BSW Curriculum Committee Meeting Minutes  
Date: Wednesday, October 13, 2021 
12:00-1:00 pm full team; 1:00-1:30 p.m. faulty/staff/adjuncts only for case consultation

Present: Jenny Becker, Rebecca Dickinson, Libby Fry, Cindy Juby, David Kilmnick, Sei-Young Lee, Lixia Zhang  
Students: Brittany Serbus (Field Office GA), Jacie Friedrichsen (BSW student rep), Shelby Kocher (BSW student rep), Lori Vanhooreweghe

Shared with: SW Department; Lori Vanhooreweghe, UNI Academic Advising; SSWA Co-Presidents (Issac Deike, Allison Capper)

BSW ADVISING

1. BSW and MSW student feedback regarding advising experience (collected May 2021)  
2. Lori Vanhooreweghe’s best practices shared

How often should advisor reach out to their advisee and for what purpose?
- Beginning of each semester - schedule changes, etc.
- Prior to registration periods “absolute must” (Ashley does this already!)
- As needed (department updates, advising hub assignment…Lori specific)

What format is best for advising (i.e. phone, email, zoom, in person)?
- Partial to in person advising, the BEST format is whatever gets the job done for the student and the advisor on that specific day.
- Email for simply questions.
- In person for complex questions.
- Zoom saved us last year and has become preferred method for some students.

What method for scheduling advising appointments is recommended?
- Students schedule their own appointments via link to my google calendar.
- Lori – receptionist staff arranges, peer advisors reach out

What is an appropriate time frame from advisee request to actual meeting?
- Depends on the nature of the advisee's concern.
- If urgent, find a way or refer to someone in department
- Otherwise, up to a week

What should the advisor be knowledgeable about?
- Yes to all of these:
  o Social work major requirements
  o Social work courses (content, pre-reqs, best time to take)
  o Social Work program certificates
  o Social Work application
  o Declaration of Curriculum
  o Information about other majors, minors and/or certificates
  o General Education requirements
  o UNI campus resources
- Additions:
  o How to fill shopping carts and register using the SIS
  o Registration dates and times (third question) and how to remove all of the registration holds
  o Advisement Reports
  o Academic dates to observe
  o UNI's academic standing policy
  o How to calculate GPAs
  o Some general financial aid information, especially how it connects to academic concerns
  o How to drop and add classes, both on the SIS and on paper
How to initiate online student requests (“Academic Student Request”)

UNI's repeat and incomplete policies

UNI's credit/no credit policy (during regular times)

3. Midterm Reports for student receiving Ds and Fs
10-14-2021 email sent to SW faculty, staff and adjuncts requiring Ds and Fs to be submitted at midterm. Academic advisors will access the information and reach out to students on those reports.

Process for accessing Ds and Fs:

- MyUniverse
- Reporting
- MyWorkspace – Advisor Reports (My Advisees)
- Midterm Grade (right hand column)
- View Results (be sure you are in the current term, Fall 2021 is 2212)

Plan to discuss full list at next BSW Curriculum Meeting

DATA REVIEW

Student Outcomes Assessment Data 2020-2021

**HLC Communications Goal (REPORT OUT)**
Outcome 1: Use accurate syntax and mechanics of writing – 3.40 out of 4 (meet goal of 3)
Outcome 2: Use APA style and communication – 2.90 out of 4 (did not meet goal of 3)
Outcome 3: Use compelling content to illustrate mastery of the subject – 2.98 out of 4 (did not meet goal of 3)

**HLC Goal: Critical Thinking**
Outcome 1: Identify similarities and differences in evidence based literature – 2.90 (did not meet goal of 3)
Outcome 2: Draw conclusions about how various perspective shape practice at the micro, mezzo or macro levels – 2.63 (did not meet goal of 3)

**HLC Goal: Program Content Knowledge/Skills**
Outcome 1: Choose intervention to achieve goal and enhance capacities of client base – 3.5 (met goal of 3)
Outcome 2: Evaluate interventions to achieve goals and enhance capacities of client base – 3.42 (met goal of 3)
Outcome 3: Demonstrate an understanding of how diversity and difference shape practice – 2.92 (did not meet goal of 3)

SOA Review Team Recommendations from meeting held on 9-29-2021:
1. HLC Communications Goal Outcome 1 & 2 – rubric language change
2. HLC Goal: Critical Thinking Outcome 2 – add conclusion statement: 1 paragraph (3-5 sentences) summarizing the client population and the issues you addressed, the intervention you studied, and recommendations and/or implication for social work practice at the micro, mezzo and/or macro level; revised grading rubric to reflect this addition
3. HLC Goal: Program Content Knowledge/Skills Outcome 1, 2 & 3 – rubric language revisions (resulted assignment language revisions)

FEEDBACK: BSW Curriculum Team supports SOA Reviewer Team recommendations, to be implemented Spring 2022

Field Data 2020-2021

Field Education Committee Recommendations
1. Survey to field sites inquiring about use of SW degree’d supervisors for field students, AND/OR
2. Limit the use of non SW degree’d supervisors or ask that SW degree’d supervisors are ruled out.
3. Consider 2 sections of field prep course for Fall and Spring semesters
4. Consideration of department specific internship and career fair
5. Explore legislative efforts to allow reimbursement of MSW student services with Advisory Committee

FEEDBACK: BSW Curriculum Team supports SOA Reviewer Team recommendations

FOLLOW UP

Department incomplete policy
Feedback from UNI Attorney (Tim McKenna)
- Who usually reviews and approves this type of form and department policy. Has this also been approved by the dean and Provost's Office (and Graduate College if it applies to graduate students)?
- Be certain to include this in relevant department policies and information, and provide notice of it to students, so students cannot reasonably claim at any point that they had no notice of the policy. (i.e. Handbook, Course Syllabus)

FEEDBACK:
Believes the contract will help to keep students accountable for incompletes
Add to form
- Student responsibility to contact instructor with questions
- Incompletes for work in last 1/6 of semester or for final assignments/assessments
- Work has to be satisfactory for the first 12 weeks of the semester
Share revisions with department and graduate college (Matt), then with Brenda

MEMO ITEMS
CURRICULUM
APPROVED by UCC on 9-8-2021 for Implementation Summer 2022:
1. SW 4143 Self-Care and Stress Management in Helping Professions course description change
2. PSYCH 1001 Intro to Psych prereq to Practice with Groups and Families
3. Change Substance Abuse Counseling Certificate name to Addictions Treatment Certificate
4. Discontinued 2.5 UNI GPA to apply to SW major.
5. Require C on all social work major core courses

Submitting for Curriculum Process:
1. Create Field Prep Course in place of Field Orientation Sessions (credit/no credit)
2. Remove SW 2080 Statistics for Social Work

UNIFI
Gen Ed Proposals
1. SW 1001 Intro to SW & SS (CREDIT: Libby Fry) – name and course description language revisions expected
2. SW 1041 Social Welfare: A World View (CREDIT: Rebecca Dickinson) – name and course revisions expected
3. SW 2045 American Racial & Ethnic Minorities (CREDIT: Belinda Creighton-Smith) - name and course description language expected
*UNIFI will be requiring artifacts (course assignment, signature assignment)
*Once accepted by UNIFI, courses will have to go through curriculum process for revisions (Remove prerequisite of junior standing from SW 4175 Child Welfare Policy and Practice)

Certificate Involvement
1. Thrive Certificate (Business, Education, CSBS) – SW 4143 Self-Care and Stress Management in Helping Professions (CREDIT: Lixia Zhang)
3. United States Studies Certificate (CHAS, CSBS) – SW 2045 American Racial & Ethnic Minorities (CREDIT: Belinda Creighton-Smith)
4. MAYBE Diversity, Equality and Inclusion Certificate (WGS Wendy Hoofnagle) - SW 1041 Social Welfare: A World View (soon to be Global Social Work)

2021-2021 BSW Curriculum Meetings
November 3, 2021
- Advising 101 Lori Vanhooreweghe
- BSW student Ds and Fs list