UNIVERSITY CURRICULUM COMMITTEE
Minutes #3 approved *(2007-2008 Undergraduate Catalog)*
August 30, 2006

Members Present: Buckley, Califf, Clairardin, Cook, Craig, Kahl, Kaesberg, Lessoff, Morenus, Palmer, Petro, Rosenthal, Semonis, Stier, A. Trefzger, J. Trefzger, Van der Hoven
Members Absent: Bassoppo-Moyo, Halcomb
Guests Present: Jess Ray, Office of the University Registrar

1.   Rosenthal convened the meeting at 3:05 p.m.

2.   INTRODUCTIONS: The committee members introduced themselves.

3.   ELECTIONS UCC OFFICERS & LIAISON ASSIGNMENTS:
   a.   Chairperson (serves as ex-officio member on Council on General Education and Council for Teacher Education. The chairperson may delegate the responsibilities of liaison to CTE to another member – usually the Recording Secretary). Rosenthal opened the floor for nominations and volunteers. J. Trefzger nominated Morenus. Morenus accepted with the understanding that she will be on sabbatical next semester, and if she is elected, a replacement would be needed for the spring semester. There were no further nominations or volunteers; the committee elected Morenus with approval by acclamation.
   b.   Vice Chairperson (serves as ex-officio member of AAF which meets on Wednesday evenings, and is UCC chair in the chair's absence). Morenus opened the floor for nominations and volunteers. Morenus nominated J. Trefzger and he accepted. There were no further nominations or volunteers; the committee elected J. Trefzger with approval by acclamation.
   c.   Recording Secretary (performs UCC secretary duties in their absence and serves as the UCC chairperson's designee [ex-officio member] on the CTE). Morenus opened the floor for nominations and volunteers; Palmer volunteered. There were no further nominations or volunteers; the committee elected Palmer with approval by acclamation.
   d.   Liaisons to College Curriculum Committees: Appointment of liaisons was tabled until next meeting. Jeri will contact the colleges to find out when the College Curriculum Committees will hold meetings.

 4.   APPROVAL OF MINUTES: #2, May 3, 2006. J. Trefzger suggested a change – under item 4.b – to identify Crothers as Academic Senate Chairperson. Clairardin moved to approve minutes #2 from May 3, 2006 with the aforementioned correction; Kahl seconded, and the committee voted unanimously to approve the corrected minutes.

5.   REVIEW OF UCC RESPONSIBILITIES: Rosenthal distributed and reviewed a handout, "UCC 1st Day Welcome and Process."
   Principles
   ▪   Expertise is at the department level – UCC's role is almost always to be supportive but also to make a thorough review and to ask questions where appropriate.
   ▪   UCC policy is directed by the Baccalaureate Degree Document.
   ▪   Curriculum is a faculty responsibility, however delivery of that curriculum is a shared responsibility with administration. That's why chairs and deans sign curriculum proposals.
   ▪   How does the curriculum serve the students? (How do they move through it?)
   Flow
   ▪   Proposals advance from initiator → DCC → CCC/CGE → CTE (if an Education program or course) → UCC/GCC, and if necessary → Senate, President/Provost and BOT/IBHE.
   ▪   Signatures required on proposals are DCC chair, department chair (or school director), CCC chair, Dean, CTE chair (if an Education program or course), and UCC chair.
   ▪   Proposals are circulated for 10 days.
   How do we work?
   ▪   Jeri Ryburn logs in proposals and assigns proposals to subcommittees of two members.
   ▪   Members report back in 2 weeks (usually). Their review follows the appropriate UCC checklist. If there are any questions or problems, reviewers should certainly feel free to contact the initiator to try to correct before meeting.
   ▪   Members do not review proposals from their own department/school.

What to look for
- Catalog description
- Consistency
- Checklist material, including graduate information for 300-level dual courses
- Letters of support for courses or programs that affect other departments

Rosenthal added:
- Several years ago the UCC process was revised and now course proposals are given to reviewers for information only when they are part of a new or revised program.
- The subcommittee of reviewers should invite the initiator, department chair or school director to the meeting when a proposal will be on the agenda for discussion.
- New programs need to include the Academic Senate form, "Request for New Program Approval" and provide information on fiscal requirements.
- Rosenthal, UCC Executive Secretary, technically reviews/approves courses after the 10-day circulation.
- Terry Raney, Evaluations, also technically reviews program proposals, adding hours and reporting whether the system is able to "enforce" the requirements (or must be hand-audited).

It was noted that there is not a place for an initiator name on the program proposal cover page as on the course proposal. Jeri will add a line for a contact name and email address.

6. **UCC CATALOG DEADLINES –** Rosenthal reiterated the importance of the proposal deadlines and distributed a memo with the deadlines that went out to the departments and colleges in the spring.

7. **MISCELLANEOUS:**
- Rosenthal said we are still considering the 2-year catalog concept and he will report more on that at the next meeting.
- Jeri distributed a draft of the University Curriculum Committee's annual report to the Academic Senate. At a UCC meeting last year, Lane Crothers, chairperson, Academic Senate asked the UCC to develop a report on the number of programs created and deleted this past year. Morenus suggested revising the first paragraph by bulleting the items. The corrections will be made and the report sent to the Academic Senate.
- Jeri reminded the members that they need to notify her or the UCC chair if they are not able to finish their term on the committee.
- Rosenthal reported that he will be discussing the general student issue with departments on campus. The general student (those who do not declare a major) issue is a significant problem for the University. He will be discussing with departments and schools their capacity and curriculum and how more students might be admitted into majors.

8. **INFORMATION:** The University Curriculum Committee Executive Secretary approved the following

New Course:

THE

380   ADVANCED DIRECTING   3   S
    THE 240; THE 340 or cons inst req. May repeat; max 6 hrs.
Advanced work in directing theory and practice. The course is designed to provide practical experiences in collaboration and process. A capstone experience is the direction of a one-act play.

Revised Course:

BSC

337   RESTORATION ECOLOGY   4   F,S
    BSC 201 or equiv or cons inst req. Lecture and lab.
Basic principles of ecological restoration with a focus on application to Midwestern ecosystems.

Temporary Course:

THE

389.78   SELECTED TOPICS IN THEATRE TECHNOLOGY   2-3   F
        THE 160, 258 req. May be repeated.
Advanced exploration of theatre technology. Variable content.

Approved Added Decimalization:

CJS

**360.17   ISSUES IN CRIMINAL JUSTCE: CRIME TERENDS AND SOCIAL CHANGE IN
            CONTEMPORARY AMERICAN SOCIETY   1-4**

Approved editorial changes:

KNR
        (prereqs)
**298.30   PROFESSIONAL PRACTICE: INTERNSHIP AND COOPERATIVE
            EDUCATION IN RECREATION AND PARK ADMINISTRATION   2   F,S,Summer**
        Maj in Rec; KNR 271 req, 298.36 or conc reg req; Jr standing req. Materials charge optional.
**Application of knowledge and skills in recreation programming to practical situations within a leisure
service delivery system.**

        (prereqs)
**298.36   PROFESSIONAL PRACTICE PREPARATION SEMINAR IN
            RECREATION AND PARK ADMINISTRATION   1   F,S**
        Maj in Rec; KNR 271 or conc reg req. Jr standing req.
Overview and investigation of professional practice preparation.

        (prereqs)
370   ADMINISTRATION OF LEISURE SERVICE ORGANIZATIONS   3   F,S
        Maj/min only. KNR 298.30 req or RPA Minor or Tourism Studies Minor. Not for cr if had KNR 375.
**Organizational management functions such as planning, marketing, and financial accountability in
organized recreation and leisure delivery systems.**

        (prereqs)
374   ADVANCED RECREATION PROGRAMMING   3   F,S
        Maj/min only. KNR 298.30 req or RPA Minor or Tourism Studies Minor. Fieldwork req.
**Application of recreation programming principles to a field setting which includes assessment, planning,
organizing, implementing and evaluation functions.**

        (prereqs)
380   ADMINISTRATION OF HUMAN RESOURCES IN LEISURE SERVICES   3   F,S
        *Maj/min only. KNR 298.30 req or RPA Minor or Tourism Studies Minor. Not for cr if had KNR
        375.*
Administrative/management functions in the operation of organized recreation and leisure delivery systems.

PSY
        (Number)
290   SPECIAL PROJECTS: RESEARCH APPRENTICESHIP   1-3   F,S
        2.00 GPA; cons dept chair and inst req. May repeat max 9 hrs. Formerly 290.01.
Work on a faculty member's research project with faculty member.

PSY

> **(Number)**
>
291   **SPECIAL PROJECTS: UNDERGRADUATE TEACHING   1-3   F,S**
>   *2.20 GPA; cons dept chair and inst req. May repeat; max 9 hrs. Formerly 290.02*
Work with a faculty member assisting in classroom instruction.

> **(prereqs)**
>
346   **PSYCHOLOGY OF EXCEPTIONAL CHILDREN   3   F,S**
>   *PSY 110 or 111 req. May Incl Clin Exp: Type 1.*
A study of the socio-psychological factors influencing the exceptional child's cognitive and affective development with implications for those working with exceptional children.

Correction of course catalog copy reported in Minutes #2, May 3, 2006:

STT

> (correction of title)
399.19   STUDENT TEACHING: EARTH AND SPACE   6

 9. **ADJOURNED:** The meeting ended at 3:55 p.m. with a motion to adjourn from Kahl, seconded by Lessoff. The next meeting will be held on September 20, 2006.