UNIVERSITY CURRICULUM COMMITTEE
Minutes #14 approved *(2008-2010 Undergraduate Catalog)*
April 23, 2008

Members Present: Buckley, Califf, Clairardin, Cook, Kahl, Kaesberg, Lessoff, Morenus, Radhakrishnan, Rosenthal, Semonis, Smith, Standard, Stier, Trefzger
Members Absent: Dean, Nyberg, Palmer, Spiek
Guests Present: Jess Ray, Registrar

1. Morenus convened the meeting at 3:09 p.m.

2. APPROVAL OF MINUTES: Califf moved to approve Minutes #13, January 30, 2008 with amendments, Radhakrishnan seconded, and the committee voted unanimously to approve.

3. UCC SUBCOMMITTEE UPDATES:

    a. **Subcommittee on Proposal Forms Revision –** The subcommittee members presented the two, nearly completed, proposal forms (*New Program Proposal* and *New Course Proposal*). Rob Dwyer, from the Registrar's office, has been working with the subcommittee to program the on-line forms. The forms were well received with the following suggested changes:

- Add a field that asks if the course has variable hours. If answered yes, a second box would come up with boxes in which to mark how many minimum and maximum hours can be taken, instead of having the boxes for variable hours for all new courses proposed.
- Have set fields for the course catalog copy (description, prerequisites). The course number and title are asked for at the top of the proposal; only need to ask for information one time.
- Jess Ray said that when the *Revised Course Proposal* form is done, there might be a way to connect the system's course description with the field for current catalog copy.
- Ryburn will discuss the suggested changes with Rob Dwyer and will work with him on finishing the remaining proposal forms (Temporary, Workshop, and Seminar Course; Revised Course; Revised Program; Deleted Course; Deleted Program; and Professional Practice Course) over the summer in order to make them available for use in the fall.
- The committee endorsed the new forms presented with the suggested changes.

    b. **Catalog Concept Subcommittee Update –** Rosenthal reported on the progress of the subcommittee who met this semester to discuss reorganization of the undergraduate catalog:

- Rosenthal thanked the subcommittee members for their support and willingness to work on changing the structure of the forward section of the undergraduate catalog and recognized student member, Clairardin, for her contributions creating the questionnaire that went out to advisors and compiling the returned data.
- He explained the handout showing the suggested reorganization of the first 102 pages of the catalog. He and Jess Ray worked on a reorganization of the forward section of the catalog and regrouped sections more logically.
- He suggested adding a section for transfer students.
- As an added note, Rosenthal reported that the inside cover of the 2008-2010 catalog will have information on accessing the on-line catalog and "Course Finder."
- There were no questions or negative comments. Califf said that she liked the new concept.
- Ryburn discussed restructuring of program catalog copy in the format that was suggested by Terry Raney in Evaluations. She distributed a handout showing a restructured ITK program's catalog copy.
- With some discussion, and a few suggestions, it was decided that more thought was needed on how the required and elective courses will be listed so that the format can be used for all programs.
- Rosenthal has written Ira Schoenwald in Human Resources to see if the faculty/staff listing in the back of the catalog is the most appropriate place for the list. There has been no response.

4. **LIAISON REPORTS:**

    a. **Council on General Education:** Morenus reported that CGE met today to review the last pages of their policies and procedures.

    b. **Council for Teacher Education:** No report.

    c. **Academic Affairs Committee:** Lessoff reported that AAF passed a resolution on the 10-year limit for courses and the portfolio assessment resolution.

5. **STAFF REPORT:**

    a. **Proposals for revision of programs/courses (between catalog years):** Ryburn reported that she has received some proposals that arrived too late for the 2008-2010 catalog. Rosenthal suggested to the committee that they wait until there are several program proposals to review instead of doing one here and one there. Morenus suggested a memo to CCCs to inform them that the proposals will be processed through the curricular process; however the revisions will not be in effect until the 2010-2012 catalog. Rosenthal and Ryburn will work on a memo to send to the departments who send revision proposals through during the interim year.

    b. **UCC Policies and Procedures**: Ryburn reported that she revised the deadlines listed in the policies and procedures document for the next catalog year and added the deadlines for the 2009 Supplement. The policies and procedures document is posted on the UCC Web site. The entire document will need to be revised when the new on-line proposal forms are ready to be implemented and the process changes.

    c. **Annual Report to the Academic Senate:** Each year the Academic Senate requires a report showing the University Curriculum Committee's proposal approval activity for the year. Ryburn distributed copies of the annual report; Morenus asked for a motion to approve the report. Lessoff moved to approve the report, Stier seconded and the committee voted unanimously to accept the report. The report will be sent to the Academic Senate with a cover memo from the UCC chair.

    d. **Update on 10 year limit on course applicability:** Rosenthal reported that the Senate is considering the policy for the 10-year limit on course applicability. A department should at least be able to review the course and have the option to reject a course taken by a student ten years ago or more.

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

    Temporary Courses:

    HSC

    289.37 FOUNDATIONS OF HOMELAND SECURITY AND DISASTER PREPAREDNESS
            3 sem. hrs.
    A study of both natural disasters and man-made incidents with a focus on identification, mitigation, and response.

    IDS

    289.44 WASHINGTON D.C. CIVIC ENGAGEMENT STUDY TOUR
            1 sem. hr.
    A multi-disciplinary study tour of Washington D.C. to enhance civic engagement skills and leadership potential of students. Prerequisites: Completion of 15 hours or consent of instructor.

MUS

393.31   BRASS PEDAGOGY FOR DIRECTORS
          1 sem. hr.
Participants will be presented with practical tips for improving their brass sections. The ISU brass faculty will provide instruction.

New Course:

(2009 Supplement to the 2008-2010 Catalog)

IDS

122   FIRST YEAR LEARNING IN COMMUNITIES SEMINAR
          1 sem. hr.
A seminar to assist first-semester students in their transition to the University, including exploration of majors, minors, and careers and opportunities for engagement in university and civic life. Formerly IDS 189.95.

The following courses were approved and were omitted from the UCC Minutes, #8, October 10, 2007:
(2008-2010 Catalog)

ITK

331   OPERATING, DATA COMMUNICATIONS, NETWORKING, AND SECURITY OF ENTERPRISE SYSTEMS
          3 sem. hrs.
Mainframe Operating Systems, process communications, networking, protocols, enterprise system clustering, front/back-end hardware/software component connections, administrations, and security. Prerequisites: C or better in ITK 225. Major/minor only or consent department advisor.

332   ADVANCED ENTERPRISE COMPUTING SYSTEMS
          3 sem. hrs.
Enterprise system programming, application development and integration, performance analysis and improvement, workload/resource management, database and information management, and system security enhancement. Prerequisites: C or better in ITK 261, 330 and 331. Major/minor only or consent department advisor.

392   ENTERPRISE SYSTEMS INTEGRATION AND APPLICATION DEVELOPMENT
          3 sem. hrs.
Capstone course including business applications, systems integration, enterprise business decisions, systems administration, and the systems deployment life cycle. Prerequisites: C or better in ITK 332 and 378. Major/minor only or consent department advisor.

394   ENTERPRISE SYSTEMS ARCHITECTURE, PERFORMANCE ANALYSIS, AND SERVER STRUCTURES
          3 sem. hrs.
Capstone course, including enterprise system architectures, hardware/software design, performance analysis/evaluation and improvement, and server construction. Prerequisites: C or better in ITK 279 and 332. Major/minor only or consent department advisor.

7. **ADJOURNED:** 4:30 p.m.   Cook moved to adjourn the meeting, Buckley seconded.   The next meeting will be announced in the fall after classes resume.