

September 7, 2023, Directors of Undergraduate Studies Meeting  
UCC 2520D

Notes:

- Welcome and introduction of new DUSs
- Introduction of [CLAS UP staff](#) (also see this [CLAS Business Update](#)).
- Monthly meetings during Fall 2023
  - Rotate days/times for maximum attendance
  - Send a colleague if you can't attend. Sign in and out of a Zoom meeting as needed.
    - Wednesday, October 11, 9:30-11:00, on Zoom
    - Friday, November 10, 2:00-3:30, on Zoom
- Discussion with Jake Scharff, Assistant Director, Undergraduate Evaluation, and Kelly Hahn, DeAnn Claypool, and Kasey Hagedorn on evaluating transfer credit (one of the [responsibilities of the DUS](#)).
  - a) All transfer courses are first reviewed by Admissions undergraduate evaluators to determine if they have already been approved for particular course or gen ed equivalency.
  - b) Admissions reviews course descriptions and determines what transfer credit will be granted.
  - c) If a student wants to request that a particular course be applied to a specific requirement in their major, they submit a syllabus either to Admissions ([admissionevaluation@uiowa.edu](mailto:admissionevaluation@uiowa.edu)) or the DUS.
  - d) Considerations for DUS:
    - Could this course be equivalent to a UI course?
    - If the student took a similar course at UI, how much of the material would be repeated? Would it be more generous to grant equivalency?
    - A transfer course can be approved to fulfill a major requirement even if it is determined not to be equivalent to a UI course.
    - Is the course a pre-requisite for a course at UI, and if so, would this transfer course prepare students adequately?
  - e) If a student or academic advisor comes directly to you with a syllabus and evaluation request, **please share your evaluation with Admissions!** They enter the information in the [transfer databases](#) found in MyUI. These databases are also used as a recruitment tool for transfer students, who can enter all of their classes to see how many will transfer to Iowa.
  - f) GE courses: After reviewing the syllabus, if you determine the course is equivalent to a departmental course with GE status, the student automatically receives the GE credit.
    - If you determine the course is not equivalent to a specific departmental course, the student may still earn GE credit if the course meets the [learning outcomes for that GE area](#). Send the syllabus to Admissions

([adm-ugevaluation@uiowa.edu](mailto:adm-ugevaluation@uiowa.edu)), and they will review the course for GE status only. CLAS UP can also assist with GE evaluation.

- Office of Teaching, Learning, and Technology (OTLT) staff Jonna Higgens-Freese, Nicole Villanueva, and Vicky Maloy discussed instructional tools (i.e., Gradescope and ICON Direct)
  - a) ICON Day, Friday, October 20, 2023, 9-3 IMU Ballroom. See attachments for registration information.
  - b) Gradescope is a feedback and assessment tool that reduces the time associated with grading exams, homework, and other assignments. See attached flyer and slides for more information.
  - c) ICON Direct is the University of Iowa's initiative for ordering digital content from specific publishers and delivering this content to students and faculty through ICON. See attached flyer and slides for more information.