



## MEMORANDUM

**TO:** ECU Faculty Senate, via Educational Policies and Planning Committee

**FROM:** Dr. Mark McCarthy, Chair, University Studies Faculty Oversight Committee  
Dr. Rondall Rice, Director of University Studies

**DATE:** January 15, 2016

**SUBJECT:** Annual Audit of the University Studies Program

In accordance with Faculty Senate Resolution #14-38, approved with Chancellor stipulations on April 16, 2014, we submit the second, and final, of the two required annual audits on the University Studies program.

As the enclosure demonstrates, the Faculty Oversight Committee (FOC) conducted a rigorous and ongoing review, as required in the Resolution, and exceeded the requirements to audit University Studies degree plans. Since the February 2015 report, the FOC met eight times and reviewed 180 student degree proposals, approving 177 proposals. Regarding perhaps the most important charge from the Resolution (#2), the FOC confirmed that no BSUS degree encroached upon an established degree program.

During the final semester of each student's degree program, the Director of University Studies provided the FOC with a listing of each student's chosen practicum experience, with a reminder of the FOC-approved thematic core, and verified compliance with the approved programs.

Thus, we can jointly and confidently assert to the EPPC and the Faculty Senate that the University Studies program is in full compliance with, and exceeded the requirements of, Resolution #14-38.

We look forward to presenting the information at an EPPC meeting, and the Faculty Senate (if required). Please let us know if you require any other information or action.

Rondall R. Rice, Ph.D.  
Director, University Studies Program

Mark McCarthy, Ph.D.  
Chair, Faculty Oversight Committee

1 Enclosure: Audit Notes on University Studies Program

**Audit Notes on University Studies Program  
and the Bachelor of Science in University Studies Degree**

Resolution #14-38

Approved by the Faculty Senate: March 18, 2014

Approved by the Chancellor: April 16, 2014 (with stipulations)

Responsibilities and authority of the Bachelor of Science in University Studies (BSUS) Program Faculty Oversight Committee as follows:

1. To act as the program curriculum committee.

*The Faculty Oversight Committee complied with this requirement. During the Fall Semester of 2015, the Director of University Studies submitted a request to change the course prerequisites for UNIV 4990, University Studies Practicum. The FOC reviewed and unanimously approved the proposal. Dr. Rice presented the proposal to the UCC on October 22, 2015, where it was approved. This action marked the second time the FOC took action on a curriculum change (previous UCC change on hours required for declaration included in the 2015 audit report).*

2. Advise students on thematic concentration proposal development with special emphasis on ensuring that the proposal does not encroach on an established degree program (see University Studies Program Policy Guidelines).

*The Director of University Studies complied with this requirement, and the Faculty Oversight Committee ensured compliance. Since the previous audit report (February 2015), the committee has met eight times to review and approve student degree plans and proposals and approved no plans that encroached on established degree programs. During the Fall 2015 meetings, the committee initially rejected five proposals, due to a combination of the proposed plan possibly encroaching upon an established degree and the belief that students might have been closer to completing a traditional degree than the students thought. All five students met with faculty from the appropriate traditional programs; three changed their major to the traditional programs (psychology, political science, and parks and recreation management). The two other students decided to remain in University Studies, but dramatically altered their proposals, resubmitted them to the committee, which then accepted the revisions.*

3. Approve thematic concentration for each student.

*The Faculty Oversight Committee complied with this requirement. Statistics from the eight committee meetings:*

*180 Proposals reviewed*

*32 Accepted with no changes*

*141 Accepted with minor changes (in nearly all cases, the FOC recommended a Thematic Core title change, and in many cases the FOC also recommended Thematic Core class changes)*

*7 required resubmissions or recommendations to switch to a traditional major; 4 students*

*resubmitted to the committee and the committee accepted the proposals, and 3 students changed majors*

4. Provide advice to the Provost and BSUS program director concerning program operations.

*The Faculty Oversight Committee complied with this requirement. In addition to the UCC change request, the FOC participated in discussions on a bilateral agreement with Fayetteville Technical Community College, and, due to the rapid growth of the program, examined expansion possibilities to allow them to meet future proposal workload requirements. At the time of this writing, the Provost is preparing to meet with the Faculty Oversight Committee to hear their thoughts on moving the program to a college (as discussed in the Resolution), and the Director has met with the EPPC and the Chair of the Faculty on the same issue.*

5. Conduct an annual audit of a representative sample of BSUS degrees in the late fall in accordance with items 1 and 2 and report the audit to EPPC at the first meeting of the calendar year to ascertain whether the standard has been applied correctly and consistently; recommend corrective action if the audit finds flaws or inconsistencies.

*The Faculty Oversight Committee complied with, and exceeded, the auditing requirement. In addition to reviewing and approving all degree proposals, the FOC reviewed BSUS student degree programs during their final semester to ensure compliance with the FOC-approved proposals. During the Spring 2015, Summer Session 2015, Fall 2015, and Spring 2016 semesters, the Director of University Studies submitted information to the FOC demonstrating how BSUS students followed the approved programs and participated in thematic core-related practicum experiences. Instead of a representative sample, the Director submitted information on all BSUS students in their final semester. All FOC members had the opportunity to review degree programs.*

*The Director of University Studies is scheduled to meet with the EPPC at their first meeting of the calendar year (January 15<sup>th</sup>), and the Director has also offered to meet at a future EPPC meeting during the Spring 2016 semester, along with the Faculty Oversight Committee Chair, to discuss any additional questions after the EPPC has had a chance to review and reflect upon the audit report.*

*The FOC firmly asserts the University Studies program standards have been applied correctly and consistently. We have no recommendations at this time for corrective actions.*

6. Serve as liaisons to the Colleges they represent to update their constituents concerning the activities of the BSUS program.

*The Faculty Oversight Committee complied with this requirement. FOC members kept their Colleges informed of the activities of and development of University Studies program. FOC members also advised BSUS students on available courses in their thematic cores and helped*

*facilitate instructor permissions, when necessary.*

7. Participate in the BSUS academic program review.

*The University Studies program will not require an academic program review for a few more years. However, the Director has submitted the required information to IPAR and TracDat to begin the processes and is conducting ongoing assessment of the program. At the appropriate time, the FOC will participate in the review.*