. Committee Tasks – red indicates completed tasks

• (T) Overall Task Force

- **T.1 Can an implementation be successfully completed by Fall 2014? Extended to Fall 2015**
- T.2 Develop draft outcomes booklet (overview, rationale, outcomes, course approval processes) – release Sep 15, 2013
- T.3 What happens once a course is approved? Periodic review details.
- **T.4 Can C2, C3 be embedded in a non-majors course? No**
- T.5 Establish policies/frequently asked questions list.
- **T.6 Clarify faculty senate requirements of Senate Resolution 316. Done**
- **T.7 Should modern languages be included in the C1 requirement? No**
- T.8 The schedule did not consider the college and University process for having new or modified courses approved. – online system, complete by Dec 1, 2013
- T.9 The schedule does not allow adequate time to provide outreach to faculty and departments on how to develop and teach C courses.
- T.10 This brought up related concerns that English and Communication would, by default, provide the bulk of the C courses, and don't have adequate resources.
- **T.11 We briefly discussed concerns about transfer of courses if C courses are heavily modified. Articulation.**
- T.12 Develop name for new general studies program
- T.13 Develop mechanism to teach out USP 2003.
- T.14 Determine USP program sustainability requirements (leadership, funding, etc.) – Sep 15, 2013

- **(L) Learning outcomes, rubrics, and assessment**
 - **L.1** Finalize Learning Objectives for new USP and distribute to faculty for feedback
 - **L.2** Finalize process for Course Approval finalized and distribute to faculty for feedback
 - **L.3** Course Approval Subcommittee writes up detailed directions/forms for various approval processes
 - **L.4** Assessment Subcommittee writes up a general overview of the expectations for assessment
 - **L.5** Collect feedback on Learning Objectives and Course Approval Process
 - **L.6** Develop job description and advertise for two University Assessment Fellows
 - **L.7** Identify several “early adopters” who would be willing to develop new courses/revise existing courses for different categories (C sequence and freshmen seminar)
 - **L.8** Organize and hold “working groups” for early adopters over summer? to pay them?
 - **L.9** Explore the idea of using LiveText for assessment of USP/write proposal for university
 - **L.10** Consider feedback on Learning Objectives and Course Approval Process and modify as needed
 - **L.11** Develop and hold various faculty workshops through ECTL/University Assessment

- **(A) The course approval process**
 - **A.1** Finalize Learning Objectives for new USP and distribute to faculty for feedback
 - **A.2** Finalize process for Course Approval and distribute to faculty for feedback
 - **A.3** Course Approval Subcommittee writes up detailed directions/forms for various approval processes
 - **A.4** Assessment Subcommittee writes up a general overview of the expectations for assessment
 - **A.5** Collect feedback on Learning Objectives and Course Approval Process
 - **A.6** Develop job description and advertise for two University Assessment Fellows
 - **A.7** Identify several “early adopters” who would be willing to develop new courses/revise existing courses for different categories (C sequence and freshmen seminar)
 - **A.8** Organize and hold “working groups” for early adopters over summer? to pay them?
 - **A.9** Explore the idea of using LiveText for assessment of USP/write proposal for university
 - **A.10** Consider feedback on Learning Objectives and Course Approval Process and modify as needed
 - **A.11** Continue with ECTL sponsored workshops (list of fall workshops)
 - **A.12** Work with Community College partners on transfer issues for non-AS transfers
 - **A.13** Pursue LiveText for assessment of USP
 - **A.14** Assessment Fellows start
 - **A.15** Assessment Fellows and Assessment Coordinators Committee develop rubrics and detailed plan for assessment of USP program
 - **A.16** Send early adopters and other UW faculty and staff to various conferences and/or bring in experts in various fields to UW to assist with developing our own in-house expertise on various implementation issues (assessment, freshmen-seminar, first-year experience, communication issues, etc.)
 - **A.17** Award Faculty Development Grants for summer

- **A.18** Faculty develop new courses and modify existing courses to meet Learning Objectives of new USP
 - **A.19** Colleges approve new and modified course ideas
 - **A.20** Assessment Fellows and Assessment Coordinators Committee continue to develop rubrics and detailed plan for assessment of USP program and seek feedback on plans
 - **A.21** ECTL holds faculty development workshops
 - **A.22** Determine other training needs?
 - **A.23** New and modified courses are approved through UW processes
 - **A.24** If LiveText will be adopted, hold faculty training sessions on how to use LiveText for USP designated courses to upload student work.
 - **A.25** All new and modified courses due in Registrar's Office
 - **A.26** Course descriptions submitted to catalog
- **(B) Human culture (HC), science, technology, engineering or mathematics (STEM), and UW and Wyoming constitutions (V) courses**
 - **B.1** Learning Outcomes. Review and revise, as necessary, H, S & V learning outcomes (as developed by the Learning Outcomes Committee).
 - **B.1.a Spring 2013. Addition of knowledge and understanding of global awareness and diversity to H learning outcomes. STATUS: COMPLETED.**
 - **B.1.b Spring 2013. Review of H learning outcomes #5 and #6: join together, eliminate #5 or reduce number of required outcomes from 4 to 3? STATUS: COMPLETED. 3 out of 6.**
 - **B.1.c Spring 2013. Revise title for V learning outcomes category: Instead of "Civic knowledge and engagement" change to "Knowledge of the U.S. and Wyoming Constitution" STATUS: COMPLETED.**
 - **B.1.d Spring 2013. Develop new category and criteria under Personal and Social Responsibility entitled: "Civic Knowledge and Engagement" STATUS: COMPLETED.**
 - **B.1.e Spring 2013. Approve revised #5 & #6 criteria under H. STATUS: COMPLETED.**
 - **B.1.f Spring 2013. Have CH & CA departments/faculty assess the new H learning outcomes. STATUS: COMPLETED. All current CA & CH courses should be able to make the criteria for the new H.**
 - **B.1.g Spring 2013. Have S departments assess the new S learning outcomes. STATUS: COMPLETE (although only half of departments responded).**
 - **B.1.h Spring 2013. Have CS departments assess the new H learning outcomes. STATUS: COMPLETE (although only half of departments responded).**
 - **B1.1.i Fall 2013. In collaboration with the Learning Outcomes subcommittee, conduct test runs of current CS, CH, CA, S (sensu lato), and V courses to see if they meet the proposed learning objectives. STATUS: INCOMPLETE**
 - **B.2 Spring 2013. Make recommendations regarding Faculty Senate recommendations: Courses may not be from within the major department" and allowing courses to double-count as H & S. STATUS: COMPLETED. Approve the former; do not approve the latter.**
 - **B.3 Spring 2013. Language as H. STATUS: COMPLETED (for now). As long as the Course Approval Process for H classes does not allow grandfathering, this is a non-issue. It will be**

up to the relevant department(s) to submit any courses for approval that they determine fit with the H learning outcomes. If grandfathering of courses ends up being allowed, then this will need to be revisited by the committee.

- **B.4 Spring 2013. Review of Course Approval Process for H, S & V. STATUS: COMPLETED (for now).** The HSV committee approves the course approval process (CPA) as drafted on 4/3/13. However, if the CPA is modified significantly (e.g., allowing grandfathering of current USP classes) this will need to be revisited.
- **B.5 Late Fall 2013 - Spring 2014 – .** Assist faculty, departments and colleges with developing/revising courses to meet the H, S & V requirements. STATUS: INCOMPLETE. Needs to be conducted following the finalization of learning outcomes and the course approval process but before the new USP comes online. Assuming this happens in Fall 2015, then B.5 will have to take place in the 2013 – 2014 academic year. A reconstituted HSV committee or some other entity (e.g., Learning Outcomes Committee with a couple of HSV members added) could handle this beginning in late Fall 2013.
- **(I) Integrating the first-year experience**
 - **I.1** Identify which learning outcomes span the three core courses; Communication 1, Freshman Seminar, and Q, and should be included in assessing the first year experience.
 - **I.2** Determine the curricular/co-curricular skills, including aspects of the Personal and Social Responsibility categories that should be included in the assessment of the First Year Experience.
 - **I.3** Find out the numbers of incoming students that take the three core courses, or transfer in credit for Communication 1 and/ or Q, then develop methods to assess the experiences of these separate populations.
 - **I.4** Identify any other questions that are important in assessing the integration of the first year experience.
 - **I.5** Specify tools and measures that should be used to assess this integration.
- **(F) The first-year seminar**
 - **F.1. Description Spring 2013**
 - **F2. Learning outcomes Spring 2013**
 - **F3. General requirements Spring 2013**
 - **F4. Sample Course Syllabi Summer 2013**
 - **F5. Similarities and differences between USP 2003 IL courses (old) and USP FYS courses (new) Summer 2013**
 - **F6. Web page for FYS1 Fall 2013**
 - **F7. How outcomes related to Personal and Social Development can be embedded in a FYS course Summer 2013 (embedded in #8)**
 - **F8. Organizational Structure to Guide Course Development Summer 2013**
 - **F9. One course number for all FYS courses Fall 2014**
 - **F10. How to use the devoted funds for course development Fall 2013**
 - **F11. Sample assessment rubrics1 Spring 2015-Spring 2015**
 - **F12. Faculty workshop series1 Spring 2014-Fall 2015**
 - **F13. Integration of FYS with SUMMITT, Freshman Orientation, and/or other student-related functions Spring 2015**

- **F14.** FYS coordinator1 (in conjunction with faculty team/committee) Fall 2013
- **F15.** Pilot of FYS Courses Spring 2014-Spring 2015

- **(C) The communications sequence (C1, C2 and C3)**
 - **C.1 Review the “Draft Learning Outcomes/Criteria” for the Communication Sequence**
 - **C.2 Consider how student communication skills will transfer and be further developed from one level in the communication sequence to the next**
 - **C.3 Recommend enrollment limits on C courses – 23 on C1, C2, C3, courses with exceptions for outreach. Come to consensus on recommendation for embedding C courses**
 - **C.4 Determine how to modify English1010 and other courses to meet the learning outcomes for C1**
 - **C.5** Identify courses that are currently offered that could satisfy, or be modified to satisfy the learning outcomes for C2 and C3
 - **C.6** Articulate with high schools and community college English and Communication faculty
 - **C.7** Develop guidelines or materials for written, oral, and digital communication and information literacy in courses to help faculty integrate communication into courses
 - **C.8** Develop a plan for outreach to UW Departments and Faculty on developing C courses and teaching written, oral and digital communication and information literacy
 - **C.9** Identify resources needed for outreach and faculty support of C courses
 - **C.10** Provide outreach faculty on course development for C courses

- **(M) Master schedule, plan construction, integration, publicity.**
 - **M.1 Develop master implementation plan based on committee input**
 - **M.2** Develop master schedule based on committee input
 - **M.3** Develop publicity plan to inform UW faculty, staff and students; Wyoming community colleges; and Wyoming high schools of new general studies program.
 - **M.4** Develop support material (brochures, tables, etc.)
 - **M.5** Develop list of policies/frequently asked questions.
 - **M.6** Develop simple user-friendly document.
 - **M.7** Develop informational update to send out to faculty on USP3 update for release in early June.
 - **M.8** Provide update on USP3 to Deans and Directors in mid/late July on Task Force recommendations.
 - **M.9** Patrice Noel, Coordinator, Student Success and Transfer, Center for Advising and Career Services, has invited Steve B. to provide a presentation of USP3 at the Fall 2013 Wyoming Transfer Council (WTC).

- **(O) Others: Develop and hold various faculty workshops through ECTL/University Assessment Coordinators/USP Committee:**
 - **O.1** How to write a Faculty Development Grant to develop/modify courses
 - **O.2** Train the trainer – helping college course committees evaluate proposals for new/modified
 - **O.3** Award Faculty Development Grants for summer

- **O.4** Faculty develop new courses and modify existing courses
- **O.5** Colleges approve new and modified course ideas
- **O.6** Assessment Fellows and Assessment Coordinators Committee continue to develop rubrics and detailed plan for assessment of USP program and seek feedback on plans
- **O.7** New and modified courses are approved through UW processes
- **O.8** If LiveText will be adopted, hold faculty training sessions on how to use LiveText for USP designated courses to upload student work.
- **O.9** All new and modified courses due in Registrar's Office
- **O.10** Course descriptions submitted to catalog

V. Schedule

Provided in the figure is a consolidated schedule of all tasks with two implementation dates shown: Fall 2014 and Fall 2015.

Concerns with Fall 2014 implementation:

- Is Faculty senate approval required? USP committee? Overall approval process?
- Can Faculty Senate Exec meet over the summer?
- Not all critical tasks could be completed in time for Fall 2014 implementation.

VI. Policies/Frequently Asked Questions

- Only freshman (less than 30 hours post-secondary education) will take the first year seminar.
- USP courses will be limited to the 1000 and 2000 level except Communications 2 and 3.
- Communications 2 and 3 concepts may be included within required majors courses.
- The Task Force recommends highly motivated and experienced instructors for the FYS to include faculty and graduate students.
- The Task Force is recommending a course size of 25 students for FYS and Communication sequence courses. Exceptions will be considered on a case-by-case basis by the University Studies Committee consistent with course outcomes.
- The Task Force is recommending that Colleges be apportioned their fair share of FYS sections based on the percentage of college majors within the freshmen class.

Draft Implementation Schedule

Committee	Spring 2013	Summer 2013	Fall 2013	Spring 2014	Summer 2014	Fall 2014	Spring 2015	Summer 2015
(T) Task Force	T1, 2, 6, 7, 12	T2, 3, 4, 5	T2, 3, 4, 5, 8, 9					
(L) Outcomes, rubrics, assessment	L1	L2, L9	L3, 4, 5, 6, 7, 10	L7, 8, 10, 11	L11			
(B) HC, STEM, V	B1, 2, 3, 4	B5						
(I) First year integration			I3			I1, 2, 4, 5		
(F) First year seminar	F1, 2, 3, 5		F4, 6, 8, 10, 14	F12, F15		F7, 9, 12, 15	F11, 12, 13, 15	
(C) Comm sequence	C1, 3	C2, 4	C5, 6, 7, 8, 9 Fac Seminars	C10	C10	C10, Course approval C courses	Course appr C courses for Fall 2015	
(A) Course approval	A1, A7	A2, 3, 10	A4, 5, 6, 8, 11, 12	A6, 8, 9, 11, 14, 15, 16, 17, 18	A16, 17, 18, 19, 22, 24	A18, A19, A20, A21, A23, A24, A25	A24, A27, A28	A24
(M) Master schedule, publicity	M1, 2	M3	M4, 5, 6	M4				
(O) Other related committees	Open Item: requires coordination	requires coordination	with other agencies					

Fall 2014 implementation

Fall 2015 implementation