Introduction and Description of Process

At the 9/12/2011 Academic Council meeting, the Council passed the following motion: “The Academic Council will recommend to the General Faculty that University College be closed subject to approval of final reports [from subcommittees to be formed] and the development of policies.”

Our Subcommittee on University College Matters consisting of 2 members from Academic Council, 2 members from the Committee on University College, 2 members from the Undergraduate Curriculum Committee and 2 administrators was charged with the following:

(i) To propose policies and procedures for part-time undergraduate students in the College of Arts and Sciences and the Dolan School of Business (i.e., admission, transfer credit, regular core, standard major, time limits); and

(ii) to consult with the College of Arts and Sciences Curriculum Committee (ASCC) and the Dolan School of Business Undergraduate Committee to consider the wisdom of continuing the Bachelor of Professional Studies (BPS) degree.

The Academic Council Executive Committee appointed the following subcommittee members:

from AC: Professors Irene Mulvey and Rona Preli
from UCC: Professors Mousumi Bose Godbole and Giovanni Ruffini
from CUC: Professors Gerry Campbell and Ryan Munden
from Administration: Dean Robbin Crabtree and Associate Dean Aaron Perkus.

At the first meeting of the Subcommittee on 10/11, Professor Campbell was elected chair. Following a discussion of issues that needed to be addressed, it was decided that subgroups should be formed as follows:
Subgroup I: (Gerry Campbell*, Mousumi Bose-Godbole, Aaron Perkus) on the BPS and school-specific issues in DSB.

Subgroup II: (Giovanni Ruffini*, Irene Mulvey, Aaron Perkus) on the BPS and school-specific issues in CAS.

Subgroup III: (Robbin Crabtree*, Ryan Munden, Rona Preli) to consider common policy issues.

* subgroup leader

Subgroups worked independently as follows:

Subgroup I: One subgroup meeting, one meeting with DSB administrators, one meeting with DSB Undergraduate Committee. Reviewed documents by email.

Subgroup II: Two subgroup meetings, one meeting with CAS Curriculum Committee. Reviewed documents by email.

Subgroup III: Three subgroup meetings. Documents were shared with administrators in CAS & DSB. The Dean of Engineering was also consulted. Reviewed documents by email.

Meetings of the full Subcommittee on 10/25 and 11/15 involved reviewing recommendations from subgroups and reconciling conflicting recommendations. In Subcommittee meetings, next steps and a timeline for closing University College were also discussed. Since a timeline was included in the original report from the Committee on University College to the Academic Council (AC 9/12/2011 meeting packet, pages 53-54), an updated and revised timeline is included as Appendix E.

Agreed-upon underlying principles on part-time students and the BPS.

The Subcommittee agreed upon and recommends that the Council accept and endorse these underlying principles regarding part-time students and the Bachelor of Professional Studies (BPS) Degree. To facilitate AC action, many are written in a form that is easily adapted to a motion.

ADMISSION

1. Each school is entitled to decide whether or not to admit part-time students.

2. For a school that decides to admit part-time students, part-time degree-seeking students must be subject to the same admission criteria and curriculum requirements as their full-time counterparts. RATIONALE: Part-time study should not be a “back door” path to Fairfield admission. Requirements for a Fairfield degree (aside from the BPS) should be the same for all students receiving that degree. Note: While the Subcommittee was only charged to consider part-time students in CAS and DSB, we recommend that these principles apply to all part-time students.
3. Part-time *non-degree-seeking* students need not be required to meet regular admission criteria and should be allowed to take courses on a space-available basis. Part-time *non-degree-seeking* students must meet course prerequisites or have permission of the appropriate department chair. Part-time *non-degree-seeking* students may take up to two courses per semester.

**REGISTRATION**

4. For day and evening classes, registration for part-time *degree-seeking* students is based on tuition rates in that students who pay a discounted tuition rate register after full-time students. Part-time *degree-seeking* students register first for online and ASAP (seven week) courses for the fall and spring semesters. Part-time *non-degree-seeking* students register after all other students on a space-available basis.

**TUITION**

5. Part-time students should continue to have a per-credit tuition rate (currently $595/credit) that is competitive with other part-time programs in Fairfield’s market.

6. Tuition for students who move from full-time to part-time (*Note: there was no consensus on the Subcommittee on this matter*):

   Full-time students generally matriculate for a four-year full-time experience. Students who move from full-time to part-time status should pay a proportion of the full-time tuition as opposed to the part-time per-credit rate.

   Currently, full-time tuition is $19,995/semester, which allows for 12 to 20 credits. Examples of proportional payments for students who move from full-time to part-time are shown below. In all cases, these example rates are higher than the part-time per-credit rate, but they are consistent with rates students are charged before moving from full-time to part-time study.

   $$\begin{align*}
   \text{Current rates} & = \frac{19,995}{12} = 1666/\text{credit} \\
   & = \frac{19,995}{16} = 1250/\text{credit} \\
   & = \frac{19,995}{20} = 1000/\text{credit}
   \end{align*}$$

7. Rules (and their financial implications) for movement from full-time to part-time status should be clear at the time of matriculation.

**ADVISING**

8. Advising for part-time *degree-seeking* students should be based in the relevant department. Part-time *degree-seeking* students should be assigned a faculty advisor in the same way as full-time students.
SWITCHING FROM PART-TIME TO FULL-TIME OR FROM FULL-TIME TO PART-TIME

9. Part-time degree-seeking students may switch to full-time status at any time.

10. Permission of the appropriate dean is required for a full-time student to switch to part-time status. Full-time students may switch to part-time status at most one time during an academic career.

BACHELOR OF PROFESSIONAL STUDIES

11. [Subject to final approval by the College of Arts and Sciences Curriculum Committee] The Bachelor of Professional Studies degree will be offered by and housed in the College of Arts and Sciences and governed by a faculty steering committee. The BPS degree will continue to have its current modified core curriculum. The BPS may have less stringent admissions criteria and more liberal transfer credit policies. **RATIONALE:** The BPS is designed primarily for working adults and non-traditional students. Without these modifications, there would be no market for the BPS and no reason to offer the BPS.

12. The BPS is the only degree in which students would have a modified core. **RATIONALE:** Requirements for a Fairfield degree (aside from the BPS) should be the same for all students receiving that degree.

Notes and other considerations:

- Because some majors offer more evening courses than others, certain majors may continue to be more compatible with part-time study than others.

- BPS students will fit their courses within the concentration of Liberal Studies, with this concentration being flexible enough to allow students to take different types of courses as they pursue a BA or BS in Professional Studies. Other concentrations that currently exist for the BPS (i.e., Organizational Leadership, Professional Communication, Information Technology, and Behavioral Sciences) will all be folded into Liberal Studies (note: concentrations do not appear on students’ degrees or transcripts anyway).

- Applications for admission from full- and part-time students come into a central office (Kelley Center) for processing. Staff may specialize in evaluating the application of different kinds of students, which is already the case.

- Adjunct faculty are identified, selected, and evaluated by the department in which they teach, as is currently the case. Deans’ Offices manage and distribute adjunct contracts.

- Individual departments may control the scheduling of their required courses with the understanding that some part-time students will prefer evening-only courses. Decisions and course scheduling may depend upon available resources, faculty willingness to teach throughout the day, etc.
APPENDIX A – REPORT FROM SUBGROUP ON DSB-SPECIFIC ISSUES

The Subgroup on DSB-specific Issues used the document shown on the next five pages as the basis for discussion at the following two meetings:

1) 10/21/2011 meeting with DSB Administrators (Don Gibson, Dean; Heather Petraglia, Assistant Dean; and Patricia Brunetti-Pivarnik, Program Coordinator for Undergraduate Adult Part-time & Non-credit Programs).

2) 10/26/2011 meeting with the DSB Undergraduate Curriculum Committee (Cathy Giapponi, Chair).

No formal votes were taken, but there appears to be general agreement on the following:

• Part-time students may be admitted to undergraduate degree programs within the DSB, with admission criteria and curriculum requirements the same as those of full-time students.

• Currently, some departments within the DSB offer evening sections for courses in their major, while others do not. This is likely to continue to be the case, and so some majors may be more compatible for part-time study than others.

• The DSB faculty does not appear to be interested in having the BPS degree housed within the school. If the BPS degree is housed within the College of Arts & Sciences, enrollment in DSB courses would be permissible, but enrollment priority should be given to DSB students.

• During both of the October meetings, Dean Gibson indicated a willingness to review DSB policies regarding transfer credits, particularly with regard to transfers from local community colleges.

Towards the end of the 10/26 DSB Undergraduate Curriculum Committee meeting, Professor Giapponi asked committee members to take the document to their departments for discussion, and then report back at the next meeting.

Anticipated next steps for the DSB are:

1) Motions by the DSB Undergraduate Curriculum Committee pertaining to:
   a. Accepting part-time students into DSB undergraduate degree programs; and
   b. Indicating that the DSB does not wish to have the BPS degree housed within the school (although students pursuing the BPS may take DSB courses, with registration occurring after DSB students).

2) The taking up of motions from step 1 by the full DSB faculty.

The development and approval of these motions are not expected to be controversial, and it is expected that both steps can be completed by March, 2012.
October 26, 2011

Proposal to Close University College: Considerations for the Dolan School of Business

Background

During the 2010-2011 academic year, a motion to close University College was proposed by the Committee on University College. That motion was subsequently approved by the Undergraduate Curriculum Committee and the Educational Planning Committee.

At the 9/12/2011 Academic Council meeting, the following motion was approved:

“The Academic Council will recommend to the General Faculty that University College be closed subject to approval of final reports [from subcommittees to be formed] and the development of policies.”

The AC motion also included creation of a joint Subcommittee as follows:

Academic Council (2 members)/Committee on University College (2 members)/Undergraduate Curriculum Committee (2 members)/administration (2 members) to (i) propose policies and procedures for part-time undergraduate students in the College of Arts and Sciences and the Dolan School of Business (i.e., admission, transfer credit, regular core, standard major, time limits) and (ii) to consult with the College of Arts and Sciences Curriculum Committee and the Dolan School of Business Undergraduate Committee to consider the wisdom of continuing the Bachelor of Professional Studies (BPS) degree.

The joint Subcommittee has been charged with reporting back to Academic Council by their December 2011 meeting, which means that a written report needs to be submitted by the end of November 2011.

At the first meeting of the joint Subcommittee on 10/11/11, three subgroups were formed, as follows:

Subgroup I: (Gerry Campbell, Mousumi Bose-Godbole, Aaron Perkus) on the BPS and schoolspecific issues in DSB.

Subgroup II: (Giovanni Ruffini, Aaron Perkus, Irene Mulvey) on the BPS and schoolspecific issues in CAS.

Subgroup III: (Ryan Munden, Rona Preli, Robbin Crabtree) to consider common policy issues.

Also at the first meeting, issues associated with the closing of University College were considered in terms of whether they were common across schools or schoolspecific. Results of that discussion are shown on the next page.
Issues related to the Closing of University College

Issues that could be school-specific:

- Admission
  - transfer credits, CLEP credits, portfolio credits
- Matriculation
- Graduation requirements
- Course scheduling & instructor assignments
- Advising of part-time students
- Part-time program development and oversight

Issues that could be common across schools:

- Admission: Should there be provisional admission for part-time students? What would be the provision of that admission? Should credit be granted for professional experience / prior learning experience / portfolio review? Transfer credit?
- Core curriculum
- Registration: When and how would part-time students register? How would part-time students be advised?
- Scheduling of courses: What courses will be available for part-time students? In the past, UC worked out a schedule of courses and those were the courses available for a UC student. There had been about 60 UC-only courses. Teaching load and adjunct issues need to be addressed.
- Life cycle of part-time students and time limits: part-time students often take time off, and this has been allowed. There would need to be policies to deal with that.
- The question of whether or not to continue to offer the Bachelor of Professional Studies degree needs to be discussed with faculty in DSB and faculty on the A&S Curriculum Committee.
- Post-baccalaureate certificate programs: Policies for these programs need to be developed.
- Changing from a part-time student to a full-time student or from full-time to part-time: Policies for how and when this could take place need to be developed.
- On-line courses – policies for developing and offering on-line courses.
- Pricing, billing and revenue-sharing issues.
- Grandfathering policies
Bachelors of Professional Studies (BPS) degree

For the Dolan School of Business, the question of whether or not to continue the BPS degree should probably be addressed as soon as possible.

Overview: Currently, the Bachelors in Professional Studies BA/BS (BPS) is the only degree awarded by University College. The BPS is an individualized degree completion with the following distinct features:
- Students can transfer up to 75 credits of previously completed college work
- Transfer credits outside of the major may be over 10 years old
- Students select one of five concentrations: Liberal Studies, Organization Leadership, Professional Communication, Information Technology, and Behavioral Sciences.
- Students may enroll in this program part-time or full-time, and may stop out and re-enter at their leisure provided all the credits in the major are less than 10 years old at the time of degree completion
- BPS students complete a different core than other students. There are no foreign language requirements, and students must complete a total of four math/science courses with at least one from each area; however, no minimum level or math or science is required.
- BPS students may attempt to receive CLEP and portfolio credit (work experience)

BPS Concentrations related to Business

The 38 students currently matriculated in the BPS program (in Fall 2011) include the following quantities of students who have declared business-related concentrations:

Organization Leadership: 5 students
Information Technology: 2 students

The requirements of these concentrations are shown in the table below.

<table>
<thead>
<tr>
<th>Organizational Leadership Concentration</th>
<th>Information Technology Concentration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete 120 credits with a minimum of 45 credits at University College. Meet the requirements of the UC core.</td>
<td>Complete 120 credits with a minimum of 45 credits at University College. Meet the requirements of the UC core.</td>
</tr>
</tbody>
</table>

Complete the following courses:
- AE 291 Business Ethics
- PY132 Intro to Indus/Org Psychology
- BU211 Legal Environment for Business
- ENW 332 Business Writing
- MG235 Managing Human Resources
- MG240 Leading & Managing People
- CO 200 Interpersonal Communication
- GS301 Leadership Development
- GS 399 Independent Research Project
- MG 380 Performance, Compensation and Reward

Complete the following courses:
- OM101 Operations Management
- IS135 Intro to Business Programming
- AE 291 Business Ethics
- IS240 Systems Analysis & Logical Design
- CS 131 Computer Programming I
- MA 217 Accelerated Statistics
- ENW 332 Business Writing
- ENW 335 Technical Writing
- GS301 Leadership Development
- GS 399 Independent Research Project
BPS Students Whose Credits are Entirely from Fairfield University

Of students who have matriculated into the BPS, almost half are exclusively Fairfield University students. Typically, students who move internally do so for one of three reasons:
1. They are returning to Fairfield after a long absence (or dismissal) and wish to complete their degree at Fairfield University
2. They are not able to meet the GPA requirements in their major, so they are transferring to the BPS in order to salvage their academic credits
3. They need to drop down to part-time and thus are not able to complete degree requirement due to scheduling conflicts.

BPS Students Who Transfer from Other Universities

BPS students who transfer to Fairfield come from multiple sources, but predominantly from our two closest community colleges (Housatonic and Norwalk). Other students have transferred from various baccalaureate degree-granting institutions, including: Fordham, UConn, Skidmore, Boston College and Quinnipiac.

BPS Enrollment Trends

Over the past five years, the enrollment trend has been slightly positive, peaking in fall 2008 with 45 students enrolled for 234 hours. The average has been roughly 32 students enrolled for 176 semester hours each semester. Each year, there are approximately 12 students who graduate from the BPS program and 18 who enter it.

Part-time Business Students not Enrolled in the BPS Program

Besides BPS students, there are other students who pursue business majors through University College. Currently (in Fall 2011), there are 30 such UC students enrolled in business majors, broken down as follows:

<table>
<thead>
<tr>
<th>Major</th>
<th># of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>6</td>
</tr>
<tr>
<td>Finance</td>
<td>8</td>
</tr>
<tr>
<td>Information Systems</td>
<td>1</td>
</tr>
<tr>
<td>International Business</td>
<td>3</td>
</tr>
<tr>
<td>Management</td>
<td>4</td>
</tr>
<tr>
<td>Marketing</td>
<td>8</td>
</tr>
</tbody>
</table>

In addition to these students, it is estimated that 15-20 DSB seniors will drop down to part-time status and enroll through University College in Spring 2012 to finish their degrees while paying less-than-full tuition.

Students completing business majors through University College receive the same BS degree as students who complete their degrees through the Dolan School of Business, but they currently have different core requirements (they have the same core as BPS students). This and other issues listed on page 2 need to be addressed before part-time students can be fully integrated into the DSB if University College is closed.
Questions for the Dolan School of Business:

1. Regarding the Bachelors of Professional Studies (BPS) degree:
   a. Should the BPS degree for business-related majors be moved to the DSB? (and how should this be considered – e.g., should the DSB faculty vote on this, based on a motion proposed by the DSB Undergraduate Committee?)
   b. If the answer to 1.a. is NO and the BPS degree is moved to the College of Arts & Sciences, could the Organizational Leadership and Information Technology concentrations still exist?
   c. If the answer to 1.b. is YES, would it create enrollment pressures on DSB courses?

2. Who should address part-time student policy issues, including core requirements, and how? (e.g., Undergrad Committee, full DSB faculty, Dept. Chairs, Dean, etc.)

3. What is the timeline for addressing the policy issues?

4. Will advising be done within the majors or will there be a special advisor for part-time business students?

5. How will the DSB support evening degree programs for undergrads?

6. How will the DSB plan for scheduling courses for part-time students? [currently done by departments (75%) plus UC schedules some additional courses (25% – currently about 2 or 3 courses/semester)].

7. What will be the admissions criteria for part-time business students?

8. What about community college transfers (including potential articulation agreements)?

9. How will DSB handle scheduling of summer & intersession courses?
Recommendations re offering the Bachelor of Professional Studies in CAS

The Bachelor of Professional Studies Degree (BPS) is the only degree awarded by University College. The requirements for the BPS are as follows:

1. Complete 120 credits with a minimum of 45 credits taken at Fairfield.
2. Complete the “modified core” for University College.
3. Complete the requirements for one of the five concentrations.

These are distinct features of the BPS:

• Students can transfer up to 75 credits of previously completed college work.
• Transfer credits outside of the major may be over 10 years old.
• BPS students may attempt to receive CLEP and portfolio credit (work experience)
• Students may enroll in the program part-time or full-time, and may stop and re-enter at their leisure provided all the credits in the major are less than 10 years old at the time of degree completion
• BPS students complete a different core than other students (below). There are no foreign language requirements, and students must complete a total of four math/science courses with at least one from each area; however, no minimum level or math or science is required.
• Students select one of five concentrations: Liberal Studies, Organization Leadership, Professional Communication, Information Technology, and Behavioral Sciences.

Modified Core for the BPS:

• Humanities - 12 courses
  2 English courses: EN 11 and EN 12
  2 History courses: HI 30 and another
  1 Philosophy course
  1 Religious Studies course
  1 Philosophy or Religious Studies or Applied Ethics course
  2 Visual and Performing Arts courses
  3 courses in Humanities
• Social Sciences - 4 courses
  Four courses from at least two of Anthropology, Economics, Politics, Communication (CO 100 or CO 130), Psychology, Sociology
• Natural Science and Mathematics - 4 courses
  Four courses including at least one science and one math from Biology, Chemistry, Physics, Math
• All students take a US Diversity course and a World Diversity course.

Further requirement for the concentration in Liberal Studies:

• Complete nine upper-level courses in at least four subjects from two of the areas. No more than four courses can be taken in any one subject. BA for Humanities and Social & Behavioral Sciences; BS for Math & Science or Professional Studies.
  o Mathematics and Science: Biology, Chemistry, Math, Physics
• GS 399 Independent Research Project
Recommendation 1. If part-time students are admitted to the College or Arts and Sciences, only those seeking the BPS would take the modified core. Part-time students seeking a degree other than the BPS would take the standard core curriculum.

Recommendation 2. If the BPS is offered in the College of Arts and Sciences, then it would be housed in the Dean’s office and governed by a faculty steering committee.

Recommendation 3. If the BPS is offered in the College of Arts and Sciences, then only the Liberal Studies Concentration (above) would be continued.

The subcommittee on CAS issues asked the A&S Curriculum Committee for an advisory opinion on whether or not to continue to offer the BPS under the conditions described in the recommendations above. The A&S CC will continue consideration of this matter at its December meeting.

II. Policy recommendations for part-time students in CAS

Application, degree-seeking and non-degree-seeking part-time students.
• At the time of application, a student must declare whether or not they are a degree-seeking student, and whether they are seeking the BPS (if continued) or another degree.
• Part-time non-degree seeking students may take up to two classes per semester provided they have either the prerequisites or the permission of both the department chair and the course instructor.
• Part-time degree seeking-students, seeking a degree other than the BPS, must be admitted through a rigorous process that ensures they meet the admission standards in place for full-time students. For students seeking the BPS, prior experience or portfolio review may be used in the admission process.
• A student is accepted either as a part-time degree-seeking student or a part-time non-degree-seeking student.
• A student taking less than 12 credits in a given semester is considered a part-time student.

Core Curriculum and Graduation Requirements.
• A part-time degree-seeking student, seeking a degree other than the BPS, must satisfy the same requirements as a full-time student with regard to the core curriculum, requirements for a major and graduation requirements.

Registration and Scheduling of Courses.
• If the current discounted tuition rate for part-time students continues, then part-time students will continue to register at the end of the registration window for day and evening classes; however, they will be first to register for online and ASAP (seven week) courses for the fall and spring semester. In the winter and summer sessions, registration will continue to be on a first come, first served basis. It will be the responsibility of each department to schedule evening and/or online courses in both core and major areas to ensure part-time students who are unable to attend day classes have the ability to complete their degrees.

Changing from full-time to part-time or from part-time to full-time.
• Students may switch from part-time to full-time status at any time. Students may switch from full-time to part-time status only once during an academic career.

These policies should apply to any new students accepted after the policies receive faculty approval. Current students may continue with policies in place at the time they matriculated or may switch to the new policies.
APPENDIX C – REPORT FROM SUBGROUP ON COMMON ISSUES ACROSS SCHOOLS

1. Student Recruitment, Marketing of Academic Programs
   o All full- and part-time programs should be handled through the same centralized offices/staff for recruitment, marketing, and responding to student inquiries.
   o Staff in Deans’ Offices are available for assisting with student inquiries, as is already the case.
   o All marketing and academic informational materials should make clear which programs are available to for part-time students (including which may be completed through mainly evening and online courses).
   "New or realigned resources may be needed in the schools or other offices to integrate operations effectively"

2. Admissions process
   o Applications for admission from full- and part-time students come into a central office (Kelley Center) for processing.
   o Staff within the Kelley Center may specialize in evaluating the application of different kinds of students, which is already the case.
   o The Schools set the admissions criteria for their academic programs. Most programs continue to use a common set of admissions requirements with a few exceptions (e.g., DSB).
   o Admissions Office staff will process all applications for transfer from both full- and part-time students; Dean’s offices will assess transfer credit, as they do now.
   o Full- and part-time students (including transfer students) must present evidence of high school completion (or equivalency), immunization, official transcripts from any prior college work, and meet the same Admissions requirements (BPS may be an exception).
   o These policies and procedures can be waived for students interested only in course taking for transfer or enrichment purposes (these are coded as non-degree, non-matriculated students, see item 13 below).

3. Tuition rates
   o Part-time students can register for up to 11 credits in any given term at the part-time rate.
   o Policies related to number of credits that must be completed at Fairfield (and which credits) will apply equally to full- and part-time students (may be exceptions for BPS and future programs designed for specific populations).
   o Part-time tuition should be competitive in our market, but not overly discounted given the prestige of the institution and the quality of the brand.
   o Some programs and/or courses may require additional fees or tuition surcharges due to unusual costs and overhead.
   o Students who move from full- to part-time status after XXX credits should pay a proportion of the full-time tuition (not the per credit rate).
4. **Registration and Billing**
   - For fall and spring semesters, matriculated part-time students should be able to register immediately after full-time students complete registration and use the same registration procedures (online or face-to-face).
   - Full-time students should have some registration priority by virtue of their full-time tuition. Course takers (non-matriculated students and auditors) register last.
   - For Winter, March, and summer sessions registration is on a first-come, first-served basis, as it is now for all full- and part-time students.
   - Part-time students may take online and 7-week ASAP courses as part of their degree program.
   - The UCC will need to consider rules for full-time students with regards to online and ASAP courses (until that time, current policies and procedures stand for full-time students).
   - Billing procedures should be in place so that part-time students can register for classes earlier and still have a later payment deadline. This will facilitate effective enrollment management, avoiding cancellation of classes that receive last-minute registrations, and help chairs/directors plan curricula and assign teaching loads more efficiently. A deadline for payment, if not met, will result in dropped registration.

5. **Part-time degree seeking students in the College and Professional Schools**
   - Schools determine whether they will accept part-time students. The SON no longer has part-time students or part-time undergrad programs; SOE has part-time students and programs for undergrads. CAS and DSB curricular committees need to determine whether they will host part-time students/programs.
   - Individual departments may determine whether they can schedule their required courses with the understanding that some part-time students will prefer evening-only courses. Decisions and course scheduling may depend upon available resources, faculty willingness to teach throughout the day, etc.
   - Schools may develop rules for which credits may be transferred and counted toward the academic major, as is already the case.
   - Advising services and faculty assigned advisement shall be common for all full- and part-time students in each academic program.
   - Academic programs may determine eligibility for awards, honor societies, and so forth, which should account for full- and part-time students.

6. **Scheduling of Courses**
   - Departments and programs, in coordination with the Deans’ offices, will schedule courses across the day and evening time codes and ensure enough sections are available for full- and part-time students.
Assistant and Associate Deans will work with departments to ensure effective rotation of core and major courses across the various time codes to ensure full- and part-time students (including students who may prefer to take courses only in the evening) can pursue their degrees in a reasonable timeframe.

Deans’ offices will work with department chairs and program directors to schedule winter, March, summer, ASAP, and online courses, as is currently the case.

7. Adjunct contracts and compensation
   - Adjunct faculty are identified, selected, and evaluated by the department in which they teach, as is currently the case.
   - Deans’ Offices manage and distribute adjunct contracts.
   - Per-course compensation follows the current MOU.
   - Under-enrolled courses may run with prorated compensation by mutual agreement of the Dean of the school and the adjunct.

8. Core Curriculum
   - All full- and part-time students in the schools have the same liberal arts core curriculum, which is characteristic of a Jesuit education and signature of a Fairfield University degree.
   - Minor exceptions can be proposed by the schools and must be approved by UCC.
   - Every consideration should be made for BPS students to have a slightly modified core in order to maximize the transferability of prior credits to Fairfield and with consideration for norms in adult/continuing education. This will have to be approved by ASCC & UCC.
   - All departments responsible for delivering the Core Curriculum must ensure regular rotation of core courses across all time codes, with the understanding that some part-time students prefer to take evening-only courses.

9. Graduation requirements
   - Full- and part-time students will follow the same graduation requirements (38 three- or 4-credits courses and 120 credits) and degree requirements in the major.
   - Minor variations in the core curriculum as approved by UCC will not affect overall credits needed for graduation.
   - Individual degree programs may require more than the minimum number of credits required for graduation.
   - All degree requirements are under the purview of the department/program and the appropriate school curriculum committee.
   - Part-time students may take up to 10 years to complete their degree after beginning to take courses at Fairfield. Transfer credits cannot be more than 10 years old at the time of transfer.
Only BPS, if approved, may contain exceptions for transfer credits based on norms of adult and continuing education and these rules would apply only to students pursuing the BPS degree.

10. Study Abroad
   o Full- and part-time students are equally eligible for study abroad programs and follow common eligibility requirements (2.8, and at least sophomore standing), application procedures, registrations, and on site policies as is already the case.
   o Services related to international programs are equally available to full- and part-time students, as is already the case.

11. Student Services
   o All academic services are available equally to full- and part-time students; some services may require additional fees for part-time students.
   o Residential and dining hall services are available to full- and part-time students according to standard payment schedules.
   o Financial Aid is available to all matriculated students enrolled for six credits or more.
   o Health and psychological support services are available only for full-time students. These services could be made available to part-time students who pay proportional full-time tuition in part-time programs, as all university services are included in that rate of tuition.
   o Rec-Plex membership is included in full-time tuition; there is an extra charge for part-time students.
   o Train station shuttle and Stag Shuttle are available for all full- and part-time students.
   o Full- and part-time students are eligible for discounts for Stag Athletic events, Quick Center events, and the like.
   o Other services and discounts may be available to part-time students based on a transparent fee structure.

12. Rules governing moving between full and part-time status
   o Full-time students generally matriculate for a 4-year full-time experience. Movement to part-time status requires their Dean’s approval, and may result in a proportional tuition (rather than a per-credit rate).
   o Rules (and their financial implications) for movement from full- to part-time status should be clear at the time of matriculation.
   o Rules and mechanisms should be developed to allow full-time undergraduate who will complete their 120 credits and all undergraduate degree requirements in fewer than 8 semesters to take a limited number of graduate courses as part of their full-time tuition (e.g., up to 3). This may facilitate maintenance of full-time status (and tuition), as well as recruitment of students into Fairfield’s graduate programs.
Part-time students may change to full-time status upon satisfactory matriculation. Once full-time, they follow the policies and procedures applying to all full-time students.

Part-time students must maintain continual student status while pursuing a degree. This is defined as registration in each fall and spring term over the course of meeting the requirements of the degree program. A “student status” fee will be charged for part-time students in the case when they are not able to register for fall and/or spring courses. Students may not register for further coursework if they do not maintain student status.

13. Non-Degree Students

- Students from other universities, lifelong learners, etc. may audit or take for credit courses at Fairfield University as non-matriculated students.
- Non-degree students may register after the scheduled registration period for all degree-students.
- At the time of online registration, these students identify themselves as non-degree seekers.

14. Grandfathering

- All part-time students matriculated in any University College programs at the time of any policy changes will be grandfathered into the current policies, program requirements, etc.
- Current students should not be adversely affected by any changes to policies or procedures for part-time students. Changes may result in a positive, negative, or neutral market impact.

15. Faculty Governance related to BPS, part-time students and programs, and lifelong learning

- If approved by the College of Arts & Sciences and other faculty bodies, the BPS should have a structure of academic oversight that includes faculty and administrators.
- The Committee on University College should continue in its current form until monitoring and advising the full transition and integration of UC has been completed. After that time, the Academic Council might consider revising the name and charge of this Handbook Committee to one related to part-time, online, and enrichment students and programs, or another similar purview.
Academic Council Subcommittee on University College Matters  
Meeting on October 11, 2011  
CNS 8  
Minutes of Meeting (Approved by the subcommittee on 10/25/2011)

Prof. Ryan Munden called the meeting to order at 2:00 PM.

1. **Introduction of Members.**
The members of the subcommittee introduced themselves: Professors Mousumi Bose-Godbole and Giovanni Ruffini from Undergraduate Curriculum Committee, Professors Gerry Campbell and Ryan Munden from University College Committee, Professors Irene Mulvey and Rona Preli from Academic Council; Dean Robbin Crabtree and Associate Dean Aaron Perkus as administrative appointees.

2. **Election of Chair.**
Prof. Gerry Campbell was elected chair by unanimous consent.

3. **Review of mandate from Academic Council.**
Subcommittee members thanked Prof. Munden for putting together the packet for today’s meeting and reviewed the charge and composition to the subcommittee:

   That the Council set up joint Subcommittee: Academic Council (2 members)/Committee on University College (2 members)/Undergraduate Curriculum Committee (2 members)/administration (2 members) to (i) propose policies and procedures for part-time undergraduate students in the College of Arts and Sciences and the Dolan School of Business (i.e., admission, transfer credit, regular core, standard major, time limits) and (ii) to consult with the College of Arts and Sciences Curriculum Committee and the Dolan School of Business Undergraduate Committee to consider the wisdom of continuing the Bachelor of Professional Studies degree;

and noted that, per the Academic Council’s discussion, our subcommittee would attempt to provide a final report to the Council for its December 5 meeting, which would mean getting our report to the Council Executive Committee by Monday, November 28.

4. **Broad-ranging discussion**
In a broad ranging discussion, a number of items were discussed. Policies will need to be developed for part-time students. Some may be school specific and others could be common to all part-time students.

Could be school specific:
- Graduation requirements
- Admission
- Matriculation

Could be common:
- Admission: Should there be provisional admission for part-time students? What would be the provision of that admission? Should credit be granted for professional experience / prior learning experience / portfolio review? Transfer credit?
- Core curriculum

Registration: When and how would part-time students register? How would part-time students be advised?
Scheduling of courses: What courses will be available for part-time students? In the past, UC worked out a schedule of courses and those were the courses available for a UC student. There had been about 60 UC-only courses.

Time limits: Part-time students often take time off and this has been allowed. There would need to be policies to deal with that.

The question of whether or not we recommend continuing to offer the Bachelor of Professional Studies degree needs to be discussed with faculty in DSB and faculty on the A&S Curriculum Committee.

Post-baccalaureate certificate programs: Policies for these programs need to be developed.

Changing from a part-time student to a full-time student or from full-time to part-time: Policies for how and when this could take place need to be developed.

Current students should be “grandfathered”.

Non-credit/Non-degree students should be for the other AC subcommittee.

Three subcommittees were set up:
**Subcommittee I** (Gerry, Mousumi, Aaron) on the BPS and school specific issues in DSB.
**Subcommittee II** (Giovanni, Aaron, Irene) on the BPS and school-specific issues in CAS.
**Subcommittee III** (Ryan, Rona, Robbin) to consider common policy issues.

Future meetings: 10/25/2011 from 3:30-5:00; 11/15/2011 from 3:30-5:00 location TBD.

The meeting adjourned at 3:24 PM.

Respectfully submitted,
Irene Mulvey
Secretary pro tem

Approved by the Subcommittee on 10/25/2011
Present: Ryan Munden, Mousumi Bose Godbole, Robbin Crabtree, Irene Mulvey, Aaron Perkus, Rona Preli, Giovanni Ruffini, and Gerry Campbell

1. Approval of minutes for last meeting: Motion Ruffini, second by Preli. Unanimous approval.

2. Updates from subgroups
   a. DSB: Campbell—prepared document for subgroup meeting tomorrow with DSB undergrad committee. Met on Friday with Don Gibson, Heather Petraglia, Patricia Pivarnik to discuss same document.
      i. Page one gave background
      ii. Page two school specific and common across schools
         1. Currently we only accept credits from AACSB schools with some exceptions.
         2. One fear is that if the core is the same, some non-traditional students will just go elsewhere
      iii. Page three talked about the BPS specifically—Org Leadership and Information Technology. These will be discussed by the DSB curriculum. Campbell predicts the DSB will not want these programs considering their lack of a business core.
         -Crabtree—would it be possible for the College of have these BPS programs with courses in DSB? Would that create any enrollment problems?
         -Perkus–Liberal Studies already allows for that. The other concentrations are really just variations of that concentration.
   iv. Page four—part time business students who are not enrolled in the BPS—there might be many more “business undeclared” but there is no way to measure that.
      -Petraglia (from earlier meeting) asked what juniors should be told regarding “dropping” down to part-time next year.
      -Crabtree recommended that staff says the rules are under consideration, but not say anything definitive about it.
   v. Page five—a list of questions—number nine was added by Petraglia—“How will DSB handle scheduling of summer & intersession courses?”
      -Crabtree—that scheduling will be done before the General Faculty Meeting; therefore, it is not a factor for this summer.

b. CAS specific issues Ruffini--presented
   i. Application and acceptance
      1. Brand new student not intending to earn a degree (whatever...a policy needs to be crafted)
      2. Brand new student intending to complete degree (consistent with current transfer policy)
      3. Individual already a student at Fairfield
         a. Students should be allowed to switch to part time for at least one semester or more under extenuating circumstances
ii. BPS—modified core; all other students have regular core. Who would advise the BPS students?
   Crabtree—if the BPS program is adopted but isn’t changed, what is the routing?

iii. Advising—same for full-time students. Undeclared would be assigned an advisor until they choose a major

iv. Registration—part time students are at the end of the line since they pay less tuition.
   1. Fall and Spring—fulltime register before part time students.
   2. Evening—full-time first
   3. Online—part-time first

v. There should be a centralized office to oversee part-time students re: advising, curriculum mapping, scheduling, availability, and various formats of courses.

-Crabtree: requesting an additional assistant and associate dean. Dean’s Office would facilitate. It is already happening that the Assistant Dean of A&S and the Associate Dean of UC are working on coordination of scheduling.
-Campbell—would we need a faculty oversight committee to monitor part-time students?
-Preli—if they are being integrated, pay reasonably the same amount of tuition, they should have all the same benefits as full timers (when they register, etc.)?
-Perkus—we may get priced out of the market if we go too high with tuition—that is why the sub-group was looking at having a later registration.
-Crabtree—CUC would make a recommendation to Committee on Committees regarding the future of CUC.
-Mulvey—actually discussing a new committee would probably go to Academic Council.
-Crabtree—Issue is more faculty oversight of the BPS. Make sure we have advocates for this particular type of student. Currently an Associate Dean receives requests, a committee of faculty in key areas—reflecting the Individually Designed Major model.
-Ruffini—This is a question for A&SCC—who would discuss it at the upcoming meeting. Hypothetically, it would be the associate dean who takes on these students.
-Crabtree—all students should have “a faculty” (like a BPS steering committee) who review and provide structure for a student’s curriculum.

c. Common Issues Across the Schools—Crabtree Presented

   i. Recruitment and marketing would be centralized. Dean’s office available for assisting with inquiries.

   ii. Admissions—centralize admissions in Kelly Center.
      -Preli—is provisional admission unique for part-time students? Should we also make that provision for full-time students? If we are requiring an application, why would we need a provisional matriculation clause.
- Mulden—in Engineering, once they have completed 11 credits, then can then go to full time if they so choose. If they want to move to full time they have a meeting with the Dean. This is when students try to use part-time status as a back door into Fairfield.

- Ruffini—have any students been turned away?

- Mulden—they are all pretty much accepted. Open admissions type of model

- Giovanni—question about the forced matriculation at 12 credits. Part-time degree seeking students.

- Mulden—we require matriculation.

- Preli—the engineering model might be an applicable model for CAS. Are we going open admissions or not?

- Crabtree—full or part time transfer student / full or part time “regular” students. I don’t see admissions spending energy recruiting these students.

- Perkus point about the two doors (admissions requirements versus matriculation requirements). There might not be a need for provisional matriculation if we have vigorous standards for admissions.

iii. Number 12 on handout. The rules regarding moving between full and part time.
- Campbell proposes an alternate bullet A—in their senior year students would pay a proportion of their fulltime tuition. Right now we are very generous, but to say you can’t go to part-time at all, it would be very harsh. This is in the middle.
- Mulvey—faculty are not on board about this—it is only about the revenue. When this came up before at academic council, this was not well received.
- Preli—maybe a rationale for coming up with a middle ground is because the benefits (and costs) are more than they are for part-time students.
- Campbell: Santa Clara and Villanova have different costs for students who drop from full time to part time.

Next Meeting November 15th 3:30-5 in CNS 8.

Respectfully submitted,
Aaron Perkus

Approved by the Subcommittee on 11/15/2011
1. Approval of minutes for last meeting: Motion Prof. Ruffini, seconded by Prof. Preli. The motion to approve the minutes was passed unanimously.

2. Format of report from subcommittee to AC: Prof. Campbell would write the front end of the material and a summary of the key findings.
   - Prof. Perkus: Was concerned that there was great amount of redundancy of common and specific issues with regard to BPS.
   - Prof. Mulvey: It is ok to have the subgroup reports in appendices. The key thing is to keep all recommendations and rationale short.
   - Dean Crabtree: Agrees. Asks if the recommendations be in the form of motions.
   - Prof. Mulvey: Our job is to send recommendations about BPS and about part-time students rather than create motions. The AC can make their decisions. They have already passed the motion to close UC. All we are doing is providing the details about various implications from the various subgroups.
   - Prof. Campbell: Will make a draft of the subcommittees’ recommendations and send out to the subcommittee members for feedback before Thanksgiving.
   - Prof. Mulvey: Suggested that the report be short and to the point.

3. Timeline of steps after report goes to AC:
   - Members suggested changes to the possible timeline of UC closing. It was decided that Prof. Campbell would make necessary changes to the document that would be added to the packet of recommendations from the subcommittee.
   - Prof. Mulvey suggested the Arts and Sciences Curriculum committee (ASCC) has been presented with the packet of information regarding BPS and part-time students and they would be considering on voting in December 2011. They can provide further inputs regarding some of the questions we raised.
   - Dean Crabtree said that ASCC can vote to house the BPS program while it considers a fuller revision of the program. Do we have to vote to have part-time students?
   - Prof. Mulvey: Recommendation to AC would be that it would be up to schools to accept part-time students.
   - Prof Campbell: Asked about the coordination with Committee on University College (CUC) – If AC passes the motion, should the CUC be presenting to the faculty? Or should CUC present an executive summary?
   - Dean Crabtree: We should post the materials online for presentation to the general faculty along with recommendations from AC.
   - Prof. Mulvey: Prof. Munden may present the issue of closing of UC to general faculty and we would like to make the packet as clear as possible for the general faculty.
   - Dean Crabtree: Suggested that CUC has a role in advising the Dean to help with the transition.
4. Report from the subgroup on common issues – Academic policy and administrative procedures – recommendations related to the integration of UC

- Dean Crabtree said that the thoughts of the subcommittee regarding the common issues were considered and they were incorporated in the newer version of the recommendations. She suggested that blue asterisks were placed to highlight new or realigned resources that may be needed in the schools or other offices to integrate operations effectively.

- Prof. Preli: Items 14 and 15 were added. Most of the procedures are integrated in the schools’ administrations and probably needed to be tweaked a bit.

- Prof. Mulvey: The subcommittee should provide recommendations regarding issue of full-time students to go part-time.

- Prof. Preli: Students move from full-time to part-time because of: 1. Illness or crisis (temporary emergency) 2. Last semester seniors may become part-time. 3. General students may go part-time because of financial issues. The question is how the economics can be adjusted so that the school does not lose money. Both full and part-time students should get have similar experience and that both types of students should have the same core.

- Prof. Perkus: There are 2 populations: Those who want to be part-time and others who become part-time for some reason.

- Prof. Mulvey: If there is an opportunity for students to go part-time, then why not for graduating seniors?

- Prof. Campbell: Favors that students who go from full-time to part-time should pay a proportional tuition.

- Prof. Preli: If we do a proportion, why not with part-time students? Why is part-time not part-time for everybody?

- Prof. Perkus: Turned the conversation back to the differences in the types of students – if we are talking about nontraditional students, the program for full-time students is not applicable for nontraditional part-time students.

- Prof. Munden: Tried to summarize: If students start out as part-time and stay part-time: Charge low rate. If full-time students drop to part-time status: charge proportional.

- Dean Crabtree: Full-time undergraduate students are bearing the administrative costs for UC. The part-time tuition pays for the adjuncts etc.

- Prof. Perkus: If we increase the price, we have to be aware of the market (competitiveness). So, if we raise course load and raise price, we will not have any students.

- Prof. Ruffini: Item 15 – how will the faculty handle the transition? Should we recommend AC to close the CUC handbook committee and create a new one for oversight? It is important for CUC to last at least a year after the general faculty votes on closing UC. Prof. Campbell responded to this question by suggesting that the subcommittee leave this issue to the Committee on Committees as it pertains to May 2012 committee elections.

- Prof. Perkus: He applauded Dean Crabtree for doing a great job in bringing the recommendations for the common issues.

5. Report from the subgroup on DSB specific issues: Prof. Campbell discussed them. The subgroup of Prof. Campbell, Prof. Perkus and Prof. Bose Godbole had discussed DSB specific issues with the DSB Undergraduate Committee. The general feeling of the committee was that BPS is different from the school’s majors. The meeting had ended with the Chair of DSB UC asking the members to get feedback from individual departments regarding DSB specific issues. Next, DSB UC will vote, followed by DSB general faculty, which may happen after February 2012. Overall,
Prof. Campbell said DSB faculty members appear to be in agreement with accepting part-time students if UC is closed.

- Prof. Munden: Should there be a date to closing UC? The members felt that there are scheduling issues and administrative decisions and budget decisions, courses that would be taught by full-time faculty and adjuncts. Dean Crabtree suggested that if the general faculty voted to close UC and a date is fixed, then we would need to merge the budgets but budget requests should be done now. The Associate Deans of CAS and UC have already been working together for scheduling.

6. Report from subgroup on CAS-specific issues and discussion of recommendations re offering the BPS in CAS:

- Prof. Ruffini discussed the three recommendations from the subgroup. It was found that some of the recommendations from this subgroup were a bit different from the recommendations made by the subgroup on common issues, to which Prof. Campbell suggested that it would be best to highlight major issues and the key bodies that can address the issues.

- Dean Crabtree: Last two recommendations are different from this subgroup and those from the subgroup on common issues. When part-time students register, should it be a factor of what they pay? It was suggested that for item 12 on the recommendations made on common issues, that the subcommittee strike out the last sentence and just suggest that the wordings be “Full-time students generally matriculate in a 4-year full-time experience. Movement to part-time status requires their Dean’s approval, and may result in a proportional tuition (rather than a per-credit rate).”

- Prof. Mulvey applauded the work by the subgroup on CAS specific issues.

Prof. Campbell adjourned the meeting.

Respectfully submitted,

Mousumi Bose Godbole

Reviewed by Email by the Subcommittee
APPENDIX E – POSSIBLE TIMELINE

PHASE 1: (2011-12)
All relevant bodies and administrators collaborate on motions and recommendations to guide the transition.

Phase 1A: (fall 2011)
Academic Council votes to recommend closure of UC and forms a subcommittee to work on policy issues related to integration of UC. Subcommittee reports back to AC.

Phase 1B: (spring 2012)
Motion to close UC and related policies considered by the General Faculty. If motion to close UC passes:

- ASCC reviews BPS program and, if it votes to adopt, creates CAS Governance Document language re: program administration and approves any program changes. If ASCC does not vote to adopt the BPS, the CUC can begin routing motions to close the program through the relevant bodies.
- University College begins transition including planning for reassignment of staff, duties, plans for space, and updated webpage and marketing materials (if and as necessary), etc. An Acting-Dean of University College oversees remainder of transition.
- Notification of policy changes precipitates corresponding changes to protocols, informational materials, and practices in a variety of offices across campus.
- Based on policy changes, DSB and CAS deans and faculties (the school planning committees, curriculum committees, etc.) develop protocols related to absorbing part-time program administration.

Spring 2012 (or summer 2012) would be the last opportunity for part-time students to matriculate into programs as they are currently configured.

PHASE 2: (2012-13)
Closure of University College goes to the State of Connecticut.

New policies and procedures are in place for new part-time students (and new full-time students, when relevant). The DSB and CAS are staffed and prepared to administrate part-time programs. Department chairs and faculties are supported to learn any new procedures.

New part-time students begin admission and matriculation into newly configured programs. Old students are grandfathered and proceed through the programs as currently configured.

AC Subcommittee formed to look at lifelong learning and continuing studies.

UCC takes up issues related to online education (e.g., course approvals process, teaching load issues, whether and under what conditions full-time students may take online courses, etc.).

Unanticipated issues and concerns are explored by Committee on University College, Academic Council, and relevant members of the administration and as needed.

PHASE 3: (2013-14) (final phase)
All “Grandfathered” students complete UC programs as they are currently configured. All eligible students will be supported to complete their programs (or supported through transfer into other programs).

Based on recommendations from Academic Council and by vote of the General Faculty, the Committee on University College gets a revised name and charge related to part-time and continuing studies, or is closed.