

Minutes

University Curriculum Committee
September 8, 2014
CSS 302

- I. Minutes of 4/28/2014 were approved.
- II. Attendance: Fadayomi (chair), Boncher, Gray, Holton, Karnes, Marion, Motz, Piercey
Excused: Brecken;
Absence: Roach
Ex-Officio/Senate: Dakkuri
Ex-Officio: Weller
Registrar: Gramza
Administrative Assistant Hadley
- III. Business

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Update
15-001 HP	CLS Capstone Cleanup	Approved 8 Support No other votes	
15-002 AS	Sociology 271 Course Modification	Approved 8 Support No other votes	Effective Spring 2015
15-003 AS	Sociology Minor Change	Approved 8 Support No other votes	

IV. Discussions

Chair Fadayomi welcomed new and returning members and recognized Steve Karnes who is “filling in” for Mark Hutchinson from College of Health Professions for fall due to scheduling conflict. Fadayomi also welcomed Interim APAO, Kirk Weller to the UCC.

The Chair gave an overview of the proposal evaluation process and encouraged members to announce the proposal deadlines in their colleges.

There was much discussion on the recommendation from the Fadayomi regarding the PCAF language change in the UCC policy #2.2. It was further clarified that the reason for the suggested change was to increase faculty participation and collaboration in the early stages of the proposal development and not wait until the PCAF completion before faculty involvement is sought. After much discussion, the committee agreed to recommend to Academic Affairs to add a signature line for Faculty Representative on the PCAF.

The discussion on the UCC Mission statement revision was tabled until sometime in the future.

The meeting was adjourned at noon.

Minute

University Curriculum Committee
September 22, 2014
CSS 302

- I. Minutes of 9/8/2014 were approved.
- II. Attendance: Fadayomi (chair), Brecken, Gray, Karnes, Marion, Piercey
Excused: Roach, Motz
Absent: Boncher, Holton
Ex-Officio/Senate: Dakkuri
Ex-Officio: Weller, Gramza
Administrative Assistant Hadley

III. Business

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
15-006 MCC EHS	Early Childhood Education – Child Life Specialist Concentration	Approved 6 support No other votes	Pending submission of a corrected checksheet
15-007 NC EHS	Create Applied Correctional Strategies I	Held	College Curriculum Committee chair signature <u>number count</u> for the College Curriculum Committee vote Form A summary for increasing the credit hours from 3 to 6 is unclear Missing Form C from FLITE Form E is too vague and unclear Grade method on Forms E and F: cannot have 3 LEC and 1 LAB for 3 hours Total hours on checksheet Effective Spring 2015
15-008 NC EHS	Create Applied Correctional Strategies II	Held	Same reasons as 15-007
15-009 MCC PHR	PHAR 589: Integrated Case Studies	Approved 6 support No other votes	Pending submission of a corrected Form A with appropriate signatures

15-010 MCC BUS	HR Minor and Certificate Clean-up	Approved 6 support No other votes	Pending receipt of Form C from FLITE
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Minutes

University Curriculum Committee
September 29, 2014
CSS 302

- I. Minutes of 9/22/2014 were approved
- II. Attendance: Fadayomi (chair), Brecken, Gray, Karnes, Marion, Piercey, Motz, Roach
Excused: Boncher, Holton
Ex-Officio/Senate: Dakkuri
Ex-Officio: Weller, Gramza
Administrative Assistant Hadley
- III. Business
 - A. Current Proposals

Proposal Number	Proposal Title	Action/Votes	Senate Action/Concerns/Reasons/Updates
15-007 NC EHS	Create Applied Correctional Strategies I	Approved 7 Support 1 Not Support 1 Abstain	
15-008 NC EHS	Create Applied Correctional Strategies II	Approved 7 Support 1 Not Support 1 Abstain	
15 – 011 MCC AS	Change Degree Status from BIS to BS	Approved 9 Support No other votes	Administrative details to be address with Elise Gramza in the Registrar's office.
15 – 012 NC AS	BIOL 274 – New Course in Marine Biology	Approved 9 Support No other votes	Changed course number to BIOL 272 Requests for a letter confirming that Dean's office cap change to proposal is acceptable to proposal initiator. Missing Form C
15 – 013 MCC BUS	Update and Change Title of ACCT 332 – Advanced Managerial Accounting	Held	Needs updated Form E.
15 – 014 N Certificate BUS	Dietary & Food Service Management Certificate	Held	Missing Form FIN

Discussion

The Committee continues to explore options to address the issue of changing class caps by the Deans' offices. After much discussion, we agreed to request that the Dean checks 'support with concerns' on Form A, attach a note with the changes made and copy the proposal initiator on the cap change. The UCC will also request that the initiator respond in writing their intentions to withdraw the proposal or accept the cap change with the understanding that UCC approval is as submitted by the Dean's office.

A concern over when a course is modified enough to be designated as a new course resurfaced during our discussion on proposal #013- Update and Change Title of ACT 332. We continue to look for a satisfactory solution to this concern.

The intention and objective of Form FIN was discussed by the committee. It was shared that the form determines whether a student will receive aid towards paying for a course and that the form, like other consultation forms should be forwarded to the Director of Financial Aid and be duly noted on the proposal package submitted to the College Curriculum Committee. In the event that a proposal requiring Form FIN makes it to UCC without the form, the committee agreed to hold the proposal pending the receipt of a Form FIN.

Chair Fadayomi shared the updated PCAF with the committee and thanked Associate Provost Weller for adding a "Tenured/Tenure Track Faculty Representative" signature line to the PCAF as recommended by UCC.

Meeting was adjourned until next scheduled meeting on Monday, October 6.

Minutes

University Curriculum Committee
 October 6, 2014
 CSS 302

- I. Minutes of 9/29/2014 was approved
- II. Attendance: Fadayomi (chair), Boncher, Brecken, Gray, Karnes, Marion, Piercey, Motz, Roach
 Excused: Holton
 Ex-Officio/Senate: Dakkuri
 Ex-Officio: Weller, Gramza
 Administrative Assistant Hadley
- III. Business
 - A. Current Proposals

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
15 – 014 N Certificate BUS	Dietary & Food Service Management Certificate	Approved 8 Support No other votes	
15-016 Certificate HP	Lean Healthcare Certificate	Held	An accompany note for the “support with concern” vote Missing Form FIN Not all prerequisites are listed for MRIS 209 Form D needs correction Admission criteria are unclear Missing student assessment process
15-017 MCC EHS	MCC – Special Education ESPN 592	Held	Missing Form E Missing names and the numbers of individuals who voted in each category on Form A Missing consultation forms with no record of the receipt of Forms C and UGPC B.

			Also missing Form FIN.
15-018 Modify EHS	Modify EDUC 681 & Change name to EDUC 681 Capstone	Held	Missing Forms E, C and B UGPC.

Discussions

The intention and objective of Form FIN was discussed by the committee. It was shared that the form determines whether a student will receive aid towards paying for a course and that the form, like other consultation forms should be forwarded to the Director of Financial Aid and be duly noted on the proposal package submitted to the College Curriculum Committee. In the event that a proposal requiring Form FIN makes it to UCC without the form, the committee agreed to hold the proposal pending the receipt of a Form FIN.

There was much discussion on proposal #016 - Lean Healthcare Certificate. The committee noted that several forms were either missing or not completed. There were concerns on whether students who minored in Lean Healthcare can also receive a certificate without additional coursework or requirement. It was also noted that the method of student assessment in the certificate was unclear. After much discussion, it was decided to invite the initiator, Dr. Gail Bullard to our next meeting to address those concerns.

The committee expressed concerns over the number of proposals that are been forwarded from College Curriculum Committee (CCC) with incomplete forms or missing consultation forms. These forms are required before UCC can review the proposals or advance them to the next level of approval. It was also noted that the influx of incomplete proposals is slowing down the approval process considerably as we have found ourselves checking paper works instead of discussing the academic rigor/substance of the proposals. It was then decided that Chair Fadayomi will contact each CCC regarding this matter and informing them the decision to return incomplete proposals to the CCC and the initiator informed of the status of their proposal.

The meeting was adjourned until our next meeting on October 13 at noon.

Minutes

University Curriculum Committee
 October 20, 2014
 CSS 302

- I. Minutes of 10/6/2014 was approved
- II. Attendance: Fadayomi (chair), Boncher, Brecken, Holton, Karnes, Marion, Piercey, Motz, Roach
 Excused: Gray
 Ex-Officio/Senate: Dakkuri
 Ex-Officio: Weller, Gramza
 Administrative Assistant Hadley
- III. Business
 - A. Current Proposals

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
15-016 Certificate HP	Lean Healthcare Certificate	Approved 9 Support 1 Abstain	
15-017 MCC EHS	MCC – Special Education ESPN 592	Held	Form E Update Form A – vote count
15-018 Modify EHS	Modify EDUC 681 & Change name to EDUC 681 Capstone	Held	Form UGPC Form E
15-022 New Certificate EHS	Advanced Graduate Certificate in Career & Technical Education (CTE) Administration	Held	Form A needs the following: <ul style="list-style-type: none"> • Citation in support of some of the statements (paragraph 2). • Voters count in all categories • ECTE 600 cannot be used again since it was used previously even though the course is no longer active. • Is ECTE 600 is a new course or an existing course? See 3a and d on Form A • Correct title for EDLE 500,

			<p>Banner currently has it listed as Educational Leadership</p> <p>Attach checksheets for all MSCTE programs</p> <p>Form F is incomplete</p> <p>Form FIN is missing</p>
<p>15-023</p> <p>New Certificate</p> <p>EHS</p>	<p>Advanced Graduate Certificate in Highly Effective CTE Instructional Leadership</p>	<p>Held</p>	<p>Needs citation in support of some of the statements under Proposal Summary (Form A)</p> <p>Needs voters number count in all categories</p> <p>Needs a revised title – is “highly effective” a technical term in your discipline?</p> <p>Attach checksheets for all MSCTE programs</p> <p>Form F is incomplete</p> <p>Form FIN is missing</p>
<p>15-024</p> <p>MCC</p> <p>HP</p>	<p>MCC to Health Information Technology and Health Information Management Programs</p>	<p>Held</p>	<p>Form A is missing names of signatories and voter count in all categories.</p> <p>Dean’s intention needs to be checked to the right of his signature</p> <p>COHP 450 should be listed in Form A (d) as a new course</p> <p>Math 110 title needs correction on AAS checksheet.</p> <p>Change effective date for the changes.</p>

Discussions

The committee continues to lament over the share number of incomplete proposals that are received by UCC. Chair Fadayomi informed the committee that she has written to all CCC chairs informing them of UCC's decision to return incomplete forms to proposal initiators and also requesting for their cooperation in ensuring that the forms are completed. It was suggested that a signature line for the college representative on UCC be added to form A. This will ensure that the proposal discussions at UCC are more substantive and less administrative. The changes will be effective spring 2015.

The meeting was adjourned until our next meeting on October 27 at noon.

Academic Senate Report

University Curriculum Committee
Chair Kemi Fadayomi

November 4, 2014

I. Current Proposals

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
15-017 MCC EHS	MCC – Special Education ESPN 592	Held	Form E Update Form A – vote count
15-018 Modify EHS	Modify EDUC 681 & Change name to EDUC 681 Capstone	Held	Form UGPC Form E
15-022 New Certificate EHS	Advanced Graduate Certificate in Career & Technical Education (CTE) Administration	Held	FIN Form & other issues
15-023 New Certificate EHS	Advanced Graduate Certificate in Highly Effective CTE Instructional Leadership	Held	FIN Form & other issues
15-024 MCC HP	MCC to Health Information Technology and Health Information Management Programs	Approved 9 Support No other votes	Form A needs name of signatories Effective date is still spring 2015
15-025 New Course BUS	New Course GRDE 24 Web Design & Planning	Held	Form A needs name of signatories Delete 3d and e on form A Form B is missing Dr. Woolen's signature Needs to identify that GREE 224 is also replacing 226 in marketing

			checksheet
15-026 MCC BUS	Pre-Req update for AIMC 312, 324, 334, 375 & MKTG 383	Approved 9 Support No other votes	Form A needs name of signatories
15-027 MCC AS	Curriculum Changes to Biology Education Minor	Held	Needs to submit only changes that need UCC action Include the 2011 approval date for the original proposal Needs clarification on the reduction in total credit hours
15-028 MCC AS	Curriculum Changes to Biology Education Major	Held	Needs to submit only changes that need UCC action Include the 2011 approval date for the original proposal Needs justification for adding 8 credit hours to total graduation requirement

Minute

University Curriculum Committee
November 3, 2014 – Noon – 1: 00 p.m.
CSS 302

- I. Minutes of 10/27/2014 was approved
- II. Attendance: Fadayomi (chair), Brecken, Gray, Karnes, Marion, Piercey, Motz,
Absent: Boncher, Holton, Roach
Excused: Dakkuri
Ex-Officio: Weller, Gramza
Administrative Assistant Hadley
- III. Business
 - A. Current Proposals

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
15-017 MCC EHS	MCC – Special Education ESPN 592	Held	Form E Update Form A – vote count
15-018 Modify EHS	Modify EDUC 681 & Change name to EDUC 681 Capstone	Held	Form UGPC Form E
15-022 New Certificate EHS	Advanced Graduate Certificate in Career & Technical Education (CTE) Administration	Held	FIN Form & other issues
15-023 New Certificate EHS	Advanced Graduate Certificate in Highly Effective CTE Instructional Leadership	Held	FIN Form & other issues
15-025 New Course BUS	New Course GRDE 24 Web Design & Planning	Approved 9 Support No other votes	Corrections made
15-027 MCC	Curriculum Changes to Biology Education Minor	Held	Needs to submit only changes that need UCC action Include the 2011 approval date

AS			for the original proposal Needs clarification on the reduction in total credit hours
15-028 MCC AS	Curriculum Changes to Biology Education Major	Held	Needs to submit only changes that need UCC action Include the 2011 approval date for the original proposal Needs justification for adding 8 credit hours to total graduation requirement

IV. Discussions

The committee reviewed the proposal for a new course GRDE 224 Web Design & Planning since all of the requested materials were provided. It was however noted that the outcomes were not revised as recommended. Since it was a recommendation/suggestion albeit not made lightly, it was decided that we could not hold the proposal on the grounds that our recommendation was not followed. The proposal was supported unanimously by those present.

The issue of when an existing course becomes "a new course" was discussed and the committee agreed to classify/categorize an existing course as new if all three of the following criteria are met:

1. Title change
2. Catalog description change
3. Change in outcomes

It was further agreed that if in some rare cases the initiator chooses "modified course" rather than "new course" category even when all 3 criteria are met, he/she should provide a written justification for the designation and it will be up to the committee to decide the eventual category under which the proposal will be reviewed.

The meeting was adjourned until our next meeting on November 10 at noon.

Minutes

University Curriculum Committee
November 10, 2014 – Noon – 1: 00 p.m.
CSS 302

- I. Minutes of 11/03/2014 were approved.
- II. Attendance: Fadayomi (chair), Boncher, Brecken, Holton, Marion, Piercey, Motz, Roach
Excused: Karnes, Gray
Ex-Officio/Senate: Dakkuri
Ex-Officio: Weller, Gramza
Administrative Assistant Hadley
- III. Business
 - A. Current Proposals

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
15-017 MCC EHS	MCC – Special Education ESPN 592	Held	Form E Update Form A – vote count
15-018 Modify EHS	Modify EDUC 681 & Change name to EDUC 681 Capstone	Held	Form UGPC Form E
15-022 New Certificate EHS	Advanced Graduate Certificate in Career & Technical Education (CTE) Administration	Held	FIN Form & other issues
15-023 New Certificate EHS	Advanced Graduate Certificate in Highly Effective CTE Instructional Leadership	Held	FIN Form & other issues
15-027 MCC AS	Curriculum Changes to Biology Education Minor	Approved 1 No Support No other votes	
15-028 MCC AS	Curriculum Changes to Biology Education Major	Approved 8 Support 1 No Support No other votes	

IV. Discussion

The committee expressed concern over proposals that have been held for several weeks and still awaiting requested information from the initiators. It was noted that all of the proposals are from the same college and that the initiators have been contacted multiple times. The committee requested that the Chair contact the Dean of the College for assistance in resolving the matter.

There was much discussion on how best to review student learning outcome statements on Form E. The committee expressed concerns on new course proposals with non-measurable or clearly defined student learning outcomes, and discussed the possibility of rejecting or holding such proposals for correction. Presently, such proposals are not held or rejected by UCC. The committee makes note of the learning outcomes, advises the proposal initiator to make changes, and then approve the proposal unless there are other concerns to be addressed. It was suggested that the Chair clear with the senate regarding the role of UCC in enforcing a student learning outcome assessment and if lack of measurable outcome should be a condition to hold or reject a proposal.

The meeting was adjourned until our next meeting.

Minutes

University Curriculum Committee
December 1, 2014 – Noon – 1: 00 p.m.
CSS 302

- I. Attendance: Fadayomi (chair), Brecken, Gray Holton, Karnes, Marion, Piercey, Motz, Roach
Excused: Dakkuri
Absent: Boncher
Ex-Officio: Weller, Gramza
Administrative Assistant Hadley
Guests: Lisa Eschback, Gaile Lopez, David Steenstra
- II. Business

A. New Business

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
15-030 New Minor HP	Creation of a New Minor in Public Health		
15-031 MCC BUS	Master of Business Administration Revisions		

B. Old Business

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
15-017 MCC EHS	MCC – Special Education ESPN 592	Held	Form E Update Form A – vote count
15-018 Modify EHS	Modify EDUC 681 & Change name to EDUC 681 Capstone	Held	Form UGPC Form E
15-022 New Certificate EHS	Advanced Graduate Certificate in Career & Technical Education (CTE) Administration	Held	FIN Form & other issues
15-023	Advanced Graduate Certificate in Highly Effective CTE	Held	FIN Form & other issues

New Certificate	Instructional Leadership		
EHS			

III. Discussion

Chair Fadayomi reported back to the committee that she had been in contact with Dean Reifert for assistance on the proposals from his college that are still awaiting requested information despite repeated request from UCC. The Dean promised to “work diligently” to get the requested information back to UCC before the end of the fall semester.

There was much discussions on the proposed Master of Business Administration Revisions. Chair Fadayomi acknowledged the presence of the MBA initiating team but not before her comment regarding their presence without her knowledge and the committee’s request as is the committee’s procedure. It was stated that they were present at the invitation of the UCC representative from the College of Business, Dr. Marion. The Chair further explained that due to the size of the proposal (204 pages long), the intent was to review the proposal in batches, compile questions and a list of additional materials needed and invite the initiators for clarification if need be. However, some questions were asked of the initiating team trio of Professors Lisa Eschback, Gaile Lopez, and David Steenstra of COB since they were present at the meeting. The trio was asked to explain the rationale behind the addition of 6 credit hours to the required graduation hours in the revised MBA curriculum at a time when the university is advocating for a reduced students’ graduation time and debt load. The trio’s explanation that the university’s recommendation of reducing graduation time is only applicable to undergraduate and not graduate students as such not applicable to their students was not satisfactory to the committee. The committee thanked the trio for their visit and advise them to be on the lookout for written recommendations/request from the Chair. The visiting team was also informed that they may be invited back for more clarification as the review process progresses.

The Chair later reminded members that the UCC is a closed committee and that attendance is by invitation only. Guests are invited by the Chair after consultation with the members and with clear indication that the visit will add value to the proposal evaluation process. The guests’ visit will be clearly noted on the agenda.

It was suggested that the Chair ask the Provost for the clear intention of the Division’s take on the University’s “make time to degree an institutional priority” initiative or the University’s goal of “To not just slow the growth in student debt.....but to reduce the student debt for each and every Ferris State University Graduate”, and how UCC can be a part of the solution to reducing student debt load.

The committee thanked Steve Karnes for his services on the UCC and wish him well as Mark Hutchinson will be representing COAHP beginning spring 2015.

Members were encouraged to review the MBA proposal during the winter break. The meeting was adjourned until our next meeting on January 12, 2015 at noon.