

# Curriculum and Policy Update Meeting

OFFICE OF UNDERGRADUATE  
**STUDIES**

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ugstudies@case.edu  
case.edu/ugstudies

August 23, 2018

# Mission Statement

**The Office of Undergraduate Studies collaborates with the schools, academic departments, faculty, and other administrative offices to develop and sustain academic programs and policies that inspire and challenge undergraduates at Case Western Reserve University.**

In pursuit of this goal,

- We participate in curricular discussions and reviews within and among the units offering undergraduate courses and academic programs, and coordinate the presentation of undergraduate curricular offerings and policies to students, other members of the CWRU community, and external constituencies.
- We support faculty in their teaching and in their academic advising in the undergraduate majors and minors, administer the academic policies of the faculty, and monitor the progress of undergraduates in completing degree requirements, working closely with the Student Success Initiative.
- We work with the Office of Institutional Research to analyze data to inform the successful progress of undergraduates through the curriculum.

# Undergraduate Studies



**Nancy Dilulio**  
Senior Associate  
Dean



**Claudia Anderson**  
Assistant Dean



**Denise Butler**  
Associate Dean

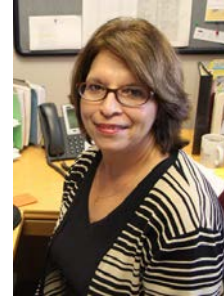


**Amanda  
McCarthy**  
Assistant Dean

# Undergraduate Studies Support Staff



**Paula Sumner**  
Graduation Coordinator  
and Student Records  
Specialist



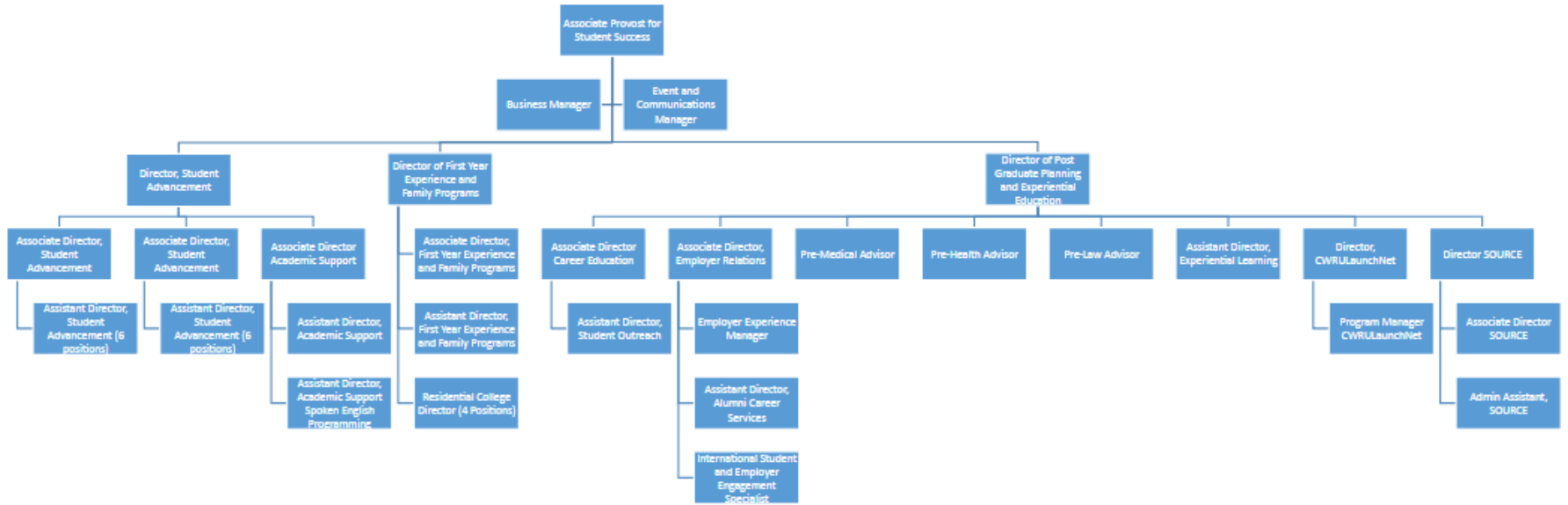
**Camila Estrada**  
Assistant to the Dean/  
Office Manager

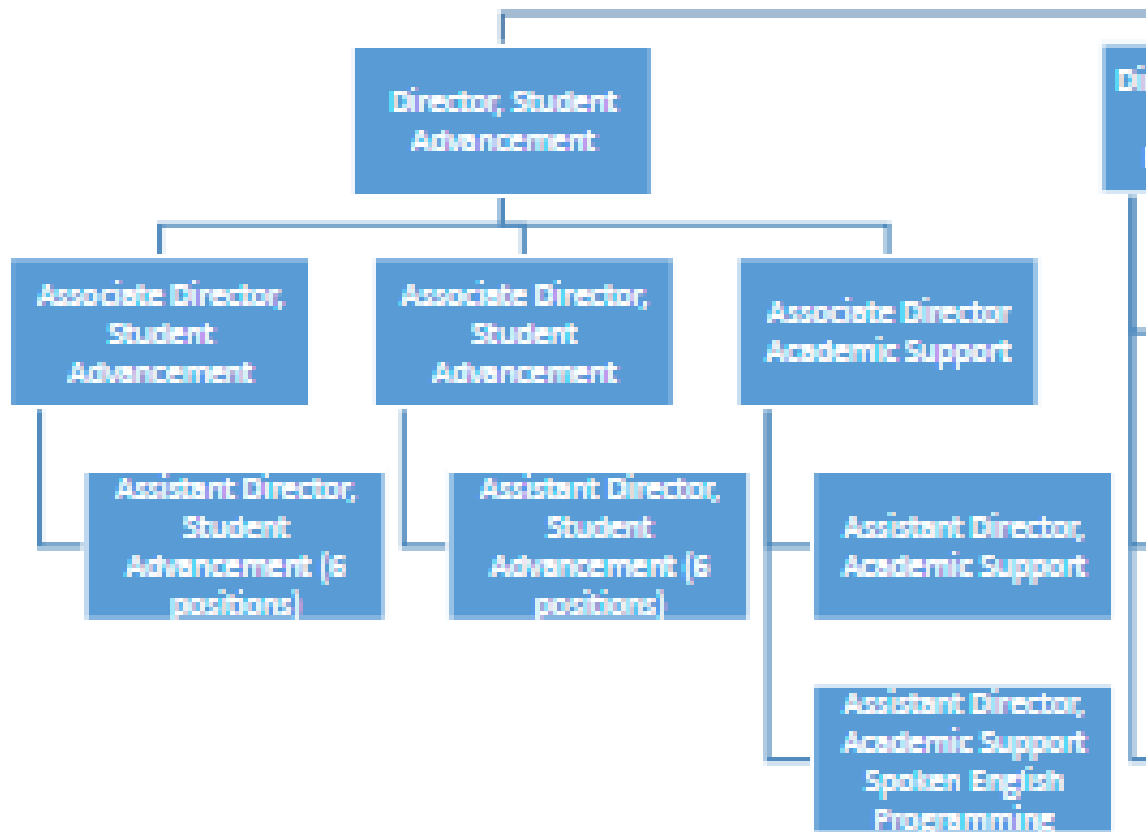


**Holly McGrath**  
Degree Audit and  
Information Services  
Specialist



**Ashley Zacharias**  
Department Assistant





Director of Student Advancement  
Michael Mason

Associate Directors of Student Advancement  
Aaron Baker  
Greg Harris

Assistant Directors of Student Advancement

Sara Gaines

Carmen Guess

Jordan Harkless

Aaron Jackson

Kayla Jerome

Dorien Langezaal

Gina Marie Maldonado-Powers

Ricky Marcus

Sylvia Marrero

Latasha Timmons

Rebecca Weihrouch

Amy Wilkens

<https://case.edu/studentsuccess/navigators>

# Reorganization of Services Provided by ESS

SI, Tutoring and

Individual student consultations

Student Advancement

Disability Resources

UH&CS

Accommodated Testing

Student Affairs

Graduate TA Training

UCITE (with Graduate Studies)

Undergraduate TA training

UCITE (with Undergrad Studies)









# Office of Student Advancement (Navigators)

- Connection to campus resources and co/extra-curricular opportunities
- Connection to faculty/advisors and academic opportunities
- Support and advocacy for student concerns (non-emergent) related to academic performance/experience, campus engagement, and personal matters
- Receipt of major declaration forms
- Routine credit-hour overloads
- General academic support (e.g., study skills, time management, etc.)
- Summer course registration support
- General career development
- Guidance related to university policies and requirements
- Processing of drop/add forms
- Reporting of absences to faculty
- Required meetings with students on Academic Probation
- Completion of Financial Aid SAP forms

# Office of Undergraduate Studies (Deans)

- Degree Certification
- Academic Requirements substitutions
- Commencement
- Special Request Petitions
- Fellowships and Scholarships Advising
- Academic Standing
- Undergraduate curriculum and academic policies
- Academic Integrity
- Processing of complete withdrawals and Leave of absence requests
- Integrated undergraduate/graduate/professional programs
- Transfer and off-campus study credit
- Course pre-requisite auditing
- Dean's Verification forms/requests

# Undergraduate Studies



**Nancy Dilulio**  
Senior Associate  
Dean



**Claudia Anderson**  
Assistant Dean



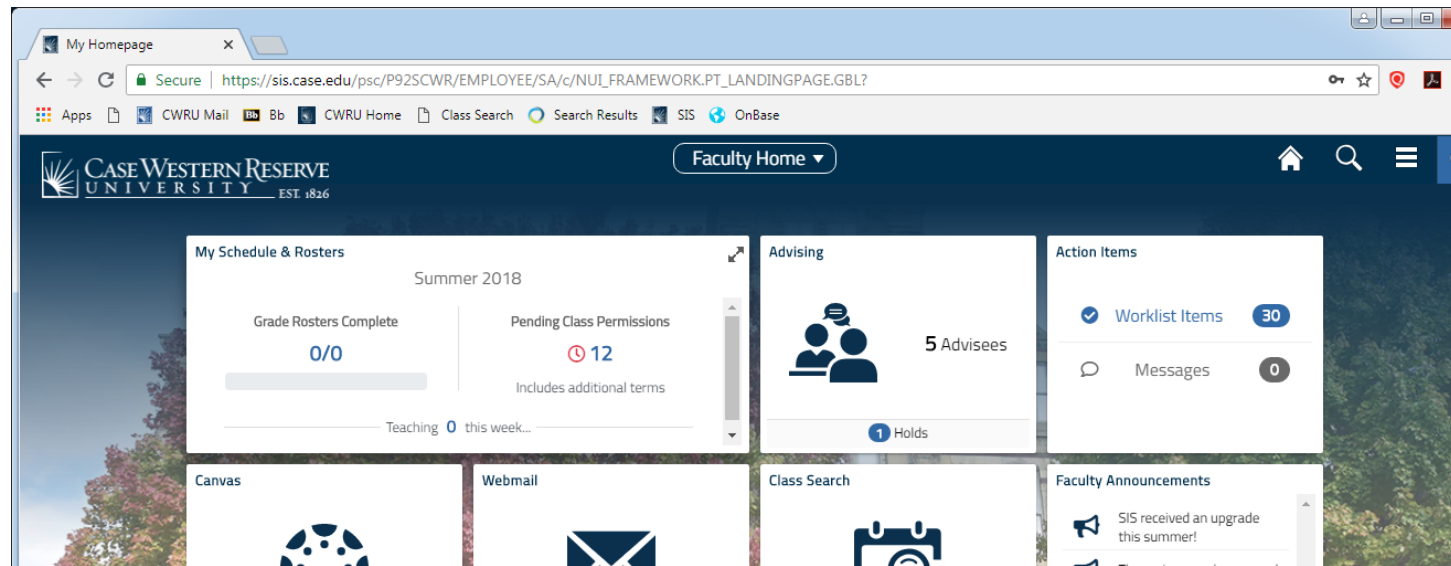
**Denise Butler**  
Associate Dean



**Amanda  
McCarthy**  
Assistant Dean

# How to find the Navigator for your advisee?

1. From your Faculty Homepage, click on the “Advising” Tile.



## 2. Click on a student name to see their detailed record.

Departmental Admin Center

Student Services Center

Advising Reports

Resources

Nancy Dilulio

[my advisees](#) | [student center](#) | [general info](#) | [academics](#)

### My Advisees

Select display option

Link to Photos  Include photos in list

Program Filter   View grades

Plan Filter

Level Filter

Role Filter

[General Info](#) [Additional Info](#) [...](#)

Notify	Photo	ID	Name/Details	Name	Personal Pronouns	Prefix	Program and Plan	Level	Advisor Role
1	<input type="checkbox"/>		[REDACTED]				Undeclared Undergraduate - Sociology (Int)	Sophomore	Advisor
2	<input type="checkbox"/>		[REDACTED]				Undeclared Undergraduate - Mechanical Engineering (Int)	1st Year	Advisor



### 3. Advisors and Navigators are shown in the Advisor box.

The screenshot displays the 'My Advisees' web application interface. At the top, there is a navigation bar with 'Faculty Home' and 'My Advisees' tabs. Below this, the 'Advisee Student Center' is visible, featuring a search bar for the advisee's ID and a 'Change Advisee' dropdown menu. The main content area is divided into several sections:

- Academics:** Includes links for 'My Class Schedule', 'Shopping Cart', 'My Planner', and 'Schedule Planner'. A dropdown menu is set to 'other academic...'. The 'Fall 2018 Schedule' table is displayed below.
- Personal Information:** Includes a 'Demographic Data' section.
- Advisor:** A section titled 'Program Advisor' listing Nancy DiIulio (Advisor) and Gina Maldonado-Powers (Navigator).

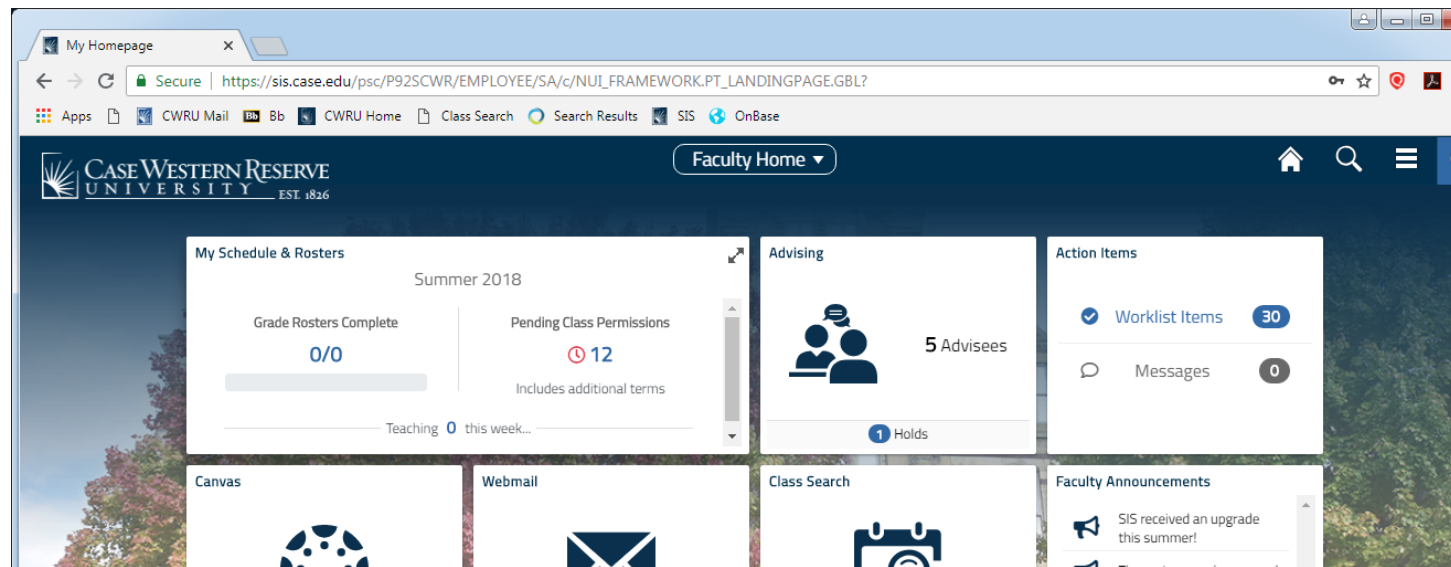
The 'Fall 2018 Schedule' table contains the following data:

Class	Schedule
ACCT 101-101 LEC (5207)	TuTh 2:30PM - 3:45PM Peter B Lewis 501
ECON 102-105 LEC (5424)	MoWe 3:20PM - 4:35PM Peter B Lewis 258
MATH 125-101 LEC (1221)	MoWeFr 10:35AM - 11:25AM Bingham 103
MATH 125-123 REC (3248)	Th 11:30AM - 12:20PM White Building 324
MGMT 201-101 LEC (5311)	TuTh 8:30AM - 9:45AM Peter B Lewis 03
ORBH 250-101 LEC (5161)	TuTh 1:00PM - 2:15PM Peter B Lewis 258

A blue arrow points to the 'Advisor' section in the bottom right corner of the interface.

# How to find the Navigator for a student in your course?

1. From your Faculty Homepage, click on the “My Schedule and Rosters” Tile.



My Schedule

Secure | https://sis.case.edu/psc/P925CWR/EMPLOYEE/SA/c/NUL\_FRAMEWORK.PT\_AGSTARTPAGE\_NUL.GBL?CONTEXTIDPARAMS=TEMPLATE\_ID%3aPTPPNAVCOL&scname...

Apps | CWRU Mail | Bb | CWRU Home | Class Search | Search Results | SIS | OnBase

Faculty Home My Schedule Home Search Menu New Window | Help

My Schedule

Permission Requests (Add)

Permission Requests (Drop)

Class Search

Final Exam Schedule

Instructor Reports

Courses

Resources

Nancy Dilulio  
My Schedule

Fall 2018 | Case Western Reserve Univ [Change Term](#) [My Exam Schedule](#)

Select display option  
 Show All Classes  Show Enrolled Classes Only

**My Teaching Schedule > Fall 2018 > Case Western Reserve Univ**

Personalize | First 1 of 1 Last

Class Roster	Class	Class Title	Enrolled	Days & Times	Room (Capacity)	Class Dates	Class Status
	BIOL 214-100 (2218)	Genes, Evolution and Ecology (Lecture)	359	MoWe 3:20PM - 4:35PM	Strosacker Auditorium (589)	Aug 27, 2018- Dec 7, 2018	Active

[View Weekly Teaching Schedule](#) [Go To Top](#)

**My Exam Schedule > Fall 2018 > Case Western Reserve Univ**

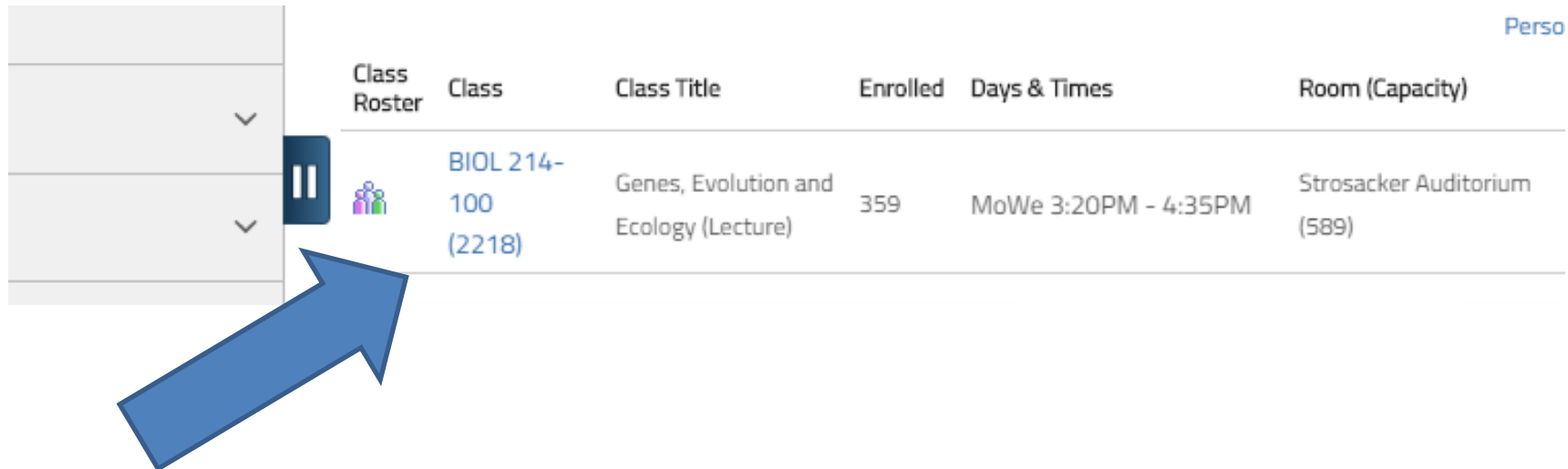
Personalize |

Class	Class Title	Exam Date	Exam Time	Exam Room	Enrolled
BIOL 214-100 (2218)	Genes, Evolution and Ecology (Lecture)	12/13/2018, Thursday	12:00PM - 3:00PM		359


[View Weekly Exam Schedule](#) [Go To Top](#)

[Go to top](#)

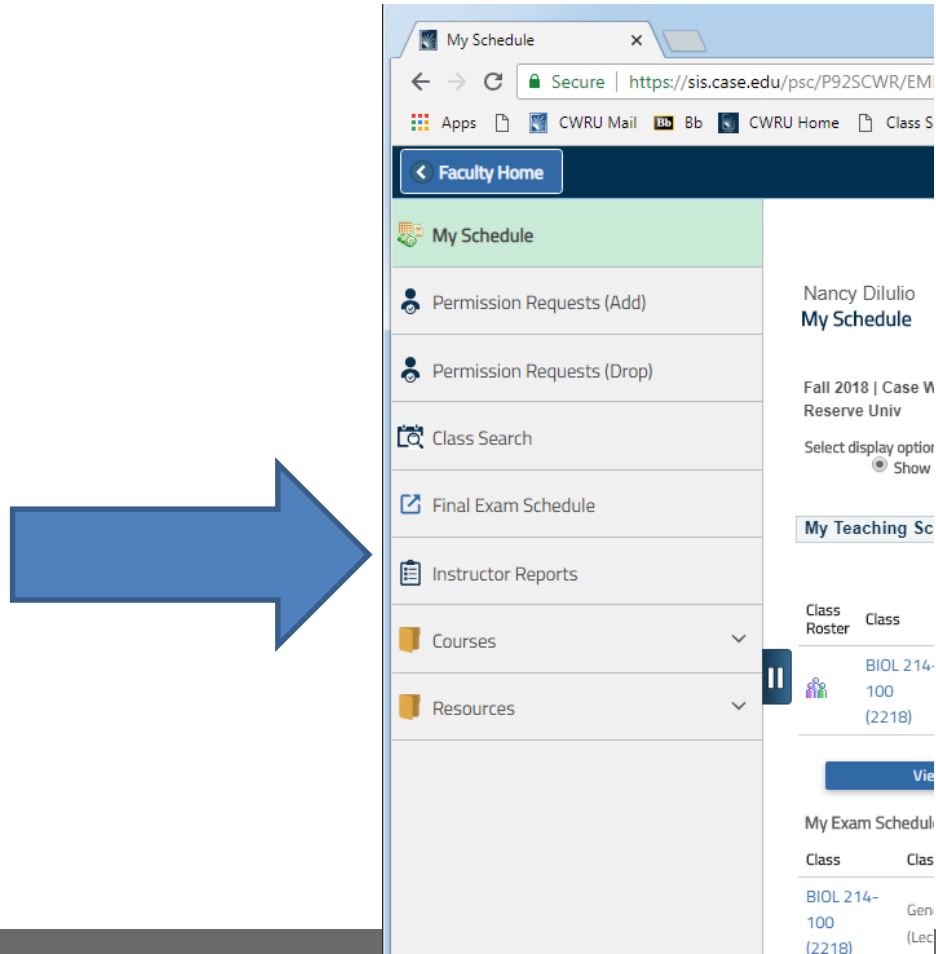
On this page, note the 4- or 5-digit number in parentheses for the particular course.



The image shows a screenshot of a course roster page. On the left, there is a vertical sidebar with a dark blue button containing a white double-line icon. A large blue arrow points from the bottom left towards this button. The main content is a table with the following columns: Class Roster, Class, Class Title, Enrolled, Days & Times, and Room (Capacity). The table contains one row of data for a biology course. The course number 'BIOL 214-100 (2218)' is highlighted in blue, with the number in parentheses being the focus of the blue arrow. The table also includes the course title, enrollment count, days and times, and the room name and capacity.

Class Roster	Class	Class Title	Enrolled	Days & Times	Room (Capacity)
	BIOL 214-100 (2218)	Genes, Evolution and Ecology (Lecture)	359	MoWe 3:20PM - 4:35PM	Strosacker Auditorium (589)

## 2. Click on “Instructor Reports” in the left margin.



The screenshot shows a web browser window with the URL <https://sis.case.edu/psc/P92SCWR/EM>. The page title is "My Schedule". The left-hand navigation menu includes the following items:

- Faculty Home
- My Schedule
- Permission Requests (Add)
- Permission Requests (Drop)
- Class Search
- Final Exam Schedule
- Instructor Reports
- Courses
- Resources

A large blue arrow points to the "Instructor Reports" link. The right-hand side of the page displays the user's name, "Nancy Dilulio", and the course information, "Fall 2018 | Case W Reserve Univ". Below this, there is a section titled "My Teaching Sc" and a table with the following data:

Class Roster	Class
	BIOL 214-100 (2218)

Below the table, there is a "View" button and a section titled "My Exam Scheduling" with a table:

Class	Class
BIOL 214-100 (2218)	Gen (Lec)

3. Click on “Reports” in the left margin.
4. Click on “View Report” and enter the code for the current term and the 4- or 5- digit number for this course.

The screenshot shows a web browser window titled "Query Report Viewer" with the URL [https://sis.case.edu/psc/P92SCWR\\_8/EMPLOYEE/SA/c/NUL\\_FRAMEWORK.PT\\_AGSTARTPAGE\\_NULGBL?CONTEXTIDPARAMS=TEMPLATE\\_ID%3aPTPPNAVCOL&scna...](https://sis.case.edu/psc/P92SCWR_8/EMPLOYEE/SA/c/NUL_FRAMEWORK.PT_AGSTARTPAGE_NULGBL?CONTEXTIDPARAMS=TEMPLATE_ID%3aPTPPNAVCOL&scna...). The page header is "Reporting Center" with navigation icons for home, search, and menu. On the left, a sidebar contains "Queries", "Reports", and "Report Scheduler". A large blue arrow points to the "Reports" menu item. The main content area is titled "Query Report Viewer" and includes a search section with a dropdown for "Report Name" and a "Search" button. Below the search is a "Search Results" section with a table:

Report Name	Description	*Format	View Report
CW_ROSTR_NAV	This report displays the class roster with students' navigators.	PDF	View Report

A second large blue arrow points to the "View Report" button in the table.

4. Click on “View Report” and enter the code for the current term and the 4- or 5- digit number for this course.

The screenshot shows a web application interface. At the top, there is a table with the following content:

Definition	Description	*Format	View
R_NAV	This report displays the class roster with students' navigators.	PDF	

Below the table, a modal dialog box is displayed with the title "CW\_SR\_INSTR\_NAVIGATORS\_BIP". The dialog contains the following fields and buttons:

- A "Term" input field with a search icon to its right.
- A "Your Class Nbr (e.g., 12345)" input field with the value "0" entered.
- "OK" and "Cancel" buttons.

A blue arrow points from the text "Term: 2188" and "Class number: 2218" to the "Term" and "Your Class Nbr" fields respectively in the dialog box.

Term: 2188

Class number: 2218

Your Class roster will show here with Navigator names and emails.



# What else is new for Fall 2018

## Curriculum and Policy Updates

# New Majors and Minors for Fall 2018

- New minor in African and African American Studies
- New concentration in Healthcare Management in the Business Management major
- New concentration in Materials Data Science in the Materials Science and Engineering major
- Engineering (Undesignated) is now General Engineering
- Eliminated the Classical Tradition concentration from the Classics major

# New for Fall 2018

Case School of Engineering General Education Requirements:

At least 12 credit-hours comprised of three- or four-credit hour courses outside of the areas of engineering, natural sciences, and mathematics.

Weatherhead School of Management Math 126 requirement:

MATH 126 or alternative chosen from DESN 210 (Python), ENGR 131 (Matlab), and EECS 132 (Java)

# New for Fall 2017

## College of Arts and Sciences

### General Education Requirements

- Breadth Requirements: One half or more of the breadth requirements courses must be taken at CWRU
- Global And Cultural Diversity
  - Course Credit through AP, IB A-levels or similar work in high schools may not meet this requirement
  - Transfer credit for college-level course work may be applied if approved by the appropriate department

# Academic Policy Changes for Fall 2018

- WSOM students are now permitted to use Pass/No Pass for WSOM courses.
- Academic probation will no longer be an automatic action. Students will be able to appeal being placed on probation.
- Academic Integrity Policy Refresh

# Academic Standing Changes from Fall 2017

- Students who withdraw after the 11 Friday of a semester may not enroll for the next two academic sessions
- Students placed on probation or continued on probation are required to review their course schedules with their navigator in Student Advancement before the end of the drop/add period
- Academic probation will be recorded on the unofficial/advising transcript but not on the official transcript

# Six Year Graduation Rate History

Entering Class	6 Year Graduation %
2002-2003	80.0
2003-2004	79.9
2004-2005	81.8
2005-2006	78.3
2006-2007	78.1
2007-2008	80.1
2008-2009	81.1
2009-2010	80.6
2010-2011	82.1
2011-2012	82.6
2012-2013	

Entering Class	6 Year Graduation %
2002-2003	80.0
2003-2004	79.9
2004-2005	81.8
2005-2006	78.3
2006-2007	78.1
2007-2008	80.1
2008-2009	81.1
2009-2010	80.6
2010-2011	82.1
2011-2012	82.6
2012-2013	

84.9%



# New in SIS, Everything! (almost)

The screenshot shows a web browser window titled "My Homepage" with the URL [https://sis.case.edu/psc/P92SCWR/EMPLOYEE/SA/c/NUI\\_FRAMEWORK.PT\\_LANDINGPAGE.GBL?](https://sis.case.edu/psc/P92SCWR/EMPLOYEE/SA/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?). The browser's address bar shows "Secure" and various navigation icons. The dashboard is titled "Faculty Home" and features the Case Western Reserve University logo (EST. 1826) and navigation icons for home, search, and menu.


The dashboard is organized into several sections:


- My Schedule & Rosters (Summer 2018):** Shows "Grade Rosters Complete" as 0/0 and "Pending Class Permissions" as 12. It also indicates "Teaching 0 this week...".
- Advising:** Displays "5 Advisees" and "1 Holds".
- Action Items:** Lists "Worklist Items" (30) and "Messages" (0).
- Canvas:** Includes the text "Assignments, announcements, and tests".
- Webmail:** Represented by an envelope icon.
- Class Search:** Represented by a calendar and magnifying glass icon.
- Faculty Announcements:** Contains two messages: "SIS received an upgrade this summer!" and "The main menu has moved".
- Did you know?:** A tip box with a lightbulb icon that says: "Looking for the main menu? Click [icon] in the right corner. Then, click [icon] to see menu options." The icons are a blue square with a white circle and a blue document icon.
- Reporting Center:** Represented by a clipboard icon.
- Faculty & Staff Resources:** Represented by a globe icon.

At the bottom of the browser window, a JavaScript error message is visible: `javascript:submitAction_win0(document.win0,PTNUI_LAND_WRK_GROUPBOX14);`

# Students can enter personal pronouns and prefix!

## Enrolled Students

Personalize | Find |  |  First

Notify	Photo	ID	Name	Send E-mail	Network ID	Personal Pronouns	Prefix	Units	Program and Plan
<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	They, them, theirs	Mx	3.00	Undeclared Undergraduate - Biology (Int)

Send E-mail

Network ID

Personal Pronouns

Prefix

Units

Program and Plan

Level



They,  
them,  
theirs

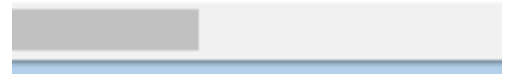
Mx

3.00

Undeclared

Undergraduate -  
Biology (Int)

1st Year



# What's Next?

- Convocation: Aug. 29, 4:45 p.m. at Severance Hall
- Mid-semester grades due: Oct. 22
- Fall Break: Oct. 22-23

# What's Next?

## Important dates for students:

- Drop/Add deadline: Sept. 7
- Fall 2018 graduation application deadline: Oct. 1

Upperclass students	First-Year students
Class withdrawal deadline: Nov. 9	Class withdrawal deadline: Dec. 7
Pass/No Pass deadline: Nov. 9	Pass/No Pass deadline: Dec. 7

**Prerequisite Checking:** We will be contacting students that do not meet the prerequisites for Fall courses and will ask them to either drop the course or get instructor permission.

**Degree Requirements:** UGS will contact January degree candidates with a “not sat” status during the drop/add period.

UGS follows up with these students many times over the course of the semester.

# Advising this fall semester:

Reach out to students this week:

How was your summer?

Are you happy with your fall schedule?

Please review the AR report with your students.

Portfolio?

Course substitutions?

Minor Declared? or Dropped?

# CWRU Prestigious Award Winners '17-'18

## Fulbright Student Program

Emily Leung ('18) Psychology and Business Management

English Teaching Assistant (ETA) Grant: Malaysia

Rita Maricocchi ('18) French, German, and Political Science

English Teaching Assistant (ETA) Grant: Germany



*Emily Leung,  
2018-2019 Fulbright Scholar*



*Rita Maricocchi,  
2018-2019 Fulbright Scholar*

## Barry Goldwater Scholarship

Two of four CWRU nominees were awarded the following honors:

Scholarship Recipient:

Matthew Thompson, rising senior, Biochemistry and Theater Arts

Honorable Mention:

Megan Masterson, rising senior, Astronomy and Mathematics and Physics



*Matthew Thompson,  
2018 Goldwater Scholar*

## Projects for Peace

Students participating on the winning project through the Kathryn W. Davis Foundation were:

Akinola Akinbote, rising senior, Polymer Science & Engineering

Hannah Clarke, rising sophomore, French

Geneva Magsino, rising senior, International Studies

Ivy Petsinger, ('18), Chemical Engineering



#udall20



AMERICAN SOCIETY OF CIVIL ENGINEERS

celebrating 20 years

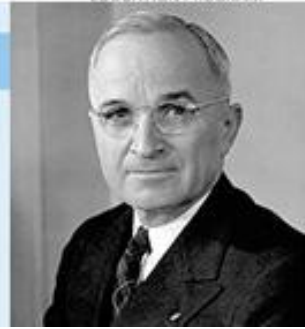


SCIENCE, MATHEMATICS & RESEARCH FOR TRANSFORMATION  
PART OF THE NATIONAL DEFENSE EDUCATION PROGRAM



SCHWARZMAN SCHOLARS

THE HARRY S. TRUMAN SCHOLARSHIP FOUNDATION



# Fellowship and Scholarship Information Session for CWRU Faculty and Staff

## Tuesday, September 18 at 11:30am in Sears 333

Thanks for all you do for CWRU students!