

University Curriculum Committee

Minutes # 1

August 28, 2019

Members Present: Hurd, Akman, Howell, Zeng, Lippert, Savage, Allbaugh, Carlson, Jia, Thayn, Jadallah, Johnston

Members Absent: Fillman, Nur-Awaleh, Wolf

Guests: Danielle Lindsey – Registrar's Office, Ian Gawron – Registrar's Office

1. CONVENE: Hurd convened August 28, 2019 UCC Meeting

2. INTRODUCTIONS:

3. Election of UCC Officers:

a. Chairperson: Hurd explained the different responsibilities/commitments of the UCC Officer position. Lance Lippert was elected to the Chairperson position by acclamation. Savage motioned the vote, Zeng seconded.

b. Vice Chairperson: Hurd explained the different responsibilities/commitments of the UCC Officer position. Zeng was elected to the Vice Chairperson position by acclamation. Lippert motioned the vote, Savage seconded

c. Recording Secretary: Hurd explained the different responsibilities/commitments of the UCC Officer position. Savage was elected to the Recording Secretary position by acclamation. Allbaugh motioned the vote, Akman seconded

4. Liaison Assignments:

a. Council of General Education: Hurd explained the different responsibilities/commitments of the liaison assignment including the day/times of meetings. Hurd also explained that this role is a voting member of the Council of General Education. Lippert volunteered for the liaison position.

b. Council for Teacher Education: Hurd explained the different responsibilities/commitments of the liaison assignment including the day/times of meetings. Hurd also explained that this role is not a voting member of the Council for Teacher Education. Jadallah volunteered for the liaison position.

c. Academic Affairs Committee: Hurd explained the different responsibilities/commitments of the liaison assignment including the day/times of meetings. Hurd also explained that this role is not a voting member of the Academic Affairs Committee. Howell volunteered for the liaison position.

5. Review of UCC Responsibilities:

Hurd: Explained the difference between UCC and GCC, and how they are separate entities. Explained that UCC is an external committee of the Academic Senate, while GCC not. Akman asked about where the 4+1 programs will be reviewed. Hurd explained that they will come to the UCC. Lindsey discussed the history of the 4+1 programs and how they were born out of collaboration between GCC

and UCC. Hurd explained the 4+1 program generally to any members who might be unaware of what the program was.

Hurd: Explained the Council for General Education and how they review courses/programs. Hurd also explained that the UCC will not be reviewing new courses/ revised courses, but only program level changes. Lindsey explained that some exceptions do exist where the UCC may have to review a course.

Hurd: Explained/reminded members that the UCC does not dictate what a department should or should not take, but looks at the overall coherency of a program. Lindsey explained the importance of clarity for academic copy purposes, course construction purposes, and for student understanding. Johnston asked about similar courses offered by different departments. Hurd explained that circulation process and how those problems should be caught throughout the process. Lindsey explained that, since the UCC does not review individual courses, that the UCC should not run into that problem. Lindsey explained further the circulation process and how course/program proposals go to the university stakeholders, and that it is the responsibility of the stakeholders to review the proposals to see if the proposals conflict with their department. Lindsey also explained that there are formal processes to help reconcile these situations if a problem does occur.

Hurd: Explained the different resources available to UCC members – Curriculum Forms website, Course Finder, and curriculum forms email address. Hurd brought up the Curriculum Forms website to illustrate the overall look of the website, and how a proposal reflects in the system. Lindsey explained the associated courses section on; Lindsey also explained different aspects of the Curriculum Forms system. Lindsey also explained the new catalog format of the 2019-2020 academic catalog, course descriptions in Cognos, and Course Finder. Savage asked about the format of the semester hours. Lindsey explained the catalog construction in relation to course creation in Campus Solution. Lippert mentioned the importance of courses in program proposals and how reviewers might have to go into the course proposals for relevant information to the program proposals. There was general discussion about these processes.

Hurd: Explained processes/policies concerning: Provost involvement in approving programs (Financial Implication Form and Request to Add Hours Form), state mandate of 120 semester hour limit for programs, and letter of concurrences. Zeng expressed concern about the complexity of the FIF process. Hurd explained that the Provost is aware of the problem and improvements are being made to help streamline the process.

Hurd: Explained proposal routing process. Lindsey explained the deadlines as being reviewed by the UCC by the deadline, and not only submitting a proposal in the system by that deadline.

Hurd: Explained reviewer assignments for proposals, and the autogenerated emails. Hurd also explained that reviewers cannot review proposals from their own departments and highlights the importance of “hidden” prerequisites (prerequisites of a prerequisite). There was general discussion about this topic – Savage mentioned accessing the proposal through email is easiest. Akman asked about general turnaround time. Lindsey explained it is usually two weeks, and to notify Gawron or her to make any editorial changes that the reviewers deem necessary, or if they have any questions about courses.

Hurd: Explained that the UCC reviews the IDS Minors evaluations, academic policies, and graduation requirements. Lippert asked if there were any left-over policy that needed to be discussed.

Hurd explained that there are not any policies that need to be reviewed at the moment and the current policy considerations are being routed through the Academic Senate. Hurd explained the diversity policy currently being routed through Academic Senate and how it would be similar to AMALI in execution.

6. Agenda Items:

Name Change: Hurd explained changing the University Curriculum Committee to the Undergraduate Curriculum Committee with the goal of providing clarity, and to unite the GCC website with the UCC website, given similarities in policy. Hurd mentions this can be voted on later.

Notes/Minutes Clarification: Hurd explained streamlining the minutes approval process and if it was needed/desirous for the chairperson to review/approve the minutes or if it can be done by the Executive Secretary, and UCC minutes-taker.

Proposal Discussion & Approval Processes: Lindsey explained the efficiency of doing same day discussion approval, and explained the change on a technical level. Hurd mentioned that this does not have to be decided on today, but can be in the future. General discussion ensued on the topic. Lippert mentioned that this change would help reinforce all UCC members to look at the proposals. Lindsey explained that discussion one week and voting the next is not in the bylaws. Savage expressed concern about feeling rushed in some situations with this change, but Hurd explained that voting can happen on the next week for particularly complicated policies/proposals. Lippert explained the old process of discussion one week voting the next to new UCC members. Jadallah expressed concern about reviewing the proposals and the various complexities involved in the process. Zeng, Savage, Lindsey, Lippert, explained different aspects of the review process and highlight the most important aspects of reviewing proposals – coherency, student understanding, obviousness of issues, controversial nature of some decisions, interaction with initiators if there are questions, and supporting resources.

Hurd: Mentioned the forwarding of an EAF letter to all UCC members which expressed concern about a course change made in the previous Spring UCC session. General discussion occurred about the topic. Lippert highlighted the challenging discussions and decisions that the UCC makes. Hurd explained that the EAF course will be proposed to Council for General Education for general education credit.

9. MISCELLANEOUS:

10. ADJOURNMENT:

Lippert: Motioned to adjourn

Thayn: Seconded

Next Meeting:

September 4, 2019