

University Curriculum Committee

Report to the Academic Senate

October 4, 2011

I. Announcements

Chair Sandy Alspach has arranged to meet with Assoc. Provost Don Flickinger and Mitzi Day from the Records Office prior to UCC meetings to ensure that curriculum proposals are accurately scribed into the Banner system. This consultation process has already resulted in less time spent at the UCC meetings on record keeping and more time spent on policy-based review of proposals.

II. UCC Action for the Month of September

Type	Title	Action/Votes	Concerns/Reasons/Updates
New Concentration ED	<u>Child Life Specialist</u>	Approved 7-0	Senate support needed
M.C.C. OP	<u>Course Rearranging and Renumbering - Optometry</u>	Approved 8-0	
Redirection AH	Delete Associate of Applied Science in Nuclear Medicine Technology	Approved 6-0	Senate support needed
New Course AS	<u>PHIL 350: Topics in Philosophy</u>	Approved 6-0-1	Proposer is advised to arrange for timely announcement of topics to students and faculty advisors.
M.C.C. PH	Change in Pharm D. Program Entrance Requirements	Supported 8-0	Consult with College of Arts and Sciences about impact on the pre-pharmacy program
M.C.C. AH	<u>Respiratory Care Prgm Cleanup</u>	Approved, 8-0	
M.C.C. BU	Leadership & Supervision Certificate Modifications	Approved, 8-0	
New Program CP	Intensive English Program	Approved, 7-1	Senate support needed Policy concerning administrative structure for proposals from non-college units needs to be examined

II. Next meeting: October 5, 2011, CSS 302

University Curriculum Committee

Academic Senate Report

November 1, 2011

Type	Title	Action/Votes	Concerns/Reasons/Updates
M.C.C. AS	PHIL 217: Intro to Logic	Approved 9-0	Information only
M.C.C. BU	MMBA 612, 710, 730 Course Clean-up	Approved 9-0	Information only
Eliminate Minor AS	Terminate American Studies Minor	Approved 9-0	Senate action
MCC BU	Graphic Design Contact Hour Change	Approved 9-0	Information only
MCC BU	Operations and Supply Management Major and Minor Course Modification	Approved 7-0	Information only
MCC PHR	PHAR 540 Drug Information	Approved 7-0	Information only
NC AS	HIST 352: Renaissance and Reformation	Approved 7-0	Information only
NC AS	HIST 351: Medieval Europe	Approved 7-0	Information only
MCC BU	AIMC 222 to AIMC 300 (Principles of Advertising/IMC)	Approved 7-0	Information only
NC AS	LITH 241: Intro to World Short Fiction	Approved 7-0	Information only
NC AS	LITR 306: Topics in Non-Western World Literature	Approved 7-0	Information only
NC BUS	AIMC 352: Principles of Sales Promotion	Approved 7-0	Information only
NM BUS	Minor in Advertising/Integrated Marketing Communications	Approved 7-0	Senate action
NM BUS	Minor in E-Commerce Marketing	Approved 6-0	Senate action

Next meeting: Wednesday, Nov. 2, 12:00 noon in CSS 302 (as needed)

University Curriculum Committee

Academic Senate Report
December 6, 2011

Type	Title	Action/Votes	Concerns/Reasons/Updates
MCC CP	<u>Modification of Applied Science Capstone – APPS 499</u>	Approved 7-0	Information only
MCC PH	PHAR 491/591: Longitudinal Patient Care	Approved 6-0	Information only
MCC ED	ESPN 544: Special Education/Autism	Approved 6-0	Information only
MCC ED	EDUC 681: Capstone Portfolio	Approved 7-0	Information only
MCC AH	Molecular Diagnostic Program (Diagnostic Molecular Science)	Approved 7-0	Pending receipt of Form B consultation with Biological Sciences
MCC AH	Delete Coding & Reimbursement Specialist Certificate	Approved 6-0	Senate action
NC PH	PHAR 250: Intro to the Profession of Pharmacy	Approved 6-0	Information only
MCC ED	Recreation Leadership & Management: establish course caps	Approved 6-0	Information only
MCC BUS	MGMT 350 Name Change	Approved 7-0-1	Information only
MCC AH	Medical Informatics Minor Pre- Requisite Change	Approved 8-0	Information only
MCC OPT	Minor Curriculum Modification (Optometry)	Approved 7-0-1	Concern is threshold for course modification to become “new course”
MCC CPTS	Digital Animation and Game Design	Approved 6-0	Information only
MCC CET	EET/CNS Prerequisite Cleanup and Lab Hour Change	Approved 6-0	Information only

Next meeting: Wednesday, December 7, 12:00 noon in CSS 302.

University Curriculum Committee

Academic Senate Report
January 10, 2012

Type	Title	Action/Votes	Concerns/Reasons/Updates
Delete Certificate AS	Ornamental Horticulture Certificates	Approved 7-0 (e- vote)	Senate action
MCC CET	Minor Curriculum Clean-up of 5 ARCH classes	Approved 7-0	Information only
Redirect CET	AAS Graphic Communications – Redirection of PDGI AAS	Approved 7-0	Senate action
Redirect CET	BS Graphic Media Management – Redirection of PMGT and NMPP BS	Approved 7-0	Senate action
MCC AH	Minor Curriculum Change to Health Information Programs	Approved 6-0	Information only
MCC CET	CONM 330 Modification	Support 7-0	Direct to APAO for Banner correction
MCC CET	PPET 115 – Update incorrect Form F Paperwork	Approved 6-0	Information only
New Concentration AS	Creation of New Concentration in Biology: BS Biology (Pre-Pharmacy)	Approved 6-0	Senate action
Delete Course AS	LANG 111: Portuguese for Business-Travel	Approved 6-0	Information only
Delete Course AS	LANG 109: Hungarian for Business-Travel	Approved 6-0	Information only

Next meeting: 12:00 noon, Jan.11, 2012, CSS 302.

University Curriculum Committee
Academic Senate Report
February 7, 2012

Type	Title	Action/Votes	Concerns/Reasons/Updates
MCC AH	Molecular Diagnostic Program	Approved 7-0	Information
NC CET	CDTD 114 – Intro to Parametric Solid Modeling	Approved	See Flickinger for explanation.
MCC AS	Change Prerequisites: BIOL 301	Approved 7-0	Information
MCC AS	Deletion of Unutilized Biology Courses	Approved 7-0	Information
MCC CET	Civil Engineering Technology MDOT Course Change	Approved 7-0	Information
MCC PHR	PHAR 485 & PHAR 486 Update	Approved 6-0	Information
NP BUS	Insurance and Risk Management BS, Minor & Certificate	Approved 6-0	Senate Action
ND BUS	BS Business – Healthcare Marketing	Approved 6-0	Senate Action
NC BUS	STQM 491- Create Course	Approved 6-0	Information
ReDirect BUS	BS in Business Finance Major	Approved 8-0	Senate Action
MCC AS	LANG 100: Italian for Business-Travel	Approved 9-0	Information
MCC AS	LANG 105: Chinese for Business-Travel	Approved 9-0	Information
MCC AS	LANG 110: Japanese Language	Approved 9-0	Information
MCC BUS	MKTG 491 Change to Required Course	Approved 9-0	Information
MCC AS	LITR 250: Revised Catalog Description	Approved 8-0	Information
NM BUS	Public Relations Program w/ Concentrations & New Minor	Approved 8-0	Senate Action
MCC ET	Minor MET Curriculum Changes	Approved 7-0	Information
NM AS	Chemistry Pre-Pharmacy Concentration, BA Cleanup and New Course	Approved 7-0	Senate Action
MCC BUS	STQM 270 Prerequisite Clean-up	Approved 9-0	Information
MCC BUS	MKTG 475 Prerequisite Clean-up	Approved 9-0	Information
ND BUS	Replace MS ISM with MS ISI	Approved 8-0	Senate Action Pending supportive consultation Form Bs
MCC EHS	Integrating Student Teaching and Seminar	Approved 9-0	
MCC AS	History Education Major Checksheet	Approved 9-0	Pending correction of check sheet for accurate scribing
Conc. Minor Cert. AS	Communication Leadership and Public Advocacy program	Held	Senate Action Pending review and consultation

2/2/2012

Issues Before the University Curriculum Committee

1. The committee discussed the relationship between the Banner system, DegreeWorks, and TracDat. Advice from Mitzi Day (Institutional Research and Testing, liaison to UCC) was that Banner communicates with DegreeWorks (MyDegree in MyFSU), but it is a separate entity from the TracDat system. Program coordinators are advised to check TracDat entries for their programs when courses are deleted from the Catalog.
2. The committee supported release of the memo concerning identifying "Term Offered" on Form F, recommending that initiators use "Fall Spring Summer" for maximum scheduling flexibility and only designate a specific semester when a course is intended to be offered in a designated rotation. The committee will continue to communicate with the Records Office about the appropriate loading of initiators' intentions for proposals.
3. The committee requested that APAO Blake investigate the status of University-wide policies regarding internship caps and workload. The report was that internship workload agreements are managed by Colleges and Departments; there is no University-wide policy in the current operational faculty contract.
4. The committee was informed that concentrations and minors would no longer require approval from the Board of Trustees. However all curriculum action is shared with the Board for information purposes. The UCC Manual chart will be revised appropriately.
5. The conversation continues about how to communicate more effectively with all parties involved in a curriculum change. Specifically, DegreeWorks depends on the list of changes on Form A to begin their process, but this unit also takes into account prerequisites listed on Form F. Check sheets (Form D) are essential for scribing a program (major, minor, concentration, certificate), new or revised, accurately into the Catalog. It is critical that all three forms are consistent to insure this process is completed accurately, since different bits of data are addressed by different personnel.
6. The committee will continue to consult with all parties about how data can be accessed accurately from all levels of programs and about how all levels of programs can be reported to advisors and students.

Academic Senate Report
 University Curriculum Committee
 March 13, 2012

Type	Title	Action/Votes	Concerns/Reasons/Updates
MCC BUS	STQM 270 Prerequisite Clean-up	Approved 9-0	
MCC BUS	MKTG 475 Prerequisite Clean-up	Approved 9-0	
ND BUS	Replace MS ISM with MS ISI	Approved 8-0	Approved by Senate on 2/7/2012
MCC EHS	Integrating Student Teaching and Seminar	Approved 9-0	
MCC AS	History Education Major Checksheet	Approved 9-0	
MCC ED	Revisions to Master's of Ed. Leadership requested by MDE	Approved 9-0	
Cert. TEC	Product Design Certificate	Approved 9-0	
MCC AH	MCC to Health Information Programs	Approved 9-0	
NC EHS	Creation of CRIM 112 & CRIM 113 as an option for a directed elective with CRIM 111	Approved 9-0	
Cert. BUS	Integrated Marketing Communications Certificate	Approved 9-0	
Cert. Revision BUS	Ski Resort Management Certificate	Approved 9-0	
MCC BUS	AIMC Bachelors Degree Revisions	Approved 9-0	
MCC BUS	Delete CAHS 261 Dietary Manager Certification Prep	Approved 9-0	
MCC \ AH	Reactivation of course "Environmental Regulations 1"	Approved 9-0	
MCC BUS	MMBA: Renumber 605 to 505, 606 to 506, eliminate 607	Approved 9-0	
Conc. Minor Cert. AS	Communication Leadership and Public Advocacy program	Approved 7-0	On Senate agenda for 3/13/2012
MCC TEC	HVAC 342 Course Name and Description Modification	Approved 7-0	
MCC COB	Music Industry Management	Approved 7-0	
MCC AS	Change Prereq's: BIOL 300	Approved 7-0	
Cert. COB	Professional E-Commerce Marketing Certificate	Approved 7-0	

No business was conducted at the meeting of February 29 due to lack of quorum (weather).

Committee Discussion Items

- I. The Committee was informed that concentrations and minors would no longer require approval from the Board of Trustees. However all curriculum action is shared with the Board for information purposes. The UCC Manual chart will be revised appropriately.
- II. The conversation continues about how to communicate more effectively with all parties involved in a curriculum change. Specifically, DegreeWorks depends on the list of changes on Form A to begin their process, but this unit also takes into account prerequisites listed on Form F. Check sheets (Form D) are essential for scribing a program (major, minor, concentration, certificate), new or revised, accurately into the Catalog. It is critical that all three forms are consistent to insure this process is completed accurately, since different bits of data are addressed by different personnel.

The Committee will continue to consult with all parties about how data can be accessed accurately from all levels of programs and about how all levels of programs can be reported to advisors and students.
- III. The Committee discussed the process for removing any deleted courses from check sheets and Degree Works. Day will ask those involved with this program for guidance. Alspach will ask Deb Cox to collect a list of all check sheets currently including COMM 200 or COMM 201 as options for the General Education Communication Competence (oral) requirement, since these courses were deleted some time ago but still pop up on check sheets.
- IV. The Committee discussed adding a query to Form A asking initiators to indicate not only any check sheets affected by the proposal, but also how the check sheet will be affected. For example, the History proposal corrected the current check sheet where an incorrect course number had been associated with the required course title.
- V. The Committee discussed the challenge of appropriately advising students about course offerings when a course is listed for multiple terms in Banner. Some programs indicate the semester a course is usually offered on their check sheets, and this practice is recommended. However, advisors working with students to develop Academic Plans may not be aware of the pattern of offering for a course. The issue is that the system shows when a course can be offered, but not when the course will be offered.
- VI. The Committee learned that the APAO will be directing all programs to examine their catalog listings and to complete the procedure for deleting courses that have not been offered in the last five years. Programs will have opportunity to justify maintaining a course in the Catalog for future reinstatement. However programs will be cautioned that significant changes in the reinstated course will trigger a request for a New Course application. The committee recommends that this request to “clean out the garage” include a request to update program and course outcomes/assessment plans.
- VII. Answering a committee member’s question, the chair verified that Certificates are “free standing” entities that do not require a student to commit to any degree program at the University. The new UCC policy specifies that a certificate must include a minimum of 6 credit hours earned through Ferris. An earlier question to the chair remains to be answered: must a certificate-seeker complete the full application process with the University, or can a simplified process be established for certificate-only seekers. Historically there has been an expedited process for programs to accept students into certificate programs. On this issue, the chair will work with staff in the Registrar’s Office to have certificates and concentrations appear on transcripts as soon as they are declared, for advising and planning.
- VIII. The Committee supported the idea of hosting a campus-wide workshop to review the curricular process in light of the revisions in the UCC Manual effective in September 2012. Alspach will work with Todd Stanislav in the Faculty Center to set up a workshop for department curriculum committee members and an open session for the University on Thursday of Faculty Week in August. Hadley was asked to send the Senate-approved UCC policy and the working drafts of Appendices A (Procedures), B (Timelines) and C (Guidelines) to the committee members for their information and

review. Alspach and Hadley will continue to revise Appendices D (Writing Student Learning Outcomes), E (Instructions for Completing Forms), F (Forms), and G (Glossary and FAQs).

- IX. The Committee learned that a course offered face-to-face in one semester but fully online in another is identified in the catalog by different course numbers. The current policy is that a course exists as an entity regardless of its method of delivery. The only distinction between sections of a course offered on-campus, off-campus or fully online is made at the department level, and is indicated by the suffix added to the section. For example, COMM 365-001 is offered on campus, face-to-face; COMM 365-AGA is offered off campus, face-to-face; COMM 365-VLI is offered fully online. But the course outcomes remain the same, regardless of method of delivery. There is no current identifier for mixed delivery or blended offerings. These sections typically list the dates for face-to-face instruction; however, there is no guiding policy or consistency for this method of delivery. The committee will work with the initiator to move to the current policy for the course in question.
- X. The Committee initiated discussion of the practice of updating the Catalog only once a year. The issue comes when changes are made to a program during the year which may result in harm to the student who depends on the Catalog for program planning. The issue was brought to our attention by Nancy Hogan, chair of UGPC. Investigation will continue.
- XI. The Committee appreciated the conversation about the UCC policy that provides that a Dean's vote of "no support" stops a proposal from moving forward. However, there was concern that the Dean's rationale for not supporting the PPET proposal is more contractual than curricular. The committee also suggested consultation on the concern that there is an apparent duplication of courses from another program in the proposal.
- XII. The committee discussed the process for revising checksheets when a course number changes, as in the case of AIMC 300. The paperwork to change the course number, including Form A rationale, Form D checksheets (current and proposed) and Form F can go directly to Academic Affairs. Revised checksheets should be distributed to college Educational Counselors and the college Curriculum Committees to facilitate communication with all parties 'down the chain'.
- XIII. The Committee discussed its role in responding to issues that are not curricular in nature. We affirmed our charge to focus on curriculum policy matters, trusting that proposers have performed due diligence on questions of resource and faculty needs. The Preliminary Curriculum Approval process (PCAF) is designed to address these issues.
- XIV. The Committee discussed the ways in which UCC paperwork function beyond the proposal approval process to ensure that data generated about courses and programs is as accurate as possible. The committee will continue to review and revise the Appendices and Forms in the UCC Manual so that initiators understand how the Forms function and are clear about the necessity to be accurate and consistent across all Forms. Specifically:
 - a. Form A directs the scribing of courses into and out of programs in Banner and DegreeWorks (MyDegree). The rationale for change needs to be reflected consistently in the listing of courses affected in the proposal. Initiators need to consider how their changes will impact not only their own program checksheets but also any place in the University curriculum where changed courses appear. We will add a "Comments" box under item 5. "Program Checksheets affected by this proposal" so that initiators can explain the affect of their proposed change(s).
 - b. Form D Current and Proposed Checksheets are used with Form A to load program requirements into DegreeWorks. As this Banner feature continues to "roll out" to enable students to chart their degree progress, it is critical that initiators are accurate and consistent in making changes, including noting prerequisites to upper-level courses.
 - c. Form E New Course Description should be completed whenever a change in title, course description or credits is proposed. Initiators must check to ensure that the course title and description on Form E are consistent with the course title and description on Form F, and that any difference in title or description from the current catalog is noted appropriately on Form F. In

addition, the 2012 UCC Manual will request that Form E include the Outcomes/Assessment Plan that is scribed into the TracDat data management system operated at the department level.

- d. Form F Create, Modify or Delete a Course is the form that is used to scribe information about the course into Banner. It is essential that all information be complete, consistent and accurate to avoid errors in scribing.

University Curriculum Committee

Academic Senate Report

April 3, 2012

- I. Elise Gramza, Registrar, has joined the UCC as 'ex officio'. She and Mitzi Day, Institutional Research and Testing, have attended pre-UCC meetings to review proposals for clarity and accuracy in communicating the initiator's intent for loading into Banner, MyDegree and TracDat. These meetings have addressed several issues relative to making the curricular process more efficient and effective in providing accurate data for program planning and assessment. As these issues are addressed, the University Curriculum Committee Manual Appendices will be revised accordingly and Policy concerns will be brought to the Senate for deliberation and support.

Motion: In the 2012 University Curriculum Manual, Section 3.4.2.1, add the term "Special Topics" to the title of "Experimental" (x90) Courses.

Motion: In the 2012 University Curriculum Manual, Section 3.4.2.4, add the term "Special Studies" to the title of "Independent Studies" (x97) Courses.

Type	Title	Action/Votes	Senate Information/Action
MCC AS	BIOL 301: Exercise Physiology	Approved, Pending support from Institutional Research Board	Information
MCC AS	Modification to the Sociology BA	Approved, Pending completion and correction of requested forms	Information
MCC CET	Minor curriculum clean-up of Facility Planning Management Minor degree	Approved, Pending removal of reference to "degree" in all Minor materials	Information
MCC COEHS	Change the grading process for ESPN 592 – to pass/fail	Approved	Information
MCC BUS	Revisions to ISIN BS National Security Concentration	Approved	Action
NC, Cert. BUS	Lean Systems Certificate	Approved, Pending correction of forms	Information

Issues Under Discussion

- II. The Committee discussed the importance of allowing adequate time for curriculum changes to be fully vetted through the process, noting that proposals that “push the deadlines” place an added burden on Academic Affairs to respond to meet student registration timelines.
- III. The Committee began the process of identifying the triggers for appropriate curriculum actions. Specifically, we are now asking initiators to complete Form E “New Course” whenever a course is changed in any of the following ways:
 - a. course title
 - b. course description
 - c. credit hours / contact configuration (lecture/lab)
 - d. repeatable: specify the number of times a course may be taken or the total credit hours a student can earn for the course
 - e. grading: e.g. regular to credit/no credit
 - f. prerequisites
 - g. outcomes/assessment plan

The rationale for this request is that any of these factors has implications for students as noted in the information loaded in Banner/MyDegree and in TracDat.

The 2012 UCC Manual will define a “new course”, requiring Form E and Form F, appropriate changes in checksheets (Form D), and consultations (Form B and Form C), whenever the course modification is such that the previous course no longer meets program outcomes for continuing or returning students. At that threshold, initiators will be asked to create a new number for the course to distinguish it from the previous course.

Form E will be modified in the 2012 UCC Manual to reflect the difference between a Course Modification and a New Course. The 2012 Manual will also explain these policies in other appropriate Appendices.

- IV. The Committee discussed potential confusion in terminology for two types of courses. Courses called “Experimental” in the UCC Manual are called “Special Topics” in Banner. These courses are designed to explore course viability or to capture a unique opportunity and can be offered no more than twice. Courses commonly called “Independent Study” are called “Special Studies” in Banner. These courses are designed to allow students to explore topics beyond the curricular offerings or to expedite graduation when a required course is not scheduled to meet student need. (See Motions above)
- V. The Committee discovered that concentrations approved for a program have not been appropriately entered into the Banner system. Academic Affairs is working with the program and the Registrar’s Office to rectify the situation. Committee members were advised to consult with their College Curriculum Committees to ask programs to review their requirements against all entries in the Banner system for accuracy. The Committee will continue to monitor the timeliness and accuracy of curricular changes.

In this regard, the Committee will begin a conversation with Academic Affairs, as suggested by The University Graduate and Professional Council, to review the current policy that allows for updates to the University Catalog to be made only once a year. In light of the evolution of the Banner system and other software technologies, we are interested in learning how curricular

changes can be captured in the Catalog more regularly for more effective program and student planning.

- VI. The Committee learned that adding new courses is still possible after registration opens, with the obligation on the initiator to communicate this information to students. However, changes in courses or programs cannot be done after the registration period opens.
- VII. The Committee discussed the current policy providing for a 'sunset' on Form B consultations after 20 days. Absent a response, the Committee has been assuming that consulted parties have no concerns about a proposal. However, the issue was raised about whether silence might mean that the consulted party did not receive the Form B. We concluded that the burden is on the initiator to follow up on all consultations to insure that all interested parties have had opportunity to collaborate on the proposed change.
- VIII. The Committee discussed the challenges associated with migrating to the 2012 UCC Manual. Until revisions to the Appendices, including Forms, are completed; initiators are complying with the 2007 UCC Manual provisions. We thanked the initiators of the Lean Systems Certificate for providing thorough rationale and documentation for their proposal, noting that the process for adding certificates should include much of the content required by a PCAF, especially when new courses were being created for these "stand-alone" degrees.

APAO Flickinger noted that Academic Affairs would continue to press initiators for Form E materials, including outcomes/assessment plans; explaining that this information is required for reporting to the Higher Learning Commission and therefore is an important part of the Academic Program Review process. Since UCC serves as the "entry portal" for all curricular action, it is appropriate for this Committee to assist programs in bringing their curricula up to compliance with the new standards whenever proposals come forward, in preparation for Program Review.

- IX. The Committee discussed adding to the curricular process outlined in the Manual a request to be informed of any changes that programs make in admissions and/or graduation requirements that exceed University requirements. We thanked initiators of these types of proposals for completing Form A with a rationale for the change(s) and a Form D (checksheets) identifying the change(s) for students and advisors and loading into TracDat.

UCC will continue to communicate with the University Graduate and Professional Council (UGPC) as these types of revisions occur.

It was noted with appreciation that UCC is informed whenever an Experimental "Special Topics" course is created, although this type of proposal is passed directly from the approving Dean to Academic Affairs.

- X. The Committee learned that the Chair has been invited to participate on the Advisory Board for the "Academic Incubator" to consult on new proposals coming through this process.
- XI. The agenda for the workshop session on UCC Manual revisions, tentatively scheduled for the morning of Thursday, August 23, continues under development. Committee members are encouraged to participate in the preparation for and facilitation of this workshop, to share their observations from experience about strategies for making the curricular process more effective and efficient.