UNIVERSITY CURRICULUM COMMITTEE
Minutes #1 approved *(2013 Supplement and 2014-2016 Undergraduate Catalog)*
September 5, 2012

Members Present: Barroqueiro, Cook, Fontes, Kaesberg, Morenus, Murphy, Park, Rosenthal, Schendel, Standard, Walstrom, Wood
Members Absent: Kennedy
Guests Present: Jess Ray, Office of the University Registrar

1. Rosenthal convened the meeting at 3:07 p.m.

2. **INTRODUCTIONS:** Members introduced themselves. There are four new members: Barroqueiro (filling in one year for Lieberman during a sabbatical), Fontes, Schendel, and Kennedy.

3. **ELECTION OF OFFICERS AND LIAISONS:**

   a. **Chairperson:** Serves as ex-officio member on Council for General Education (CGE) and Council on Teacher Education (CTE). Rosenthal asked for nominations. Kaesberg nominated Standard and Wood seconded. Nominations were closed. Standard accepted the nomination. Morenus moved to appoint Standard as the chair, Cook seconded. Standard was appointed to serve as chairperson by a consensus of the committee. Standard will serve as ex-officio member of CTE. Rosenthal turned the meeting over to Standard.

   b. **Vice Chairperson:** Serves as ex-officio member of Academic Affairs (AAF) and is UCC chair in their absence. Standard asked if there were nominations or if someone was available to serve on the AAF (which meets twice a month on Wednesday from 6 to 7 p.m.). Fontes offered to serve as the vice-chair and as ex-officio member of AAF. Fontes was appointed to serve as vice chairperson by a consensus of the committee.

   c. **Recording Secretary** (Serves as CTE or CGE ex-officio member by appointment of the UCC chair and performs UCC secretary duties in their absence): Standard asked if there were nominations or if someone was available to serve as recording secretary and as ex-officio member on the CGE. Morenus offered to serve as the recording secretary and on the CGE; Kaesberg moved to accept; Fontes seconded. With no other nominations, Morenus was appointed to serve as recording secretary by consensus of the committee and will serve as ex-officio member of CGE by appointment of the UCC chair.

   d. **Liaisons to College Curriculum Committees:** Ryburn reported the following college curriculum committee meeting days, times:

   - CAST (Meets Mondays, 3:30 p.m. in Turner 101) - Barroqueiro and Cook will serve as CAST liaisons.
   - CAS (Meets on Tuesdays at 1:00 p.m. in Stevenson 141) - Walstrom will serve as CAS liaison.
   - CFA (Meetings not yet scheduled) - Wood will serve as CFA liaison.
   - COB (Meeting Tuesday 9/18 or 9/25) - Kaesberg and Schendel will serve as COB liaisons.
   - COE (Meeting not yet scheduled) - Murphy will serve as COE liaison.
   - MCN (first Tuesday of the month at 1:00 p.m., Edwards 306) - Park will serve as MCN liaison.

4. **REVIEW OF UCC RESPONSIBILITIES:** Rosenthal presented an overview of the University Curriculum Committee (UCC) responsibilities.
    - The University Curriculum Committee is an external committee of the Academic Senate.
    - UCC is a guardian of the process and the clarity of the catalog.
    - Rosenthal distributed an orientation handout and discussed the information:

    Principles
    - **Expertise is at the departmental 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** that can be found on the ISU Policy Web site at: http://policy.illinoisstate.edu/students/2-1-9.shtml
    - **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?)

Proposal Flow					
Faculty initiator→	DCC →	CCC → CGE	CTE →	UCC→ GCC	Senate President/Provost BOT/BHE
Signatures	DCC Chair Dept. Chair	CCC Chair Dean	CTE Chair	UCC Chair	Senate Provost
Circulation		10 days		10 days	

    What's New?
    - Rosenthal is returning as the Provost's designee (aka Executive Secretary) this year.
    - The online proposals are now available for graduate curriculum on the following Web site: (https://www.registrar.ilstu.edu/CurriculumForms
    - Online proposals for new and deleted programs will be routed to the Academic Senate and the Provost's Office for review/approval.
    - General Education changes may come our way.

    Catalog Year
    The current catalog is in effect 2012 through 2014. The proposals reviewed and approved this year will take effect in the 2014-2016 catalog, unless they are new major degree programs that require IBHE approval, which likely will fall under the 2014-2016 Undergraduate Catalog or 2015 Supplement depending on when the IBHE approves the programs.

    Deadlines for the 2013 Supplement to the 2012-2014 Undergraduate Catalog:
*New Programs	January 3, 2012
New Minors, Sequences	September 10, 2012
New 300-level Course Proposals (if graduate credit requested)	September 10, 2012
New 100, 200, or 300-level (non-graduate) Course Proposals	October 1, 2012

    Deadlines for the 2014-2016 Undergraduate Catalog:
*New Degree Programs	January 28, 2013
New/Deleted Minors, Sequences	September 16, 2013
New, Revised, Deleted 300-level Course Proposals (if graduate credit requested)	September 16, 2013
New/Deleted 100, 200, or 300-level (non-graduate) Course Proposals	October 7, 2013

Revised Program Proposals (Major, Minor, Sequences)   October 7, 2013
Revised 100, 200, or 300-level (non-graduate) Course Proposals   November 1, 2013
Any changes to catalog requested/approved through Editorial Request   November 29, 2013
*New Degree Programs (for 2015 Supplement to 2014-2016 Catalog)   January 31, 2014

How do we work?
- Jeri Ryburn assigns program proposals (for majors, minors, and sequences) to committees of two members.
- Members will receive a link to the online proposal by e-mail from Curriculum Forms.
- Members report back to the full UCC in two weeks (usually). If there are questions or problems, reviewers should certainly feel free to contact initiator to try to correct before meeting.
- We do not review proposals from our own department/school.
- We do not review "stand alone" courses, but can review course proposals that are part of a program change. However, course proposals are not approved by the UCC; they are approved by the Executive Secretary.

What to look for?
- Catalog description
- Consistency
- Letters of support for courses or programs that affect other departments

5. **STAFF REPORT:**
- Rosenthal reported that there will be significant changes to the General Education program which will come to the UCC after the Council on General Education reviews and approves the changes. The goal is to have the new General Education structure reviewed, approved, and forwarded to the Academic Senate by spring 2013.
- Ryburn reported there is one program proposal on circulation for UCC review at this time. Members Morenus and Murphy have been assigned to review the proposal and will be ready to discuss the proposal in two weeks.
- Ryburn reminded members to keep their Wednesdays from 3:05 to 4:00 p.m. open for UCC meetings and to contact her if they know in advance that they will be unable to attend a meeting.

6. **ADJOURNED**: Park moved to adjourn the meeting and Murphy seconded. The meeting was adjourned at 4:00 p.m. The next meeting will be held on September 19, 2012.

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

Revised Courses (2014-2016 Catalog):

PHY

211   STATICS
         3 sem. hrs.
Force systems; equilibrium of two- and three-dimensional systems; trusses, frames, friction; centroids; moments of inertia; hydrostatic pressure; virtual work. Formerly PHY 152. Prerequisites: PHY 110 and MAT 147.

Decimalized Courses:

IDS

122.02   LEARNING IN THE COMMUNITIES (LINC): VETERAN'S SEMINAR
            1 sem. hr.
The intent of the Veterans Seminar is to assist student veterans in their transition to the University community, Bloomington-Normal area, and civilian life. In addition, student veterans will gain an understanding of how to maximize the resources provided at Illinois State University as well as those offered by the surrounding community. The seminar helps students develop the academic skills necessary for success in college in a small seminar-style environment. The three major themes addressed in the seminar include: 1) successful transitions within the University; 2) major/minor and career exploration; and 3) campus/community involvement.

IT

368.16   MANAGING IT SERVICES
            3 sem. hrs.
The entire Information Technology Infrastructure Library (ITIL) service lifecycle, consisting of five interrelated phases, is introduced and narrated with real-world scenarios and case studies. This course targets juniors and seniors majoring in Information Systems or Computer Science. Prerequisites: Junior/senior standing. Information Systems or Computer Science major or minor only or consent of department advisor.

Deleted Course:

POL

390   CAPSTONE EXPERIENCE
            1 sem. hr.
Students will complete a capstone paper that highlights original research conducted independently, in conjunction with a 300-level POL course, study abroad, internship, independent study or honors project. CR/NC only. Prerequisites: Completion of 90 credit hours.

Editorial Course Changes: *(2014-2016 Catalog):*

IT

140   INTERACTING IN A DIGITAL WORLD   OC-SMT
            3 sem. hrs.
This course provides foundation concepts of computers and information technologies and their application in today's world. Lecture and lab. Not for credit IT Major or minor. Formerly *INTRODUCTION TO THE COMPUTER WORLD*. Prerequisites: Inner Core: ENG 101; COM 110.

BTE

**380   ORGANIZATION AND ADMINISTRATION OF CAREER AND TECHNICAL
             COOPERATIVE EDUCATION PROGRAMS**
             3 sem. hrs.
**Planning and organizing a cooperative program; emphasis on recruitment, selection of training
stations, student placement, and operation of cooperative plan. Includes Clinical Experiences: 5
hours, Type 1-6, 9. Also offered as FCS 380.**

**382   COORDINATION TECHNIQUES OF CAREER AND TECHNICAL
             COOPERATIVE   PROGRAMS**
             3 sem. hrs.
**Coordination techniques needed for high school and post-secondary teacher coordinators in
integrating classroom activities with daily employment. Includes Clinical Experiences: 5 hours,
type 1-6, 9. Also offered as FCS 382 and TEC 306. Formerly *COORDINATION TECHNIQUES
OF COOPERATIVE VOCATIONAL EDUCATION PROGRAMS*.**

FCS

**380   ORGANIZATION AND ADMINISTRATION OF CAREER AND TECHNICAL
             COOPERATIVE EDUCATION PROGRAMS**
             3 sem. hrs.
**Planning and organizing a cooperative program; emphasis on recruitment, selection of training
stations, student placement, and operation of cooperative plan. Includes Clinical Experiences: 5
hours, Type 1-6, 9. Also offered as BTE 380.**

**382   COORDINATION TECHNIQUES OF CAREER AND TECHNICAL
             COOPERATIVE   PROGRAMS**
             3 sem. hrs.
**Coordination techniques needed for high school and post-secondary teacher coordinators in
integrating classroom activities with daily employment. Includes Clinical Experiences: 5 hours,
type 1-6, 9. Also offered as BTE 382 and TEC 306. Formerly *COORDINATION
TECHNIQUES OF COOPERATIVE VOCATIONAL EDUCATION PROGRAMS*.**

PSY

361   PERCEPTION
             3 sem. hrs.
**An overview of the philosophical, physical, physiological, and psychological aspects of
perception; the relationship of perception to action. Prerequisites: 110 or 111; PSY 231.**

TEC

**306   COORDINATION TECHNIQUES OF CAREER AND TECHNICAL
COOPERATIVE   PROGRAMS**
             3 sem. hrs.
**Coordination techniques needed for high school and post-secondary teacher coordinators in
integrating classroom activities with daily employment. Includes Clinical Experiences: 5 hours,
type 1-6, 9. Also offered as BTE/FCS 382. Formerly *COORDINATION TECHNIQUES OF
COOPERATIVE VOCATIONAL EDUCATION PROGRAMS*.**