

## Minutes

### University Curriculum Committee May 1, 2013

- I. Minutes of 04/24/2013 were approved.
- II. Attendance: Alspach (chair), Boncher, Karnes, Motz, Roach, Zentz  
Excused: Doyle, Fadayomi, Fagerman  
Ex officio: Blake, Gramza  
Academic Senate Administrative Assistant Hadley
- III. Business

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
13-075 NC, Certificate TE	Basic CNC Programming & Machine Operation Certificate	Held	Form F: effective term; list letters of all changes; "or equivalent" is not an appropriate identification for prerequisites; replace commas with "and" or "or" for clarification
13-085 MCC TE	Heavy Equipment Technology AAS degree - Move HEQT 240 to Year 1 Spring; Move PHYS 130 to Year 2 Fall; Remove the Co-Requisite Requirement for PHYS 130 and HEQT 210	Approved 7-0	Pending receipt of complete Form E's and F's.
13-099 HP MCC	Diagnostic Medical Sonography – Modify Admission Requirement/Curriculum Clean-up	Approved 6-0	
13-100 HP MCC	Revise Pre-requisites for MRIS 209 Quality Management in Health Care	Approved 6-0	Pending receipt of corrected Form F showing prerequisite of C or better
13-101 NC EIO	The Intensive English Program Course Additions		withdrawn
13-102 AS MCC	Change Pre/Co-requisites for BIOL 121 & BIOL 122	Approved 6-0	Pending receipt of supporting Form B from School of Education (Powell) and response to concern from faculty (Hoerter)
13-103 BU MCC	MCC – Culinary Management Certificate	Approved 6-0	Pending clarification from initiator about intent to delete certificate or to "mothball" for future reinstatement
13-104 BU MCC	MCC – Hotel Management Certificate	Approved 6-0	Pending supporting consultation (Form B) with Facilities Management
13-105 BU MCC	MCC – BS in Hotel Management	Approved 6-0	Pending supporting consultation (Form B) with Humanities/Communication

13-106 BU MCC	MCC – Bachelor in Hotel Management wi AAS in Restaurant & Food Industry Management	Approved 6-0	
13-107 BU MCC	MCC – AAS In Dietary & Food Service Management	Approved 6-0	Pending supporting consultation (Form B) with Mathematics
13-108 BU MCC	MCC – Restaurant & Food Industry Management Certificate	Approved 6-0	Pending correction of proposed checksheet (Form D) to show prerequisites for RFIM 227
13-109 BU MCC	MCC – Hotel/Restaurant & Food Industry Management Minor	Approved 6-0	Pending clarification from initiator about intent to delete minor or to “mothball” for future reinstatement
13-110 BU NC, MCC	Operations and Supply Management Major Revisions	Approved 6-0	Pending administrative review: Form D: prerequisite for STQM 260 Form F: prerequisite of junior standing
13-111 BU Modify Course	BUSN 499 Prerequisite Change	Approved 6-0 (e-vote)	Pending receipt of correct Form D checksheets
13-112 BU Modify Course	MGMT 492 Prerequisite Modification	Approved 6-0	Pending administrative review: Form F: prerequisite(s)

#### IV. Discussion

The Committee thanked Paul Blake and Mo Milzarski for providing our lunches throughout the year and especially for the cookie and fruit treats at the end of each semester. We also thanked Mitzi Day for filling in for Elise Gramza during her leave of absence, and Elise for her willingness to meet before our meetings to review proposals and keep us informed about the Banner system.

The Committee discussed the practice of “mothballing” courses or programs rather than deleting them entirely from the Catalog. Banner does not have a mechanism for “archiving” courses; however, the records of all courses that have appeared in previous Catalogs are kept by Academic Affairs for reference. We continue to recommend that initiators simply work with their departments on scheduling courses appropriately. It is the unit and department’s option to refrain from scheduling a course or admitting students into a program when a good argument can be made for this action and all impacted parties are notified in a timely fashion. Ultimately, it is easier to reinstate a course or program than it is to create a new course or program.

The Committee expressed concern that FSUS 100 and FSUS 101 do not appear on program checksheets as “required” courses. We will recommend to all initiators in the coming year that these courses appear on the checksheet, to provide transparency for students on the actual costs associated with their completing a program. This intent is consistent with our efforts to ensure that all prerequisites appear on checksheets and are accounted for in the “contract of expectations” between the University and students.

## Minutes

### University Curriculum Committee April 24, 2013

- I. Minutes of 04/10/2013 and 04/17/2013 were held for final approval until all concerns could be reported.
- II. Attendance: Alspach (chair), Boncher, Fagerman, Karnes, Motz, Roach, Zentz  
 Regrets: Doyle, Fadayomi  
 Ex officio: Gramza  
 Senate Administrative Assistant Hadley

### III. Business

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
13-071 NC AS	GERM 341: Representations of the Holocaust	Approved 6-0	
13-075 NC, Certificate TE	Basic CNC Programming & Machine Operation Certificate	Held	Form A: list 3.d. Addition of existing FSU courses to program Form E: identify changes in course descriptions appropriately Form F: effective term; list letters of all changes; "or equivalent" is not an appropriate identification for prerequisites; replace commas with "and" or "or" for clarification
13-077 MCC TE	Welding Tech AAS Degree: Remove Math 116, add Math 115 & 120, Welding Eng. Tech BS Degree: Remove Math 126 & 216, add Math 130 and 220	Approved 6-0.	
13-082 MCC PHR	Modification of PHAR 421 & 422	Approved 1 support 3 support with Concerns 2 no support 1 abstain	Concerns and "no support" must be articulated in writing to share with the initiator
13-083 MCC TE	Construction Revisions 2013	Approved 7-0 (04/17/13)	
13-084 MCC TE	Electrical Power Generation Certificate - Remove MATH 116 Prerequisite; Add MATH 110 Prerequisite	Approved 7-0 (04/17/13)	
13-085 MCC TE	Heavy Equipment Technology AAS degree - Move HEQT 240 to Year 1 Spring; Move PHYS 130 to Year 2 Fall; Remove the Co-Requisite Requirement for PHYS 130 and	Approved 7-0 (04/17/13)	

13-087 MC TE	Convert EEET 412/422 to ECNS 414/424	Approved 7-0 (04/17/13)	
13-089 MC TE	EEET 411 Modifications	Approved 5 Support 2 Support with concerns	Concern: is this modification sufficient to warrant a "new course" number?
13-091 MCC TE	Minor Changes to PDET Curriculum	Approved 6-0 (04/17/13)	Form B to Math
13-092 MCC TE	Prereq Changes to SURE Courses	Approved 6-0 (04/17/24)	Form B to Management
13-093 N Cert. TE	Create Certificate in Positioning for Hydrographic Surveying	Approved 7-0 (04/17/13)	Request outcomes and assessment on checksheet.
13-094 NC TE	Convert ECNS 322 to EEET 325	Approved 7-0 (04/17/13)	
13-096 MCC HP	Radiography Prgm – Modify Admission Requirement and checksheet cleanup	Approved 6 Support 1 Support with concerns	Concern: does the checksheet advise the student about the opportunity to appeal an admission requirement?
13-098 NC AS	Children's Services in Social Work – SCWK 360	Approved 7-0	Request clarification of discussion of a "certificate" on Form A
13-099 MCC HP	Diagnostic Medical Sonography – Modify Admission Requirement/Curriculum Clean-up	Held	Request response to concern from the College Curriculum Committee

#### IV. Discussion

The Committee reviewed the process for transitioning in new members beginning with Fall 2013. We will begin meeting as soon as practical in September to address proposals held and received after the May 1 meeting. Current members should send their fall schedules to Paula Hadley as soon as possible.

We will continue the process of numbering the proposals as they arrive at the Academic Senate office. The numbering will be 14xxx, without punctuation, to accommodate the system Paula uses for posting on the website.

Alspach will work over the summer to collect information about Certificates in order to draft a report for the Senate Retreat, pending the Senate's taking up the postponed motion to revise language defining Certificates in the UCC Manual.

We adjourned to Wednesday, May 1 at noon in CSS 302 (with cookies).



## Minutes

### University Curriculum Committee

April 17, 2013

- I. Minutes of 04/10/2013 are being held until all concerns can be recorded.
- II. Attendance: Alspach (chair), Boncher, Fagerman, Karnes, Roach, Zentz  
Excused: Doyle, Fadayomi, Motz  
Ex Officio: Blake, Gramza  
Guests: Carl Shangraw, Deb Dawson, Khagendra Thapa

### III. Business

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
13-071 NC AS	GERM 341: Representations of the Holocaust	Approved 6-0	
13-075 NC, Certificate TE	Basic CNC Programming & Machine Operation Certificate	Held	Form A: list 3.d. Addition of existing FSU courses to program Form E: identify changes in course descriptions appropriately Form F: effective term; list letters of all changes; "or equivalent" is not an appropriate identification for prerequisites; replace commas with "and" or "or" for clarification
13-077 MCC TE	Welding Tech AAS Degree: Remove Math 116, add Math 115 & 120, Welding Eng. Tech BS Degree: Remove Math 126 & 216, add Math 130 and 220	Approved 6-0	
13-082 MCC PHR	Modification of PHAR 421 & 422	Approved 1 support 3 support with Concerns 2 no support 1 abstain	Concerns and "no support" must be articulated in writing to share with the initiator
13-083 MCC TE	Construction Revisions 2013	Approved 7-0	Pending supportive administrative review of: D: prerequisites for all courses F: clarification of prerequisites (and/or, not a comma)
13-084 MCC TE	Electrical Power Generation Certificate - Remove MATH 116 Prerequisite; Add MATH 110 Prerequisite	Approved 7-0	Pending supportive administrative review of: E and F

13-085 MCC TE	Heavy Equipment Technology AAS degree - Move HEQT 240 to Year 1 Spring; Move PHYS 130 to Year 2 Fall; Remove the Co-Requisite Requirement for PHYS 130 and HEQT 210	Approved 7-0	Pending supportive administrative review of: E and F
13-086 MCC TE	Heavy Equipment Service Engineering Tech. BS degree Reassign MGMT 301 as a Directed Elective; Add AUTO 310, AUTO 320, AMGT 300, MGMT 357 as Directed Electives; Move ENGL 311 to Year 4 Fall; Add a Directed Elective to Year 4 Spring	Approved 7-0	
13-087 MC TE	Convert EEET 412/422 to ECNS 414/424	Approved 7-0	Pending supportive administrative review of: C E and F (delete and new)
13-088 DC TE	Removing EEET 421 from Program/Catalog	Approved 7-0	Recommend removing all listings from D Checksheets
13-089 MC TE	EEET 411 Modifications	Approved 5 support 2 support with concerns	Pending supportive administrative review of: E and F with matching course description E and F with co-requisite EEET 321 E and F with co-requisite EEET 411 Recommend a "courtesy consultation" Form C with FLITE
13-090 MC TE	EEET 357 - Advanced Electronics	Approved 6-0	
13-091 MCC TE	Minor Changes to PDET Curriculum	Approved 6-0	Pending supportive administrative review of: B to MATH
13-092 MCC TE	Prereq Changes to SURE Courses	Approved 6-0	Pending supportive administrative review of: B to MGMT
13-093 N Cert. TE	Create Certificate in Positioning for Hydrographic Surveying	Approved 7-0	Pending supportive administrative review of: D: Outcomes and Assessment Plan for the Certificate
13-094 NC TE	Convert ECNS 322 to EEET 325	Approved 7-0	Pending supportive administrative review of: C E and F (delete and new)
13-095 Modify TE	Adding Grades to EEET Courses	Approved 6-0	Recommend a response to concerns

13-096 MCC HP	Radiography Prgm – Modify Admission Requirement and checksheet cleanup	Held	
13-097 BU	Establish Pre HMT enrollment category	Support: For Information Only	Advise program to consult with the Registrar on Fall '13 enrolled students

#### IV. Discussion

The Committee appreciated the discussion of the proposal to create a Certificate in Positioning for Hydrographic Surveying with initiator Carl Shangraw and Debbie Dawson. Khagendra Thapa's concerns about the proposal were heard by the Committee. We discussed the context for this proposal in light of plans to develop additional Certificates building to an Associate's degree and eventually a Bachelor's degree. The supporting material provided by Dr. Thapa was helpful in guiding our understanding of the place for this initial Certificate in the larger plan.

Concerns were raised about the threshold for a course modification before the course should be considered "new". The concerns regarding proposal 13-089 EEET 411 modifications are noted below:

There is often a fine line between the need to modify an existing course and the need to create a new one. The changes described on form A are significant. There is a change of credit hours, a significant change in content of the course with a deletion of some material, a change in title and a change in the prerequisite. Although I support the proposal I am concerned that this course has changed to the point that it should be a new course.

My reason for vote yes but with concerns for EEET 411 #89 is that I feel we need more clarification on the threshold for what constitutes a new course. This sure sounds like we need this clarified because major changes are being made and it would help to have more clarification on this.

## Minutes

University Curriculum Committee  
April 10, 2013

- I. Minutes of 04/03/2013 were approved.
- II. Attendance: Alspach (chair), Boncher, Fagerman, Karnes, Roach, Zentz  
Excused: Doyle, Fadayomi, Motz  
Ex officio: Blake, Gramza  
Senate Admin: Hadley  
Guests: John Jameson, Greg Wellman

### III. Business

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
13-062 NC ED	Digital Animation & Game Design, DAGD 104	Approved 6-0	
13-071 NC AS	GERM 341: Representations of the Holocaust	Held	Form B: consult with Humanities Form C: consult with FLITE
13-072 MCC ED	Modification of Career Technical Education Programs	Approved 7-0	
13-075 NC, Certificate TE	Basic CNC Programming & Machine Operation Certificate	Held	Form A: list 3.d. Addition of existing FSU courses to program Form E: identify changes in course descriptions appropriately Form F: effective term; list letters of all changes; "or equivalent" is not an appropriate identification for prerequisites; replace commas with "and" or "or" for clarification
13-077 MCC TE	Welding Tech AAS Degree: Remove Math 116, add Math 115 & 120, Welding Eng. Tech BS Degree: Remove Math 126 & 216, add Math 130 and 220	Material received	Form D: prerequisites incomplete or inaccurate Form D: replace MATH 116 as a Prerequisite for courses in program
13-082 MCC PHR	Modification of PHAR 421 & 422	Approved: 1 Support 3 Support with Concerns 2 No Support 1 Abstain	Reasons for "Support with Concerns" and "No Support" will be attached to the minutes and sent to the initiator.
13-083 MCC TE	Construction Revisions 2013		
13-084 MCC TE	Electrical Power Generation Certificate - Remove MATH 116 Prerequisite; Add MATH 110 Prerequisite		



13-085 MCC TE	Heavy Equipment Technology AAS degree - Move HEQT 240 to Year 1 Spring; Move PHYS 130 to Year 2 Fall; Remove the Co-Requisite Requirement for PHYS 130 and		
13-086 MCC TE	Heavy Equipment Service Engineering Tech. BS degree Reassign MGMT 301 as a Directed Elective; Add AUTO 310, AUTO 320, AMGT 300, MGMT 357 as		
13-087 MC TE	Convert EEET 412/422 to ECNS 414/424		
13-088 DC TE	Removing EEET 421 from Program/Catalog		
13-089 MC TE	EEET 411 Modifications		
13-090 MC TE	EEET 357 - Advanced Electronics		
13-091 MCC TE	Minor Changes to PDET Curriculum		
13-092 MCC TE	Prereq Changes to SURE Courses		
13-093 N Cert. TE	Create Certificate in Positioning for Hydrographic Surveying		
13-094 NC TE	Convert ECNS 322 to EEET 325		
13-095 MCC TE	Adding Grades to EEET Courses		

#### IV. Discussion

The Committee appreciated the briefing provided by John Jameson and Greg Wellman about the curriculum change in the PHAR 421 and 422 two-semester course sequence. After lengthy discussion, the proposal was supported. Concerns raised by the Committee are noted below:

I voted to "Support with Concerns" on this proposal because I am concerned that recent changes to this course sequence have not been fully assessed to determine the need for these changes. I would like to know if the changes in the Pharmacy program requiring additional pre-professional coursework have proven to be advantageous in preparing students for success in the professional Pharmacy program. Furthermore, while I am

sensitive to the dynamics a program faculty group might experience when a lead faculty member leaves the unit, I think that courses should be designed to support a program's outcomes, regardless of individual faculty members' interests or areas of expertise. If program outcomes are sound, it becomes an administrative responsibility to ensure that appropriately prepared faculty are hired to teach the courses to achieve those outcomes.

I state my concerns regarding the proposed curricular changes to PHAR 421 and 422. Given the division of opinion in the college faculty, these changes may not be in the best interests of the students. I urge the college to establish and consult with an advisory council comprised of working professionals in the field, pharmacy program faculty from other Michigan universities, and a member of the state licensing examination board.

I see a great divide in faculty unity and feel the curriculum proposal was not developed with the best interest of the student as the prime motivator. Furthermore, Pharmacy Program does not have an external Adviser Board for professional input and guidance on such matters. Due to this lack of external sanity check, I am fearful the divide in faculty support is setting a bad example for future decisions on curriculum where zero outside guidance is present.

The reasons for my vote of “do not support” on the “Modification of PHAR 421 and PHAR 422” curriculum proposal presented at today’s 04/10/2013 UCC meeting are as follows:

A. I adopt the reasons articulated by Pharmacy Faculty voting ‘do not support’ in the curriculum proposal as follows:

#1 – the length of time the two existing classes have been offered may be insufficient to effectively evaluate content (see #2 below).

#2 – there is no course assessment data and no course assessment data analysis on the two existing classes. Given the pharmacy curriculum was altered and approved Fall 2008, I expected to find assessment data analysis.

#3 – the informal poll of students suggest credit hour reduction is not perceived as value added from the ‘customers’ point of view.

#4 - the science versus clinical proportion of the class in the proposal is not supported by all faculty – four faculty voted against this proposal. This concerns me. The rationale for the change in science versus clinical is not documented.

#5 - Department discussion of this curriculum proposal is warranted in this case.

#7 - the credit hour reduction is not explained and rationalized. I am left wondering what forms the rationale for changing the credit hours.

B. I think these courses should be renumbered to reflect the changes in course content for future semesters.

Vote of “No Support” because:

- \* I do not believe there was good faculty input to initiate these changes. John Jameson was charged with this directly from the administration and I believe curriculum needs to come from faculty. The vision was administratively motivated.
- \* The course coordinator has changed 4 times now over the course of one year and no assessment has been done to see if these are changes that should be done.
- \* Student voices are not being heard. They voted strongly to keep it to 7 credits
- \* Significant micro content is staying in this course. Micro is pre-pharmacy requirement
- \* 1/3 of the basic science faculty had issues with this course change
- \* Form E is changed significantly yet no course number change
- \* Qualification issues
- \* Science is being cut back drastically and affects workload and standards for students without any assessment data
- \* This course was just voted to keep it at 7 credits last year .
- \* Rational for the motivation for it is very weak
- \* Highly believe there should be outside review panel involving science and clinical faculty from the other colleges of pharmacy in the state (WSU and MI) to make sure the standards are the same. For example they have Ph.D.'s teaching all their science courses like every other pharmacy school yet we have clinical Pharm.D. teaching hard science. I feel this is affecting standards.

The Committee agreed to review pending proposals for potential e-votes during the week. We adjourned to April 17, 2013 at noon in CSS 302.

## Minutes

University Curriculum Committee

CSS 301

April 3, 2013

- I. Minutes of 3/20/2013 and 3/27/2013 were approved.
- II. Attendance: Alspach (chair), Boncher, Karnes, Motz, Zentz  
Excused: Doyle, Fadayomi, Fagerman (left proxy votes), Roach  
Ex officio: Blake, Gramza  
Senate Administrative Assistant Hadley

### III. Business

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
13-062 NC ED	Digital Animation & Game Design, DAGD 104	Held	Form D received <del>Form B consult with GRDE needed</del>
13-071 NC AS	GERM 341: Representations of the Holocaust	Held	Form B: consult with Humanities Form C: consult with FLITE
13-072 MCC ED	Modification of Career Technical Education Programs	Held	<del>Form B: consult with Lang/Lit pending</del>
13-075 NC, Certificate TE	Basic CNC Programming & Machine Operation Certificate	Held	Form A: list 3.d. Addition of existing FSU courses to program Form E: identify changes in course descriptions appropriately Form F: effective term; list letters of all changes; "or equivalent" is not an appropriate identification for prerequisites; replace commas with "and" or "or" for clarification
13-076 NC TE	New Course -- Introduction to Robotics for the Plastic Industry	Approved 5-0	
13-077 MCC TE	Welding Tech AAS Degree: Remove Math 116, add Math 115 & 120, Welding Eng. Tech BS Degree: Remove Math 126 & 216, add Math 130 and 220	Held	Form D: prerequisites incomplete or inaccurate Form D: replace MATH 116 as a Prerequisite for courses in program
13-078 MCC PHR	Modification of PHAR 556 - Community Pharmacy Elective	Approved 6-0	Pending receipt of: <del>Form B-UGPC</del> with support Form D proposed checksheet
13-079 MCC PHR	Modification of PHAR 558 -- Research Elective	Approved 6-0	
13-080 MCC PHR	Modification of Drug Delivery 1 & 2 (PHAR 318 & 319)	Approved 6-0	



13-081 MCC PHR	Modification to PHAR 589 & 680 Prerequisites	Approved 6-0	Pending administrative review: <del>Form F: clarification of prerequisite language</del>
13-082 MCC PHR	Modification of PHAR 421 & 422	Held	Initiator invited to attend next UCC meeting to clarify concerns raised by Pharmacy faculty

#### IV. Discussion

The Committee reviewed the results of the Academic Senate meeting on April 2. Alspach explained the action of the Senate to reject the proposal to create a certificate in Penetration Testing in the CIT program from the College of Business. Concerns were raised by Sen. Jewett from College of Engineering Technology and Sen. Nystrom from College of Arts and Sciences, supported by contributions by Deb Dawson, Director of the School of CEEMS (ET), that the proposal lacked sufficient rigor in math and failed to meet standards set by the agency that certifies a similar program in Computer Network Systems (CNS). There was no consultation between College of Business and College of Engineering Technology about the apparent duplication between programs. A motion to refer the proposal to committee (back to UCC) failed to achieve a majority of the Senate. Since the motion to support the proposal received a split vote with more no votes than yes votes, and 13 Senators abstained, Senate President Berghoef declared the motion to have failed.

UCC discussed whether the role of UCC is “gatekeeper” or “negotiator.” It was agreed that, while we should continue to ask for consultation whenever we discover an interest in a proposal by another party, our current policy dealing with “concerns” is adequate. We follow the will of the majority of voters at each stage of the approval process. We have recently added a vote option of “support with concerns”, requiring justification for the concern. We require all votes of “no support” to be accompanied by justification and response from the initiator. We believe that process is sufficient to alert the Senate and Academic Affairs that a proposal might need further discussion. Once we make a recommendation to the Academic Senate to support a proposal, that body is empowered to take whatever action its members deem fit.

The proposal to amend the UCC Manual definitions of “Certificate” (3.3.3) and “Concentration” (3.3.4) was postponed to the September Senate meeting, on the grounds that insufficient review had been made of the implications of requiring a percentage of courses in these programs to be earned at Ferris State University. Discussion with APAO Blake at this UCC meeting confirmed that this proposal has wider ramifications that warrant further examination before the September Senate meeting. Chair Alspach will continue to research this proposal.

The Committee discussed the challenge of the timelines set for consultation on a proposal. The current Form B asks the initiator to note when the consultation is sent and the consulted party to note when the consultation request is received. However, this practice is not being followed consistently. We wondered how to address our concern that consultation has happened, absent a

response from the consulted party. The current policy provides that the UCC may proceed to act on a proposal after ten business days has lapsed since the consultation was received. This policy is problematic when there is question about whether the consultation was received at all.

The Committee agreed to invite John Jameson to the next meeting to help us understand the concerns surrounding his proposal to modify PHAR 421 and 422. Although our policy is to invite initiators of “major” proposals to present their proposals to the Committee, we agreed that this “minor” proposal warrants further discussion because of the nature of the concerns raised by the proposing faculty members and the relative recency of previous UCC support of a change in this course sequence.

The Committee adjourned to Wednesday, April 10 at noon in CSS 302.



## Minutes

University Curriculum Committee

CSS 301

March 27, 2013

- I. Minutes of 3/20/2013 are under review by the members.
- II. Attendance: Alspach (chair), Boncher, Fagerman, Karnes, Motz, Roach, Zentz  
Excused: Doyle, Fadayomi  
Ex officio: Blake, Gramza  
Senate Administrative Assistant Hadley  
Guest : Lisa Eshbach, College of Business

### III. Business

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
13-056 MCC ED	Reduction in 1 credit for CRIM 305; Increase in 1 credit for CRIM 499	Approved 6-0-0	Pending positive final administrative review
13-062 NC ED	Digital Animation & Game Design, DAGD 104	Held	Form D (pending)
13-071 NC AS	GERM 341: Representations of the Holocaust	Held	Form B: consult with Humanities Form C: consult with FLITE
13-072 MCC ED	Modification of Career Technical Education Programs	Held	Form B: consult with Lang/Lit pending
13-073 NM BU	Lean Systems Minor	Approved 6-0-0	
13-074 MCC BU	Business Administration Major Modification	Approved 3-3-0	Pending supporting consultations; Recognizing the overlap between MGMT 302 and COMM 221, UCC suggests that the program accept satisfactory completion of COMM 221 from online or transferring students
13-075 NC, Certificate TE	Basic CNC Programming & Machine Operation Certificate	Held	Form A: list 3.d. Addition of existing FSU courses to program Form E: identify changes in course descriptions appropriately Form F: effective term; list letters of all changes; "or equivalent" is not an appropriate identification for prerequisites; replace commas with "and" or "or" for clarification
13-076 NC TE	New Course – Introduction to Robotics for the Plastic Industry	Held	Form A: title for PPET 131 Form C: consult with FLITE Form E: please use UCC form

13-077 MCC TE	Welding Tech AAS Degree: Remove Math 116, add Math 115 & 120, Welding Eng. Tech BS Degree: Remove Math 126 & 216, add Math 130 and 220	Held	Form D: prerequisites incomplete or inaccurate Form D: replace MATH 116 as a Prerequisite for courses in program
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#### IV. Business

The Committee noted that minutes of the Feb. 27 meeting had not been distributed. The Chair will forward minutes of the Feb. 27 and Mar. 20 meeting for any additions, deletions or amendments. The Senate Report should be viewed as a draft, pending confirmation of the minutes by the Committee at the April 3 meeting.

The Committee agreed on the process we would follow when we have guests to speak to a proposal. We will meet with initiators for discussion at the beginning of a meeting, and then excuse the guest(s) during the deliberation of the proposal, to preserve the integrity of the Committee discussion.

The Committee appreciated the discussion with Lisa Eshbach about two proposals from the College of Business. The subsequent discussion reiterated the Committee's policy to review consultation where parties reported "No Support" or "Support with Concerns" without prejudice to the proposal. In the case of proposal 13-073, a suggestion was made to change the title of a course to assuage a concern; however, the argument that the language in the title is the "workplace standard" for the content of the course was accepted. In the case of 13-074, the Committee considered the "Support with Concerns" presented by the Department of Humanities regarding the impact of dropping COMM 221 Small Group Decision Making as a second Communication course option from the list of required courses in the Business Administration major. In the response to Form B, Humanities Department Head Trinity Williams noted that a significant number of BUAD majors had elected to take COMM 221 fully online during the last three summers. None of the other three COMM options: COMM 251 Argumentation and Debate, COMM 332 Persuasive Speaking, or COMM 336 Technical and Professional Communication, are offered in online format; nor are they offered as often on campus, at other sites, or by other institutions for transferring in as COMM 221. For the immediate future there are no plans to offer these presentation courses in online format. While current faculty members may be redirected to teach these courses, no funds exist to hire adjuncts to teach these courses off campus or to expand the number of offerings on campus. Dr. Eshbach was advised that there will be a period of adjustment until the redistribution of students could leverage additional offerings of the remaining three COMM courses. UCC member Zentz suggested that, for the interim, the BUAD program accept COMM 221 to satisfy the additional COMM requirement when it appeared on transcripts from students who were transferring into the program from other institutions or other majors at Ferris or who had completed the requirement online. UCC member Fagerman was concerned about the degree of overlap between COMM 221 and MGMT

302 Team Dynamics – Organizational Behavior. The Committee was reminded that the BUAD program had revised MGMT 302 several years ago, with concerns from Communication faculty that the revised course overlapped the existing COMM 221 course.

The Committee briefly discussed a concern raised by a Senator about the definitions of Certificate and Concentration in the UCC Manual. A proposal to add clarity to these definitions will be offered at the next meeting of the Academic Senate.

The Committee adjourned to its next scheduled meeting on Wednesday, April 3 at noon in CSS 302.



## Minutes

### University Curriculum Committee

CSS 301

March 20, 2013

- I. Minutes of 2/27/2013 were approved: 6 yes, 0 no, 1 abstain
- II. Attendance: Alspach (chair), Boncher, Fagerman, Karnes, Motz, Roach, Zentz  
Regrets: Doyle, Fadayomi  
Ex Officio: Blake, Gramza  
Senate Administrative Assistant: Hadley  
Guests: Amy Buse and Andrew Suhy

### III. Business

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
13-056 MCC ED	Reduction in 1 credit for CRIM 305; Increase in 1 credit for CRIM 499	Held	Form F for both revised courses
13-060 ND, NC BU	Penetration Testing and Secure Software Concentration for ISI BS	Approved 7-0-0	PCAF approval was received during the meeting. Referred to Senate Agenda for April 2
13-061 MCC BU	Update CIS BS Checksheet, AFIS Dept.	Approved 7-0-0	Pending administrative review Form F: prerequisites
13-062 NC ED	Digital Animation & Game Design, DAGD 104	Held	A: numbers in committee votes B: consult with Marketing (BU) on replacing GRDE course D: current and proposed checksheets
13-063 NC BU	ISYS 221, Mobile Application Development	Approved 7-0-0	Note: elective course not shown on checksheet
13-070 NC AS	Creation of new course – BIOL 423 Neurbiology	Approved 6-0-0	
13-071 NC AS	GERM 341: Representations of the Holocaust	Held	B: consult with Humanities C: FLITE consult for new course F: prerequisite for 300+ course
13-072 MCC COEHS	Modification of Career Technical Education Programs	Held	A: stronger rationale? B: consult with Languages and Literature D: current and proposed checksheets

### IV. Discussion

The Committee appreciated hearing proposal summaries from Professors Buse (Software Concentration for ISI BS degree) and Suhy (ISYS 221, Mobile Application Development). Prof. Buse's explanation of the proposal for a new concentration in Penetration Testing and Secure

Software, accompanied by the support from the President's Council, encouraged the Committee to support this proposal and forward it to the Academic Senate at the April 2 meeting.

The Committee was made aware that programs differ in their decisions about listing specific elective course options on Checksheets. The point was made that the process for changing Checksheets when new elective courses are developed might be a factor in these decisions. We also discussed the potential for MyDegree to accurately represent a student's options in the case of "directed electives" in a program.

The Committee pondered the proposal to accept either ENGL 211 or ENGL 250 and ENGL 311 or ENGL 321 from the Career Technical Education program. We wondered what would happen to these students completing the technical writing courses if they chose to take an advanced degree. We discussed the importance of college-level writing skills for career advancement.

The Committee adjourned to its next scheduled meeting on Wednesday, March 27.

## Minutes

### University Curriculum Committee February 27, 2013

I. Minutes of 02/20/2013 were approved.

II. Business – Proposals

Proposal Number	Title	Action/Votes	Concerns/Reasons/Updates
13-056 MCC COEHS	Reduction in 1 credit for CRIM 305; Increase in 1 credit for CRIM 499	Held	Continuing revision of requested paperwork
13-058 MCC CHP	College of Health Professions Admission Requirements	Approved 5-0	When Admission/Progression requirements are on checksheet, UCC may review changes.
13-059 MCC CHP	BSN RN Program – Modify Admission Requirements/Checksheet Clean-Up	Approved 5-0	UCC encourages all Health Professions programs to review College-wide standards for Admission/Progression.
13-060 ND, NC BUS	Penetration Testing and Secure Software Concentration for ISI BS	Held	Waiting for PCAF approval

III. Discussion

The Committee discussed the 12% attrition rate in College of Health Professions. We wondered if students were being advised into alternative programs at Ferris. We questioned advising that occurs in pre-“health” programs that are not located in College of Arts and Sciences. Especially we discussed whether students were being advised toward alternatives versus away from the original goals they had when entering.



## Minutes

### University Curriculum Committee February 20, 2013

- I. Minutes of 02/06/2013 were approved.
- II. Attendance: Alspach (chair), Fagerman, Karnes, Motz, Roach, Zentz  
Excused: Boncher, Doyle, Fadayomi  
Ex Officio: Mitzi Day  
Senate Admin. Ass't. Hadley  
Guests: Michael Cooper, Clyde Hardeman

### III. Business – Proposals

Proposal Number	Title	Action/Votes	Concerns/Reasons/Updates
13-031 MCC ED	Reduction of Internship Hours – Master of Science in Ed. Leadership	Approved 6-0	
13-045 ND BU	AAS Marketing	Approved 6-0	Will no longer need pre-MKTG, pre-PGM, pre-MIM, or other pre-programs
13-048 MCC ED	Reduction in credit for Criminal Justice 305 <b>WITHDRAWN</b>		See 13-056
13-049 MCC ED	Increase in Credit Hours for Criminal Justice 499 <b>WITHDRAWN</b>		See 13-056
13-052 ND TE	Minor in CIT	Approved 6-0	PCAF not needed with fewer than 3 new courses
13-053 NC HP	Capstone Course in the BS in Allied Health	Approved 6-0	With recommendation to explain credit shift more clearly on Form A Form D: include MATH credit hours in total credits for degree; add comment to include Electives to total 120 credit hours
13-054 MCC ED	EDUC 681 – Minor Modification	Approved 6-0	Form A: list all programs affected Form F: note that “Practicum” is the appropriate designation for internship
13-055 MCC BU	MKTG BS, MKTG Sales Minor & MKTG Certificate, Minor Cleanup	Approved 6-0	Form A: resend to show consultations Form D: note when MKTG 410 and 466 are typically offered; consult with TE (Larry Schult)

13-056 MCC ED	Reduction in 1 credit for CRIM 305; Increase in 1 credit for CRIM 499	Held	Form A: all changes requested must be Included in Proposal Summary -Course titles must match Banner for all forms in the proposal -All courses in the proposal must appear in the appropriate sections of Form A -Vote count for supporting units must be Noted on Form A Form D (Checksheets): total credit hours must be consistent and correct in all areas of the Checksheets Form E: CRIM 305: time allocation needed Form F: CRIM 498 needed
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#### IV. Discussion

The Committee reiterated the importance of consulting with all areas affected by a proposal to change the curriculum; noting that prefixes for courses typically signal a unit to be consulted. Initiators are reminded to include COMH 121 (Honors Public Speaking) as an additional option for prerequisites whenever COMM 121 (Public Speaking) is listed.

The Committee appreciated the participation of Clyde Hardeman who briefed us on the development of the Minor in CIT.

The Committee appreciated the participation of Michael Cooper who explained the development of the AAS in Marketing degree. We took advantage of his presence to discuss the minor clean up proposal for the MKTG BS, Sales Minor & MKTG Certificate program. Alspach noted with appreciation that this proposal responds appropriately to the decision made by the Communication area several years ago to delete COMM 205 Listening from the catalog. This proposal includes MKTG 410, Industrial Marketing, which prompted discussion between Cooper and Zentz, the UCC representative from the College of Engineering Technology, about collaborating on advising students about this Certificate and Minor option.

The Committee observed that proposals reducing the number of credit hours for existing courses (e.g. EDLE 691 and CAHS 499) should provide arguments for these reductions that include academic and pedagogical elements as well as economic ones. While we applaud an area's interest in reducing cost to students, we hope that reductions in credit hours do not negatively affect a student's ability to achieve the learning outcomes for the course.

While some proposals (e.g. EDUC 681) do not appear to require a Form D Checksheet, we will continue to recommend that current checksheets accompany all proposals to provide appropriate information for scribes in the Records Office. This redundancy is a useful check to assure that all course prerequisites are accurately identified, typical terms of offering are noted, and efforts to include program learning outcomes and assessment plans have been engaged.

## Minutes

University Curriculum Committee  
February 6, 2013

- I. Minutes of 01/16/2013 were approved.
- II. Attendance: Alspach (chair), Fagerman, Karnes, Motz, Zentz  
Excused: Boncher, Doyle, Fadayomi, Roach  
Ex Officio: Blake, Day  
Senate Administrative Assistant Hadley

### III. Business – Proposals

Proposal Number	Title	Action/Votes	Concerns/Reasons/Updates
13-031 MCC ED	Reduction of Internship Hours – Master of Science in Ed. Leadership	Held	Referred to Academic Affairs for consultation
13-034 Delete AS	Elimination of Mathematics BA	Removed from Agenda	Leave program in curriculum until future action requested
13-035 MCC BU	Professional Golf Management <i>Done</i>	Approved 5-0 (e-vote)	Pending receipt of requested materials ✓
13-044 MCC OP	Prereq and Course Cap Clean-up 2013 – <i>Optometry</i> <i>Done</i>	Approved 5-0	Pending receipt of requested materials ✓
13-045 ND BU	AAS Marketing	Held	Pending support of PCAF from the President's Council
13-046 Modify AS	Changes to Calculus Sequence (MATH 220, 230, 320) <i>Done</i>	Approved 5-0 (e-vote)	-Form E: Requested outcomes/assessment plan for each course ✓
13-047 NC AS	Creation of BIOL 310 to replace BIOL 390 <i>Done</i>	Approved 5-0 (e-vote)	-Form D: Requested including all prerequisites on checksheet ✓
13-048 MCC ED	Reduction in credit for Criminal Justice 305 <i>Withdrawn</i>	Held	-Form A: combine all modifications for Criminal Justice into a single proposal (see proposal 13-049)

13-049 MCC ED	Increase in Credit Hours for Criminal Justice 499 <i>Withdraw</i>		<ul style="list-style-type: none"> <li>-Form A: all changes requested must be included in Proposal Summary</li> <li>-Course titles must match Banner for all forms in the proposal</li> <li>-All courses in the proposal must appear in the appropriate sections of Form A</li> <li>-Vote count for supporting units must be noted on Form A</li> <li>-Form D (Checksheets): total credit hours must be consistent and correct in all areas of the Checksheets</li> <li>-Form E: CRIM 305, time allocation needed</li> <li>-Form F for CRIM 498 needed</li> </ul>
13-050 MCC ED	EDCD 308 Modifications	Approved 5-0	Pending receipt of requested materials: <ul style="list-style-type: none"> <li>-Form A: include course prefix, number and title in Proposal Summary</li> <li>-insert X in appropriate boxes in Section 2, Summary of Curricular Action</li> <li>-Section 6, enter X in boxes in front of all actions to be taken (both Modify Course and Change Prerequisite)</li> </ul>
13-051 MCC HP	Merging HCSA 210 and MRIS 228	Approved 5-0	Pending receipt of requested materials: <ul style="list-style-type: none"> <li>-Form A: change new course number to 221 throughout proposal</li> <li>-use course titles that appear in Banner</li> <li>-Forms D, E, F: prerequisites must be consistent, recommend prerequisites be included in Course Description</li> <li>-Form F: college code is HP; department code is CRHA</li> </ul>
13-052 ND TE	Minor in CIT	Held	Consult with Academic Affairs on whether the proposal requires a PCAF

#### IV. Discussion

The Committee discussed the importance of using Banner titles for all courses in curriculum proposals. Titles associated with CRN numbers are the official titles. Initiators should avoid abbreviations that are not in the official title and use appropriate numbering systems for courses in sequences. Initiators are reminded that titles on old documents (Form E's or F's) may have been changed in subsequent reviews and software changes (e.g. from SIS to Banner.)

The Committee reviewed the importance of including complete and consistent information on all separate forms, since the proposal is distributed to separate individuals for scribing into Banner.

The Committee discussed modifying forms so that boxes remain when they are X'd and options for X-ing appear in columns. Initiators are requested to contact Paula Hadley with any questions about completing the forms.



The Committee reiterated our request that the Records Office review the current Banner limitation on number of characters in a course title with the goal to expand the number from the current limit of 30 characters. Chair Alspach will consult with programmers in the Records Office.

The Committee discussed the policy implications of requiring the PCAF. There is an apparent inconsistency between the Table of Actions Required and the accompanying narrative in the Manual, especially in the proposal of a new offering that has fewer than three new courses.

Chair Alspach explained her understanding of the request for the PCAF for any proposal that involves a new marketable Ferris academic “product”: regardless of the number of new courses in the proposal. The creation of a new major, concentration, minor, or certificate provides the opportunity for Ferris to attract new students. In the competitive environment of higher education in the state of Michigan, impacted by the declining demographic pool of 18 year olds, it is a courtesy to communicate with all constituents in the state system (i.e. Academic Officers of MI noted on Form A) about marketing a new Ferris academic “product.”

She will consult with initiators of proposals for new “products” already in progress and Academic Affairs and apply the results of this consultation to negotiate an appropriate timeline for modifying the UCC Manual guidelines for requiring PCAF completion. She reported that at the workshop held on Monday, February 4, she had recommended that initiators of major proposals (major, concentration, minor, certificate or major revision of an existing program involving three or more courses) should complete the PCAF review as a strategy for compiling data to support the proposal as well to communicate with administration about the proposal from the outset.

The Committee discussed the recent request by individual Colleges for academic units to review the Catalog entries for their programs and to recommend appropriate corrections and revisions. We observed that the practice of revising the Catalog on an annual basis needs reconsideration. It was noted that the curricular process allows for programs to make revisions twice a year; students are admitted into programs at the beginning of each semester; and the Academic Officers of Michigan council meets twice a year to review curricular changes at state universities. We understand that the Catalog serves as a contract of expectations for student completion of a program. However, revisions in programs that occur during the fall semester are not reflected in the Catalog when students enter programs in the spring semester. This discrepancy has potential to confuse students and advisors about what the accurate program requirements are for the student. Since the Catalog is no longer fettered by the constraints of a printing timetable and therefore can more easily be revised to reflect these dynamic curricular changes, we recommend that a timetable be established to revise Catalog entries twice a year, for each academic semester.

## Minutes

### University Curriculum Committee January 16, 2013

- I. Minutes of 12/5/2012 were approved.
- II. Attendance: Alspach (chair), Fagerman, Karnes, Motz, Roach, Zentz  
Excused: Boncher, Doyle, Fadayomi  
Ex Officio: Blake, Mitzi Day (representing Gramza)  
Senate Administrative Assistant Hadley

#### II. Business – Proposals

Proposal Number	Title	Action/Votes	Concerns/Reasons/Updates
13-031 MCC ED	Reduction of Internship Hours – Master of Science in Ed. Leadership	Held	Requested materials in process
13-034 Delete AS	Elimination of Mathematics BA	Held	Leave program in curriculum until future action requested.
13-035 MCC BU	Professional Golf Management	Held	Pending receipt of requested materials
13-042 Modify BU	Public Relation Major – Program Clean-up	Approved 6-0	Pending satisfactory administrative review: -correct title for PREL 101 -include assessment for outcome 3 for PREL 401 -recommend putting prerequisites in Course Descriptions for all courses -F: date 201308
13-043 MCC BU	MBA Prerequisite changes for MMBA 612 and MMBA 615	Approved 6-0	Pending satisfactory administrative review: -correct title for MMBA 612 -type outcomes and assessment into E
13-044 MCC OPT	Prereq and Course Cap Clean-up 2013 – Optometry	Held	-A: request clearer summary of action requested; include PHAR 744; correct title for PHAR 732 -B: consult with UGPC -D: Checksheets, current and proposed required
13-045 ND BU	AAS Marketing	Held	-PCAF required for new major/program -A: correct titles with numbers; no Roman numerals, no numbers on ECON courses -D: include prerequisites for all courses, recommend term-by-term plan



13-046 Modify AS	Changes to Calculus Sequence	Held	-A: consult with Construction Management -D: include prerequisites for all courses -E: include prerequisites for courses -F: list prerequisites using “and” or “or”, not commas
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#### IV. Discussion

The Committee reviewed the discussion at the January Academic Senate meeting about the redirection of the Recreation Management and Leisure Studies (RMLS) program. The proposal to phase out courses in this program was “mothballed” until further notice. We appreciated the support of the Senate for our concerns about this proposal.

We discussed several recommendations for the UCC Manual in anticipation of the workshop scheduled for Monday, February 4 from 10:30 to noon in BUS 327. UCC members were encouraged to attend to assist representatives from their Colleges.

Remind initiators to send original proposals, printed on one side only, to facilitate creation of pdf files.

Form A:

1. Reinforce direction to write the Proposal Summary to a general audience with all proposed information clearly explained.
2. Reinforce direction to use course titles as they appear in the Catalog and on Banner.

Form B and C:

1. Reinforce direction to send all signed original consultation forms directly to the Academic Senate office, with a copy to the initiator.

Form D (Checksheets):

1. Include a recommended term-by-term progression for majors/programs

Form E and F:

1. include all prerequisites in Course Description

Form F:

1. investigate expanding number of characters available for course titles (section III e)
2. remove the words “punctuation and” from Prerequisites (section III s); reinforce directions to use “and” or “or” to clarify requirements for enrolling in a course

DRAFT

**Minutes**  
University Curriculum Committee  
December 5, 2012

- I. Minutes of 11/28/2012 were approved, as amended with Attendance recorded.
- II. Attendance: Alspach (chair), Fagerman, Karnes, Motz, Roach, Zentz  
Excused: Doyle, Boncher, Fadayomi  
Ex Officio: Blake, Gramza  
Senate Secretary Hadley

III. Business – Proposals

Proposal Number	Title	Action/Votes	Concerns/Reasons/Updates
13-011 MCC AS	Changes to Social Work Program Audit forms	Approved 7-0	
13-013 Closure ED	Close Recreation Leadership & Management in Four Phases	Supported: Support -1 Support with Concerns – 4 No support - 1	Individual members of the Committee will submit their concerns for the record.
13-014 Closure ED	Close Recreation Leadership & Management, Phase 1	See above	
13-015 Closure ED	Close Recreation Leadership & Management, Phase 2	See above	
13-016 Closure ED	Close Recreation Leadership & Management, Phase 3	See above	
13-017 Closure ED	Close Recreation Leadership & Management, Phase 4	See above	
13-030 MCC ED	EDCD 430 & ED CD 431 Prerequisite & Co-requisite Changes	Approved 6-0	
13-031 MCC ED	Reduction of Internship Hours – Master of Science in Ed. Leadership	Held	Cleanup of paperwork is being completed
13-034 Delete AS	Elimination of Mathematics BA	Held	Recommended “mothballing” this major, pending discussion of the BA program and other changes in the MATH curriculum
13-035 MCC BU	Professional Golf Management	Held	Pending receipt of requested materials
13-037 MCC HP	MSN Curriculum 2012	Approved 6-0	Pending administrative repair
13-038 MCC BU	PHOT 101, Move to COB	Approved 6-0	Requested addition of Form E Modify a Course with assessment strategies linked to course outcomes
13-039 MCC AS	Sports Communication Program Clean-up	Approved 6-0	Pending administrative review: Form D, Certificate: TVPR to TDMP Form D, prerequisites for COMM 389

13-018 MCC BU	Computer Information Systems Minor	Approved 7-0	Pending administrative review: Form A: rationale & item 6 Checksheets: no 290 or 490 courses, List all prerequisites Include Program Learning Outcomes and Assessment Strategies Form F Delete
13-020 MCC TE	ECNS 425 Modification	Approved 6-0	
13-021 NC TE	Creation of CENG 499	Approved 6-0	
13-022 Modify course TE	Prerequisite change for GISC 382	Approved 6-0	
13-036 MCC BU	Curriculum Clean-up for Human Resources, Major, Minor & Certificate	Approved 5-0	

#### IV. Discussion

The Committee agreed that it would be helpful to include course prefixes and numbers in the titles of proposals and throughout the paperwork, wherever applicable. We reinforced the importance of accuracy (Banner loading) and consistency in course titles throughout documents.

The Committee discussed the process that was followed in closing the Recreation Management and Leisure Studies program. We supported the phasing out of the courses to permit students to complete the major. But we spent considerable time reviewing the process of closing this program. Central to our discussion was the need to clarify the role of the UCC beyond processing proposal documents.

The Committee discussed the difficulty of scheduling our meetings so that all members could attend. The diversity of faculty schedules makes it impossible to find an open time during business hours. While the “meeting time” provided on Tuesdays and Thursdays at 11:00 AM would be ideal, the Academic Senate secretary can only be present at one meeting during that time. Since UCC meets weekly, this time option is problematic. We will continue to review our options, perhaps adopting the model provided by the Academic Program Review Council who meets in the evenings to guarantee full participation.

The Committee thanked Paul Blake for our weekly lunches and the special cookie treat at our last meeting of the semester. We adjourned to Wednesday, January 16 at noon in CSS 302.

**Minutes**  
University Curriculum Committee  
November 28, 2012

- I. Minutes of 11/14/2012 were approved, pending recording of attendance
- II. Attendance: Alspach (chair), Boncher, Fagerman, Karnes, Motz  
Regrets: Doyle, Fadayomi, Roach, Zentz  
Ex Officio: Blake, Gramza  
Senate Administrative Assistant Hadley
- III. Business – Proposals

Proposal Number	Title	Action/Votes	Concerns/Reasons/Updates
13-011 MCC AS	Changes to Social Work Program Audit forms	Held	Pending administrative review: Form E Modify for SCWK 310 Referred to Academic Affairs
13-013 Closure ED	Close Recreation Leadership & Management in Four Phases	Held	Under administrative management: Form F Delete for deleted courses College Curriculum Committee vote
13-014 Closure ED	Close Recreation Leadership & Management, Phase 1	Held	Under administrative management
13-015 Closure ED	Close Recreation Leadership & Management, Phase 2	Held	Under administrative management
13-016 Closure ED	Close Recreation Leadership & Management, Phase 3	Held	Under administrative management
13-017 Closure ED	Close Recreation Leadership & Management, Phase 4	Held	Under administrative management
13-025 MCC TE	MECH 322 – Mechanical Engineering Technology Reclassification		Referred to Academic Affairs
13-030 MCC ED	EDCD 430 & EDCE 431 Prerequisite & Co-requisite Changes	Held	Pending final administrative review
13-031 MCC ED	Reduction of Internship Hours – Master of Science in Ed. Leadership	Held	Pending final administrative review
13-034 Delete AS	Elimination of Mathematics BA	Held	Encourage further discussion of elimination; suggest “mothballing” instead
13-035 MCC BU	Professional Golf Management	Held	Form A: vote tallies; college curriculum committee concerns must be written, shared with initiator and responded to
13-036 MCC BU	Curriculum Clean-up for Human Resources, Major, Minor & Certificate	Approved 5-0-0	Pending administrative review Form D: list all choices for Directed Electives, or identify these courses as requirements

13-001 NC PH	Pharmacy Electives PHAR 452 & PHAR 469	Approved 7-0	Referred to Academic Affairs
13-005 Modify Course PH	Form E Update PHAR 421/422	Approved 7-0-1	Referred to Academic Affairs
13-007 NC PH	Essentials of Toxicology PHAR 472	Approved 7-0	Referred to Academic Affairs
13-018 MCC BU	Computer Information Systems Minor	Approved 7-0	Pending administrative review: Form A: rationale & item 6 Checksheets: no 290 or 490 courses, List all prerequisites Include Program Learning Outcomes and Assessment Strategies Form F Delete
<del>13-020 MCC TE</del>	<del>ECNS 425 Modification</del>	<del>Approved 6-0</del>	<del>Pending administrative review: Form E Modify Course</del>
<del>13-021 NC TE</del>	<del>Creation of CENG 499</del>	<del>Approved 6-0</del>	<del>Pending administrative review: Clarify language on Form A</del>
<del>13-022 Modify course TE</del>	<del>Prerequisite change for GISC 382</del>	<del>Approved 6-0</del>	<del>Pending administrative review: Form A: identify all changes</del>
<del>13-011 MCC AS</del>	<del>Changes to Social Work Program Audit forms</del>	<del>Approved 7-0</del>	<del>Referred to Academic Affairs</del>

**Minutes**  
University Curriculum Committee  
November 14, 2012

- I. Minutes of 11/07/2012
- II. Attendance: Karnes (chair pro tempore)  
Regrets: Alspach  
Ex Officio:

III. Business – Proposals

Proposal Number	Title	Action/Votes	Concerns/Reasons/Updates
13-011 MCC AS	Changes to Social Work Program Audit forms	Held	Pending administrative review: Form E Modify for SCWK 310
13-013 Closure ED	Close Recreation Leadership & Management in Four Phases	Held	Under administrative management: Form F Delete for deleted courses College Curriculum Committee vote
13-014 Closure ED	Close Recreation Leadership & Management, Phase 1	Held	Under administrative management
13-015 Closure ED	Close Recreation Leadership & Management, Phase 2	Held	Under administrative management
13-016 Closure ED	Close Recreation Leadership & Management, Phase 3	Held	Under administrative management
13-017 Closure ED	Close Recreation Leadership & Management, Phase 4	Held	Under administrative management
13-019 Modify Courses TE	Math Prerequisite Change for EEET/ECNS	Approved 7-0-0	Co-requisite MATH 116
13-025 MCC CET	MECH 322 – Mechanical Engineering Technology Reclassification		Referred to Academic Affairs ✓
13-030 MCC COEHS	EDCD 430 & EDCD 431 Prerequisite & Co-requisite Changes	Held	Form A: no College Curriculum Committee vote tally; start date (SP '13 has enrollment) Form D: prerequisites and co-requisites different on current and proposed checksheets Form E Modify: changing prerequisites and co-requisites Form F: commas in prerequisites?
13-031 MCC COEHS	Reduction of Internship Hours – Master of Science in Ed. Leadership	Held	Form A: rationale language unclear; mention EDLE 691; start date (SP '13 has enrollment) Accuracy in title of course Form D: proposed checksheet lists EDUC 664, should be 663 Form F: Administrative review and



			repair
13-032 NC COEHS	Continuing Credit Masters Degrees	Denied 6-1-0	The Committee feels there should be a better way to track students not completing the Capstone course.
13-033 MCC COEHS	Curriculum Clean-up Reading Endorsement	Approved 7-0-0	Pending administrative review: Create new major code and program code
13-034 Delete AS	Elimination of Mathematics BA		

The Committee adjourned until the next scheduled meeting at 12 noon on Wednesday, November 27 in CSS 302.

13-001 NC PH	Pharmacy Electives PHAR 452 & PHAR 469	Approved 7-0	Pending administrative review: Identification of prerequisites New number for 452
13-005 Modify Course PH	Form E Update PHAR 421/422	Approved 7-0-1	Pending administrative review: Clarification of course description
13-007 NC PH	Essentials of Toxicology PHAR 472	Approved 7-0	Pending administrative review: Identification of prerequisites New number, Checksheet
13-018 MCC BU	Computer Information Systems Minor	Approved 7-0	Pending administrative review: Form A: rationale & item 6 Checksheets: no 290 or 490 courses, List all prerequisites Include Program Learning Outcomes and Assessment Strategies Form F Delete
13-020 MCC TE	ECNS 425 Modification	Approved 6-0	Pending administrative review: Effective term issue, Form E Modify Course, Clarify threshold for new course (see Discussion)
13-021 NC TE	Creation of CENG 499	Approved 6-0	Pending administrative review: Effective term issue Clarify language on Form A
13-022 Modify course TE	Prerequisite change for GISC 382	Approved 6-0	Pending administrative review: Form A: identify all changes
13-023 Modify course TE	Mechanical Engineering Technology prerequisite update	Approved 6-0	Pending administrative review: Checksheet, irregularities in prereqs Form E Modify Course MECH 111 Form F no punctuation in prereqs
13-011 MCC AS	Changes to Social Work Program Audit forms	Approved 7-0	Pending administrative review: Form E Modify for SCWK 310
13-024 NC A&S	PSYC 470 – Counseling Theories and Techniques	Approved 7-0	

**Minutes**  
University Curriculum Committee  
November 7, 2012

- I. Minutes of 10/17/2012 were approved.
- II. Attendance: Alspach (chair), Fagerman, Karnes, Roach, Zentz  
Excused: Boncher, Doyle; Fadayomi and Motz voting in absentia  
Ex officio: Blake, Gramza  
Senate Admin: Hadley
- III. Business – Proposals

Proposal Number	Title	Action/Votes	Concerns/Reasons/Updates
13-001 NC PH	Pharmacy Electives PHAR 452 & PHAR 469	Approved	Still pending
13-005 Modify Course PH	Form E Update PHAR 421/422	Approved	Still pending
13-007 NC PH	Essentials of Toxicology PHAR 472	Approved	Still pending
13-011 MCC AS	Changes to Social Work Program Audit forms	Approved 5-0	
13-013 Closure ED	Close Recreation Leadership & Management in Four Phases	Held	Under administrative management
13-014 Closure ED	Close Recreation Leadership & Management, Phase 1	Held	Under administrative management
13-015 Closure ED	Close Recreation Leadership & Management, Phase 2	Held	Under administrative management
13-016 Closure ED	Close Recreation Leadership & Management, Phase 3	Held	Under administrative management
13-017 Closure ED	Close Recreation Leadership & Management, Phase 4	Held	Under administrative management
13-018 MCC BU	Computer Information Systems Minor	Approved	Still pending
13-019 Modify Courses TE	Math Prerequisite Change for EEET/ECNS	Held	Recommend maintaining current co-requisite MATH 126 and manually overriding other options
13-020 MCC TE	ECNS 425 Modification	Approved	Still pending
13-021 NC TE	Creation of CENG 499	Approved	Still pending
13-022	Prerequisite change for	Approved	Still pending

Modify course TE	GISC 382		
13-023 Modify course TE	Mechanical Engineering Technology prerequisite update	Approved	Still pending
13-024 NC AS	Counseling Theories and Techniques – PSYC 470	Approved 7-0	Pending administrative review: -College curriculum committee vote count -Form F; clarify prerequisites and/or
13-025 Modify Course TE	MECH 322 – Mechanical Engineering Technology Reclassification	No UCC action required 7-0	Support for administrative change of identification of course in catalog and Banner/MyDegree

#### IV. Discussion

The Committee learned that the new chair of the college curriculum committee for Pharmacy is Greg Wellman. We will continue to build our relationship with all college curriculum committee chairs to facilitate communication during the curricular process.

The Committee observed that some initiators are using old versions of forms rather than the revised forms on the UCC website. Initiators are requested to use the most current version of forms. We acknowledged that some forms continue to be improved; and we will accept proposals on “old” forms until January 2013. We hope that the workshop scheduled for November 12 will help initiators and their support staff identify and learn how to use the most current forms in their proposals.

The Committee was reminded that the policy regarding Checksheets allows students to pursue the requirements on the checksheet that was active in the semester they declared the major. If the checksheet changes during a student’s academic career, the student is allowed to change to the new checksheet when it is to their advantage. This policy means that advisors need to be aware of checksheet changes across a period of four to six years. Information about students’ date of declaration and the active checksheet at that time is available in the system; when questions arise, the best source of information is the Registrar and Records Office.

The Committee discussed the challenge of identifying courses by their terms of offering. The recommended strategy for initiators is to request maximum flexibility in scheduling a course by indicating “Fall, Spring and Summer” on Form F. However, it is recommended that programs identify the term a course is usually offered on the program checksheet (Form D) to aid in developing academic plans for completion. We recognize that these identifications may change, so we remind advisors to be aware of scheduling dynamics in their program. What appears on program Checksheets is considered advisory, not “a promise”.

The Committee adjourned to the next regularly scheduled meeting: Wednesday, Nov. 14 at noon in CSS 302, pending the receipt of new proposals.

**Minutes**  
University Curriculum Committee  
October 31, 2012

- I. Minutes of 10/17/2012 were approved.
- II. Attendance: Alspach (chair), Boncher, Doyle, Fagerman, Karnes, Zentz  
Excused: Fadayomi, Motz, Roach  
Ex officio: Blake, Gramza  
Senate Admin: Hadley
- III. Business – Proposals

Proposal Number	Title	Action/Votes	Concerns/Reasons/Updates
13-001 NC PH	Pharmacy Electives PHAR 452 & PHAR 469	Approved 7-0	Pending administrative review: Identification of prerequisites New number for 452
13-005 Modify Course PH	Form E Update PHAR 421/422	Approved 7-0-1	Pending administrative review: Clarification of course description
13-007 NC PH	Essentials of Toxicology PHAR 472	Approved 7-0	Pending administrative review: Identification of prerequisites New number Checksheet
13-011 MCC AS	Changes to Social Work Program Audit forms	Held	Pending administrative review: Form E Modify for SCWK 310
13-013 Closure ED	Close Recreation Leadership & Management in Four Phases	Held	Under administrative management: Form F Delete for deleted courses College Curriculum Committee vote
13-014 Closure ED	Close Recreation Leadership & Management, Phase 1	Held	Under administrative management
13-015 Closure ED	Close Recreation Leadership & Management, Phase 2	Held	Under administrative management
13-016 Closure ED	Close Recreation Leadership & Management, Phase 3	Held	Under administrative management
13-017 Closure ED	Close Recreation Leadership & Management, Phase 4	Held	Under administrative management
13-018 MCC BU	Computer Information Systems Minor	Approved 7-0	Pending administrative review: Form A: rationale & item 6 Checksheets: no 290 or 490 courses, List all prerequisites Include Program Learning Outcomes and Assessment Strategies Form F Delete
13-019 Modify Courses TE	Math Prerequisite Change for EEET/ECNS	Held	Effective term issue Co-requisite limited to one course
13-020 MCC	ECNS 425 Modification	Approved 6-0	Pending administrative review: Effective term issue



TE			Form E Modify Course Clarify threshold for new course (see Discussion)
13-021 NC TE	Creation of CENG 499	Approved 6-0	Pending administrative review: Effective term issue Clarify language on Form A
13-022 Modify course TE	Prerequisite change for GISC 382	Approved 6-0	Pending administrative review: Form A: identify all changes
13-023 Modify course TE	Mechanical Engineering Technology prerequisite update	Approved 6-0	Pending administrative review: Checksheet, irregularities in prereqs Form E Modify Course MECH 111 Form F no punctuation in prereqs

#### IV. Discussion

The Committee continues to struggle with defining a threshold for when a course modification essentially creates a new course. One suggestion was to establish a percentage; for example, changing more than 20% of a course's elements would trigger creation of a new course. Concerns were shared about transfer articulations.

The Committee suggests revising Form E Modify Course so that when a modification is being made, the current information appears followed by the proposed information, to make these comparisons clearer. This change would parallel the current requirement to provide both the current and the proposed checksheets (Form D), when changes affect the checksheet.

The Committee adjourned to the next regularly scheduled meeting: Wednesday, Nov. 7 at noon in CSS 302, pending the receipt of new proposals.

**Minutes**  
University Curriculum Committee  
October 17, 2012

- I. Minutes of 10/10/2012 were approved.
- II. Attendance: Alspach (chair), Boncher, Fagerman, Roach, Zentz  
Excused: Doyle, Fadayomi (voted absentee), Karnes, Motz  
Ex Officio: Blake, Gramza  
Senate Administrative Assistant Hadley
- III. Business – Proposals

Proposal Number	Title	Action/Votes	Concerns/Reasons/Updates
13-001 NC PH	Pharmacy Electives PHAR 452 & PHAR 469	Approved 7-0	Pending administrative review of request for identification of prerequisites and new number for 452
13-004 Modify Course PH	PHAR 315/316 Form E Update	Approved 7-0-1 (e-vote)	Forwarded to Academic Affairs
13-005 Modify Course PH	PHAR 421/422 Form E Update	Approved 7-0-1 (e-vote)	Pending clarification of course description
13-006 NC PH	Pharmacoepidemiology – New Elective Course (PHAR 474)	Approved 7-0	Pending receipt of current checksheet
13-007 NC PH	Essentials of Toxicology (PHAR 472)	Approved 7-0	Pending administrative review of request for identification of prerequisites on Form F, new course number and checksheet
13-008 MCC HP	Medical Technology Name Change	Approved 7-0	Forwarded to Academic Affairs
13-009 NC AS	Principles of Learning – PSYC 370	Approved 5-0	Pending receipt of supporting Form B's and Form C (permission to load for Spring '13)
13-011 MCC AS	Changes to Social Work Program Audit Forms	Held	Form E Modify needed for SCWK 310, clarification of SCWK 380 prerequisites
13-012 NC EHS	Digital Animation & Game Design – DAGD 204	Approved 6-0	Pending administrative review of checksheet electives (permission to load for Spring '13)
13-013	Close Recreation Leadership & Management in Four Phases	Held	Pending vote from College Curriculum Committee on Form A, Form F Delete needed for all deleted courses
13-014	Close Recreation Leadership & Management, Phase 1	Held	See 13-013

13-015	Close Recreation Leadership & Management, Phase 2	Held	See 13-013
13-016	Close Recreation Leadership & Management, Phase 3	Held	See 13-013
13-017	Close Recreation Leadership & Management, Phase 4	Held	See 13-013

#### IV. Discussion

The Committee discussed the importance of faculty engagement in the curriculum process. While the Manual authorizes curricular changes to come from either faculty or administration, proposals initiated by administration must follow the consultation path defined on Form A. The Committee would like some report that faculty in the Recreation Leadership and Management program were adequately heard in the decision to close the program and reassign faculty. A concern was raised about the criteria administration appears to be using to determine program viability, particularly since the Academic Senate offers a thorough and tested program review process through the Academic Program Review Council.

The Committee discussed the process of inviting a member to serve as chair “pro tempore” when the appointed Chair is unavailable to meet. Committee members were asked to reinstate the scheduled meeting for November 14 with a pro temp chair while Alspach is on travel so that proposals can be reviewed in time for the December Academic Senate meeting.

## Minutes

### University Curriculum Committee

October 10, 2012

- I. Minutes of 10/3/2012 were approved ✓
- II. Attendance: Alspach (chair), Boncher, Karnes, Motz, Zentz  
Excused: Doyle, Fadayomi, Fagerman, Roach  
Ex Officio: Blake, Gramza  
Senate Administrative Assistant: Hadley
- III. Business – Proposals

Proposal Number	Title	Action/Votes	Concerns/Reasons/Updates
13-001 NC PH	Pharmacy Electives PHAR 452 & PHAR 469	Approved 7-0	Pending administrative review of request for identification of prerequisites and new number for 452
13-004 Modify Course PH	PHAR 315/316 Form E Update	Approved 7-0-1 (e-vote)	Pending receipt of Form B from UGPC <i>Done 10/15/12</i>
13-005 Modify Course PH	PHAR 421/422 Form E Update	Approved 7-0-1 (e-vote)	Pending receipt of Form B from UGPC, course description doesn't match Banner
13-006 NC PH	Pharmacoepidemiology – New Elective Course (PHAR 474)	Approved 7-0	Pending receipt of current checksheet
13-007 NC PH	Essentials of Toxicology (PHAR 472)	Approved 7-0	Pending administrative review of request for identification of prerequisites on Form F, new course number and checksheet prior to 8/22
13-008 MCC HP	Medical Technology Name Change	Approved 7-0	Sent to Academic Affairs ☺
13-009 NC AS	Principles of Learning – PSYC 370	Approved 5-0	Pending receipt of supporting consultations (Form B and C), checksheets
13-010 NC AS	COMM 490 – Seminar in Sports Communication		For Information Only
13-011 MCC AS	Changes to Social Work Program Audit Forms	Held	Form E Modify with Student Learning Outcomes linked to Assessment Plan for SCWK 310; suggest 30 character course abbreviation

#### IV. Action/Discussion Items

The Committee moved (Boncher, Karnes; 5-0) to modify the new Form E Modify Course to require the posting of Student Learning Outcomes linked to Assessments in Section I of the form, for confirmation and



consistency. This modification will begin with current proposals and the revised Form E Modify Course will be posted as soon as possible.

The Committee agreed to set January 2013 as the target date for requiring proposals to include Program Student Learning Outcomes linked to Assessments on Checksheets. A University-Wide Notice will be posted to alert the University community to this new requirement and timetable. There will not be a general “recall” of Checksheets; but forthcoming proposals will be required to meet this consistent University-wide standard.

The Committee discussed the challenge of working with course proposals that have section enrollment cap implications. We observed the discrepancies between semester and Banner caps, and shared differences between Colleges in establishing policies related to caps (and workload) issues. The newly approved definition of “seminar” in the UCC Manual (3.6, passed at the October Senate meeting) will require dialogue with Academic Affairs to establish some ground rules for initiators and this Committee.

Registrar Elise Gramza advised the Committee that initiators of new courses or course modifications should be aware that including a specific course number as a Prerequisite for enrollment has several implications. First, Banner will allow the student to register for the course when the prerequisite course appears on the transcript, even if it is “in progress”. So, a student may arrive at the succeeding course having failed the prerequisite. Second, unless the initiator specifies a grade threshold (like “C or better”), a grade of “F” will still allow the student to enroll in the advanced course. Initiators are reminded that a faculty member may request a manual override of a prerequisite for an individual student on a case-by-case basis through their department.

The Committee will request permission from the Senate Executive Committee to name a “Vice Chair” who can chair a meeting in the absence of the Chair. This decision came about when it was brought to the Committee’s attention that two meetings in the middle of November have been cancelled, one of which is due to the Chair’s commitment to attend a conference. The Committee’s desire is to move proposals forward to the December Senate meeting as expeditiously as possible.



**Minutes**  
University Curriculum Committee  
October 3, 2012

- I. Minutes of 9/05/2012 were approved
- II. Attendance: Alspach (chair), Doyle, Fagerman, Karnes, Motz, Roach, Zentz  
Absent: Boncher, Fadayomi  
Ex Officio: Blake  
Senate Administrative Assistant: Hadley
- III. Business – Proposals

Proposal Number	Title	Action/Votes	Concerns/Reasons/Updates
13-001 NC PH	Pharmacy Electives PHAR 452 & PHAR 469	Approved 7-0	Pending administrative review of request for identification of prerequisites and new number for 452
13-003 MCC TE	BS in Architecture & Sustainability Program	Approved 8-0 (e-vote)	
13-004 Modify Course PH	PHAR 315/316 Form E Update	Approved 7-0-1 (e-vote)	Pending receipt of Form B from UGPC
13-005 Modify Course PH	PHAR 421/422 Form E Update	Approved 7-0-1 (e-vote)	Pending receipt of Form B from UGPC
13-006 NC PH	Pharmacoepidemiology – New Elective Course (PHAR 474)	Approved 7-0	Pending receipt of current checksheet
13-007 NC PH	Essentials of Toxicology (PHAR 472)	Approved 7-0	Pending administrative review of request for identification of prerequisites on Form F, new course number and checksheet
13-008 MCC HP	Medical Technology Name Change	Approved 7-0	Pending administrative review of addition of Math requirement to checksheet

IV. Discussion

The Committee discussed the action of the Academic Senate to add section 3.6 Modes of Instruction to the UCC Policy. Committee members were encouraged to work with their respective colleges to consider the implications of this policy for their programs.

The Committee discussed the roll-out of the request to include Program Student Learning Outcomes and Assessment strategies on Checksheets. Central to the discussion was interest in making this information available to students, faculty advisors and other constituencies in an appropriate and accessible way. Alspach noted the movement towards digital data access through MyFSU/MyDegree; but she recognized the traditional familiarity of the paper checksheet as an advising tool, explaining how she had developed a one-sided “audit” sheet for Communication majors by eliminating much of the explanatory language useful to students on the checksheet. Doyle suggested making videos that would explain SLOs and Assessments that could be referenced on the checksheet. It was agreed that we will monitored this request this year, working with our constituencies to develop strategies to accommodate it but not delaying proposals because of it.

The issue of inconsistencies between colleges in assigning credit hours to contact hours for internship was raised. Because program needs vary regarding internships, there is no University-wide policy. Initiators are asked to make the case for their particular formula for internships. We also reminded ourselves of the parameters of this committee; separating curricular matters from contractual matters (i.e. workload) while recognizing that curriculum decisions might have workload implications. Our focus should remain on the academic merit of the proposal rather than the administrative implications of it.

The Committee adjourned until Wednesday, October 10 at noon in CSS 302.

**Minutes**  
University Curriculum Committee  
Sept. 5, 2012  
CSS 302

- I. Minutes of 04/25/2012 were approved.
- II. Attendance: Alspach (chair), Boncher, Doyle, Fadayomi, Fagerman, Karnes, Motz, Roach, Zentz  
Ex Officio: Gramza  
Senate Administrative Assistant: Hadley
- III. Business – Proposals

Proposal Number	Title	Action/Votes	Concerns/Reasons/Updates
13-001 NC PH	Pharmacy Electives PHAR 452 & PHAR 469	Held	Pending consultation with UGPC; prerequisites required
13-003 MCC TE	BS in Architecture & Sustainability Program	Held	Use Form E to show measurable assessment for student learning outcomes listed
13-004 Modify Course PH	PHAR 315/316 Form E Update	Held	Pending consultation with UGPC
13-005 Modify Course PH	PHAR 421/422 Form E Update	Held	Pending consultation with UGPC
13-006 NC PH	Pharmacoepidemiology – New Elective Course (PHAR 474)	Approved (pending evote)	Support from UGPC received
13-007 NC PH	Essentials of Toxicology (PHAR 472)	Held	Pending consultation with UGPC; prerequisites required

- IV. Committee Discussion (highlights reflect revisions in the 2012 UCC Manual)
  - A. The Committee discussed the conversation associated with the proposal from Pharmacy about moving units between two courses in a two-year sequence (PHAR 315/316 and PHAR 421/422). We affirmed that faculty credentials and scheduling are not within the purview of UCC deliberation. However, we recognized that it is within the charge of the University Graduate and Professional Council (UGPC) to review proposals to assure that faculty in the initiating unit are appropriately prepared to teach the courses under review. **The 2012 UCC Manual directs all courses numbered 500 and above, as well as courses used by graduate or professional programs, to the UGPC for review. The chair of UGPC has been contacted and requested to add these proposals to their agenda. The Committee agreed to submit electronic votes on these proposals as soon as support from UGPC is received.**
  - B. **The Committee reaffirmed the policy to require proposals to link measurable assessments to student learning outcomes, both for programs and for individual courses. SLO's should be clearly identified and linked to but distinguished from assessment strategies. "Course outline with time allocation" is meant to be a general overview of the course topics, not a full syllabus or unit by unit outline. Initiators will be coached on appropriate completion of this section of Form E New Course or Form E Modify a Course. All proposals will be required to use the forms provided by UCC.**
  - C. The Committee affirmed the importance of conversation and negotiation whenever a vote of "support

with concerns” or “no support” is noted on Form A. **The written record of this conversation must be attached to the proposal** so that the Committee can be assured that all parties have been engaged in the negotiation of differences about a proposal. Wherever it is appropriate, differing parties are advised to enlist the mediation of the Associate Provost for Academic Operations (APAO) in these negotiations.

- D. The Committee discussed the role of individual programs/majors to assign appropriate prerequisites for courses, within the parameters outlined in the 2012 Manual that **any course numbered 300 and above is expected to require some college-level experience or preparation to enhance the probability of students’ successful completing of its student learning outcomes.** Individual programs/majors are also empowered to waive these requirements or make substitutions (deviations) on a case-by-case basis.

The Committee adjourned to Wednesday, Sept. 19 at noon in CSS 302, pending the receipt of proposals ready for deliberation.

**Minutes**  
University Curriculum Committee  
April 25, 2012

- I. Minutes of 03/28/2012 and 4/18/2012 were approved.
- II. Attendance: Alspach (chair), Doyle, Fadayomi, Fagerman, Karnes, Motz, Rewers, Zentz  
Ex Officio: Blake, Day, Flickinger, Gramza  
Senate admin: Hadley  
Guest: Assoc. Provost Roberta Teahen
- III. Business – Proposals

Type	Title	Action/Votes	Concerns/Reasons/Updates
NC AS	International Social Work – SCWK 380	Approved 8-0 ✓	Initiator is advised that students repeating this course for the third time may jeopardize financial aid support.
MCC ET	Minor Cleanup in Surveying Engineering	Withdrawn	
NC/MCC AH	Creation of MRIS 205 ICD-10-PCS Coding, minor change to MRIS 204, ICD Coding	Approved 8-0 ✓	Pending administrative review of checksheet re. MRIS 228
MCC ET	Construction Safety and Management CONM 424	Approved 8-0 ✓	Pending administrative review of checksheet ✓
NC AS	HUMH 327 – Honors Mythology	Approved 7-0 ✓	UCC understands that this proposal creates a new course
MCC Academic Incubator	DCCL course description modifications; redirection	Approved 8/0 ✓	Pending administrative review: Form E's for all modified courses; current and proposed checksheet; UGPC support
NC AH	Nursing Home Administration	Approved 6-0 ✓	
MCC PHR	PHAR 421 – Infectious Diseases 1 (title: Applied Micro/Infectious Diseases 1)	Held for e-vote	UGPC support; Form F for confirmation of credit hours; checksheet review for PHAR 586
NC ET	Construction Program Course Revisions	Approved 6-0-1 ✓	Pending administrative review: Form C; Form E outcomes/assessment plan ✓
Delete BU	MMBA 665	Approved (e-vote) 7-0	

- IV. The Committee appreciated the uniqueness of the Doctorate in Community College Leadership as this program accepts its third cohort. AP Teahen outlined the revisions in the curriculum that are recommended, primarily as a result of changes in faculty assigned to the IDSL courses. However, we discussed again the threshold for determining when a course modification constituted creation of a 'new course'. (see note on HUMH 327 above) We understand that the DCCL program will be reporting to the Academic Program Review Council after its third year, which will provide a thorough analysis of the program's curriculum.
- V. The Committee thanked Associate Provost Don Flickinger and Mitzi Day (Institutional Research and Testing) for their service.



- VI. The Committee adjourned to August 23, 2012 when they will be invited to participate in a University-wide overview and workshop based on the revisions to the 2012 UCC Manual. Meetings for fall 2012 will be determined as soon as all Committee members' fall schedules are confirmed.