

Minutes

University Curriculum Committee April 7, 2014

- I. Minutes of 3/31/2014 were approved.
- II. Attendance: Alspach (chair), Fadayomi, Karnes, Motz, Piercey, Roach, Zentz
Excused: Boncher, Marion, Dakkuri (ex officio)
Ex Officio: Blake
Administrative Assistant Hadley
Guests: Dean Matthew Adeyanju, Mark Hutchinson (CHP)
- III. Business

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
14-017 MCC ED	Modification to the planned program for elementary education majors	Held	Administrative review Form D: corrected checksheet
14-080 MCC AS	Curric Clean-up: TPC and JTPC Programs, minors and certificates	Approved 7 Support No other votes	✓
14-081 MCC TE	Align Course Enrollment – AUTO 310, 320, and 480	Held	Form E's for each course separately Discussion of concerns about course caps
14-085 NC TE	Create New Course SURE 100	9-0	Send Form B to RSS
14-086 ND HP	Master of Public Health	Approved 7 Support No other votes	Pending supporting Form B from UGPC Administrative clean-up: Form A: change language referring to to BS in Public Health (not BPH) Form F 597: no contact hours; repeatable? Form F 692 and 694: lab contact hours?
14-087 MCC HP	HCSA Pre-requisite Minor Curriculum Clean-up	Approved 7 Support No other votes	✓
14-088 New Certificate HP	Vascular Ultrasound Certificate	Approved 7 Support No other votes	Admissions requirement: who will review? Prerequisite: "admission to certificate program" Lecture/Lab identification? ✓

IV. Discussion

The Committee welcomed Mark Hutchinson from the College of Health Professions, who has agreed to seek the UCC chair from that College upon Steve Karnes' "retirement" from the committee.'

The Committee welcomed Dean Matthew Adeyanju to answer questions about the proposal to create a new degree: Masters in Public Health. A question was raised about the math requirement for admission in this program. Dean Adeyanju affirmed that advanced mathematical skill (beyond MATH 115 level) would not be required for practitioners with the MPH degree. A question was raised about the addition of 12 new courses in this proposal, following the approval of the addition of 12 new courses for the Bachelor of Science in Public Health degree. The Dean affirmed that the PCAF request for three new tenure-line faculty hires and internal reorganization would accommodate the new courses. He reported that a search was underway for the first new faculty hire with Public Health credentials and that he stood ready to teach a course in the area as needed.

The Committee learned that requests for additional information had been received from the Academic Officers of the State of Michigan (aka Presidents Council) for both the Bachelor of Science in Sports Communication and the Bachelor of Science in Public Health. Both proposers had complied with additional information about their proposals, pending review at the semi-annual meeting scheduled for Thursday, April 10, which will be chaired by Provost and Vice President for Academic Affairs Fritz Erickson.

The Committee asked about a proposal (#14-088) that had received Academic Affairs approval without review by the UCC. The proposal was a request from faculty in the College of Business to raise the cap in MGMT 350. Given the discussion about administrative decisions to raise caps in courses against faculty recommendations in two other proposals in the College of Arts and Sciences, the Committee asked for an explanation.

We adjourned to our next meeting scheduled for Monday, April 12, at noon in CSS 302.

Minutes

University Curriculum Committee
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14-085 NC TE	Create New Course SURE 100	9-0	Send Form B to RSS
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The Committee asked about a proposal (#14-088) that had received Academic Affairs approval without review by the UCC. The proposal was a request from faculty in the College of Business to raise the cap in MGMT 350. Given the discussion about administrative decisions to raise caps in courses against faculty recommendations in two other proposals in the College of Arts and Sciences, the Committee asked for an explanation.

We adjourned to our next meeting scheduled for Monday, April 12, at noon in CSS 302.

Minutes

University Curriculum Committee March 31, 2014

- I. Minutes of 3/24/2014 were approved.
- II. Attendance: Alspach (chair), Boncher, Fadayomi, Karnes, Marion, Motz, Piercey, Zentz
Excused: Roach
Ex Officio: Dakkuri, Gramza
Administrative Assistant Hadley
- III. Business

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
14-017 MCC ED	Modification to the planned program for elementary education majors	Held	Still waiting for a revised checksheet
14-062 MCC BU	Accounting – Computerized Accounting Clean-up	Approved 9 support 0 other votes	
14-064 MCC TE	Minor Curriculum Clean-up of Architecture and Sustainability Program	Approved 9 support 0 other votes	
14-065 MCC/NC TE	HVACR Curriculum Modification and Creation of HVAC 321 and HVAC 325	Approved 9 support 0 other votes	
14-080 MCC AS	Curric Clean-up: TPC and JTPC Programs, minors and certificates	Held	Requested materials not available for review
14-081 MCC TE	Align Course Enrollment – AUTO 310, 320, and 480	Held	Response to vote of “no support” Form F required for each course separately
14-082 NC, MCC TE	HVACR On-line Modification and Creation of HVAC 322, 323, 326, and 327	Approved 9 support 0 other votes	
14-083 NC TE	Remove ISYS 422 from Computer Networking Minor	Approved 9 support 0 other votes	
14-084 NC TE	Semester Offering Changes – EEET/ECNS	Approved 9 support 0 other votes	

14-085 NC TE	Create New Course SURE 100	Approved 9 support 0 other votes	Pending receipt of supporting Form B from the Office of Retention and Student Success
14-086 ND HP	Master of Public Health		
14-087 MCC HP	HCSA Pre-requisite Minor Curriculum Clean-up		

IV. Discussion

The Committee apologized to Dean Adeyanju and Prof. Coon that we were not prepared to review the proposal to create a Master of Public Health degree. They were invited to attend the next meeting to answer questions about this proposal.

The Committee observed that several Form A signature pages included the signature of an administrator on lines reserved for faculty committees. The Chair will communicate with the administrator to request that future proposals include faculty members' signature in the appropriate places to verify faculty review of proposals have occurred.

The Committee was briefed on the plan to address two UCC-related issues at the Academic Senate meeting on Tuesday.

We adjourned to Monday, April 7 at noon in CSS 302.

Minutes

University Curriculum Committee March 24, 2014

- I. Minutes of 3/17/2014 were approved.
- II. Attendance: Alspach (chair), Boncher, Fadayomi, Karnes, Marion, Motz, Piercey, Zentz
Excused (with voting): Roach
Absent: Dakkuri (ex officio)
Ex Officio: Gramza
Administrative Assistant Hadley
- III. Business

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
14-017 MCC ED	Modification to the planned program for elementary education majors	Held	Administrative review
14-062 MCC BU	Accounting – Computerized Accounting Clean-up	Held	Form E for ACCT 241
14-064 MCC TE	Minor Curriculum Clean-up of Architecture and Sustainability Program	Held	Form Es for ARCH 285, 361 and 362
14-065 MCC/NC TE	HVACR Curriculum Modification and Creation of HVAC 321 and HVAC 325	Approved 9 Support No other votes	Pending receipt of completed Form E for HVAC 312, 350, 393, 415 and 451
14-070 NC TE	Create New Course GISC 224	Approved 9 Support No other votes	
14-079 MCC PH	PHAR 680: Doctoral Project Cleanup	Approved 9 Support No other votes	Recommended that the College of Pharmacy include review of proposals at the department level before moving to review at the College Curriculum Committee level
14-080 MCC AS	Curric Clean-up: TPC and JTPC programs, minors and certificates	Held	Form Es for ENGL 380, 411, 417, 499 Form Es for JRNL 222, 328, 330

Discussion

The Committee discussed the issue that proposed course caps in seminar courses were being challenged by the Dean in the College of Arts and Sciences. We remembered the BS in Sports Communication proposal which included the note from the Associate Dean explaining the vote of “Support with Concerns” by raising the cap in the Senior Seminar course from 25 to 30. We observed a similar challenge being reflected in the withdrawal of a seminar course from the proposed modification of the Technical and Professional Communication (TPC) program. The representative from Arts and Sciences (Alspach) was encouraged to hold a meeting with the Dean, Associate Dean and College Curriculum Committee chair to discuss the issue.

We adjourned to Monday, March 31 at noon in CSS 302.

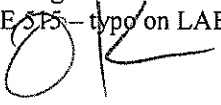
Minutes

University Curriculum Committee March 17, 2014

- I. Minutes of 3/3/2014 were approved.
- II. Attendance: Alspach (chair), Boncher, Fadayomi, Karnes, Marion, Motz, Piercey, Zentz
Excused: Roach
Absent: Dakkuri (ex officio)
Ex Officio: Blake, Gramza
Administrative Assistant Hadley
- III. Business

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
14-017 MCC ED	Modification to the planned program for elementary education majors	Held	Administrative review
14-060 MC AS	Modify MUSI 251 & 271 Lab Hours	Approved 8 Support No other votes	
14-061 NC AS	PSYC 320 Psychology of Interpersonal Relationships	Approved 8 Support No other votes	Pending supportive Form C from FLITE
14-062 MCC BU	Accounting – Computerized Accounting Clean-up	Held	Form E, ACCT 241
14-063 MCC TE	Energy Systems Engineering Minor Curriculum Clean-up	Approved 8 Support No other votes	
14-064 MCC TE	Minor Curriculum Clean-up of Architecture and Sustainability Program	Held	Form A, summary is unclear about intent of changes to courses or checksheet Form B, consult with Physical Sciences Form Es needed for ARCH 285, 361, 362 Form Fs: - ARCH 285, 361, 362: list code letters for sections being changed - ARCH 419: cannot have 1 LEC and 1 LAB for only 1 credit hour

14-065 MCC/NC TE	HVACR Curriculum Modification and Creation of HVAC 321 and HVAC 325	Held	Form Es for all modifications and HVAC 462 Form Fs: - HVAC 321, 325, 461: repeatable needs how many credits or how many times - HVAC 499: LEC/LAB cannot be variable credit - Delete for HVAC 331
14-066 Modify Course TE	AUTO 200 and 250 Realignment	Approved 8 support No other votes	Pending administrative review: Form A: delete AUTO 250 from program and catalog Form F Delete AUTO 250
14-067 Modify TE	PDET 422 Course Description Change	Approved 8 Support No other votes	
14-069 Modify TE	Adding Grade to GISC 282 and GISC 382 Prereq	Approved 8 Support No other votes	
14-070 NC TE	Create New Course GISC 224	Held	Form B: response to concern must be Made by proposer
14-071 MCC TE	Minor Curriculum Clean-up of Architectural Technology Program	Approved 8 Support No other votes	Pending administrative review: Form F, ARCH 119 , needs credit hours Form F, ARCH 250 & 270, list section code letters for changes Form B consult with CONM
14-072 MCC TE	Minor Curriculum Clean-up to SURE Courses	Approved 8 Support No other votes	
14-073 NMinor BU	ISI Minor	Approved 8 Support No other votes	Senate action required
14-074 MCC ED	Advanced Graduate Certificate in CTE Fundamentals	Approved 8 Support No other votes	Pending supporting Form C/FLITE
14-075 MCC ED	Change in grading for EDUC 499 Student Teaching	Approved 8 Support No other votes	
14-076 MCC ED	Minor Modifications to Special Education Program	Approved 8 Support No other votes	Pending supporting Form B/UGPC
14-077 NC ED	New Course – ECTE 610 Grant Writing and Development	Approved 8 Support No other votes	Pending supporting Form C/FLITE

14-078 Certificate ED	Advanced Graduate Certificate in Workforce Development	Approved 8 Support No other votes	Pending supporting Form C/FLITE Form F, ECTE 515 – typo on LAB? 
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IV. Discussion

The Committee discussed the action taken on the floor of the Senate at the March meeting to change the UCC Manual timeline from 10 business days for review to 20 business days for review. The Chair will discuss the implications of this revision with the Senate Executive Committee at their meeting on Thursday, March 27.

We adjourned to our next meeting on Monday, March 24 at noon in CSS 302.

Minutes

University Curriculum Committee March 3, 2014

- I. Minutes of 2/24/2014 were approved.
- II. Attendance: Alspach (chair), Fadayomi, Karnes, Motz, Piercey, Roach, Zentz
Absent: Boncher, Marion, Dakkuri (ex officio)
Ex Officio: Blake, Gramza
Administrative Assistant Hadley
- III. Business

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
14-017 MCC ED	Modification to the planned program for elementary education majors	Held	Form B from Humanities (History)
14-047 Modify Course OP	Change OPTM 537 & 538 to BIOL 537 & 538	Approved 7 support 0 other votes	
14-058 MCC HP	Modifying Prerequisites for NUCM 499	Approved 7 support 0 other votes	Pending administrative review Form D (checksheet)
14-059 MCC HP	Modifying Prerequisites for NURS 440, 441, 442, 443, and NURS 340, 341, 342, 343	Approved 7 support 0 other votes	Pending administrative review Form D (checksheet)

IV. Discussion

The Committee appreciated the light agenda, anticipating one last surge of proposals before the end of the academic year.

College representatives were reminded to work with their College Curriculum Committees to meet the Timeline of 10 business days to review proposals. Some College CCs and the University Graduate and Professional Council (UGPC) schedule only one meeting a month, which can delay proposals from meeting deadlines for the Senate agenda (monthly) and for the board of Trustees and Academic Council of Michigan agenda (bi-annually). It is preferable that new majors and / or major curriculum revisions to existing majors/programs be approved in a timely fashion so that departments can schedule courses appropriately for students and advisors to review before early registration opens for a semester. In most cases, that means that a major proposal should begin the process no later than a year before its implementation date.

The Chair asked the members to review their College's policy on approving course caps. A proposal

from Arts and Sciences was revised by the Dean's office to raise the cap on a Seminar class from 25 to 30 students. We are examining course cap policies at similar institutions for courses identified as "seminar". We would like feedback from across the campus on policies and practices regarding caps, especially related to seminar and capstone courses.

We adjourned to Monday, March 17 at noon in CSS 302 and wished everyone a restful Spring Break.

Minutes

University Curriculum Committee
February 17, 2014

into appw - 8-0

- I. Minutes of 2/10/2014 were not ready for approval.
- II. Attendance: Alspach (chair), Boncher, Fadayomi, Karnes, Marion, Piercey, Roach
Absent/with email votes: Motz
Absent: Zentz; Dakkuri (ex officio)
Ex Officio: Gramza
- III. Business

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
14-017 MCC ED	Modification to the planned program for elementary education majors	Held	Administrative review
14-035 Modify Course AS	Arts 120 to Arts 220	Approved 7 Support 8 0 other votes	With thanks to John Gray, chair of the College of Arts and Sciences Curriculum Committee for completing the consultation
14-046 New Major HP	Bachelor of Science in Public Health	e-vote Approved 9 Support 0 other votes	Noted: Karnes has sent a corrected Form E to Academic Affairs
14-047 Modify Course OP	Change OPTM 537 & 538 to BIOL 537 & 538	Held	Supporting Form B from Biology Form E, BIOL 537 time allocation Form F, needed for both courses; prerequisites? Contact Dean for potential effect on accreditation?
14-048 New Minor TE	Quality Concentration w/in MFGE and Quality Leadership Certificate	Approved 7 Support 1 No Support 0 Concerns	Form B: respond to Welding concerns? Form D: MATH 220 should be 4 credits Suggest making Summary/Rationale more "user friendly" to general audience
14-049 MCC TE	Quality Technology Certificate Revision	Approve 8 Support 0 other votes	With thanks to TE for pursuing old proposals to completion
14-050 New Major AS	Sports Communication Major	e-vote Approve 9 Support 0 other votes	

IV. Discussion

The Committee continues to struggle with how to address concerns raised during the consultation process. Our practice has been to support proposals receiving majority votes from lower faculty units, while acknowledging any votes of “concern” or “no support” by requiring that documentation of a conversation about the concerns has been concluded. We have not established a practice for addressing concerns raised in the Form B consultation process. We continue to look for the best practice for ensuring that all voices have been heard and responded to during the curricular process.

The Committee continues to focus its attention on the merits of a proposal, while acknowledging that other factors like faculty load/assignment might play into a request for a curricular change.

The Committee missed the presence of administrative assistant Paula Hadley and wish her a speedy recovery.

We adjourned to the next scheduled meeting on Monday, Feb. 25 at noon in CSS 302.

Minutes

University Curriculum Committee
February 10, 2014

- I. Minutes of 1/13/2014 were approved 8-0.
- II. Attendance: Alspach (chair), Fadayomi, Karnes, Marion, Motz, Piercey, Roach, Zentz
Absent: Boncher
Ex Officio: Blake, Dakkuri, Gramza
Administrative Assistant Hadley
Guests: Julie Coon, Dean Matthew Adeyanju
- III. Business

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
14-017 MCC ED	Modification to the planned program for elementary education majors	Held	Administrative review
14-020 NC, MCC ED	DAGD-Curriculum Clean-up 2013	Approved 8 support No other votes	
14-035 Modify AS	Arts 120 to Arts 220	Held	Conference scheduled between proposer and College CC chair
14-045 New Major/New Course HP	Lean Healthcare Minor	Approved 8 support No other votes	Pending Administrative Review: Correct "10 credits from major may count towards minor" (p. 9)
14-046 New Major HP	Bachelor of Science in Public Health	Approved (e-vote) 9 support No other votes	Pending Administrative Review: Recommend simplification of checksheet; Create separate advising lists
14-047 Modify Course OP	Change OPTM 537 & 538 to BIOL 537 & 538		
14-048 New Concentration/ New Certificate ET	Quality Concentration w/in MFGE and Quality Leadership Certificate		
14-049 MCC ET	Quality Technology Certificate Revision		

14-050 New Major AS	Sports Communication Major	Approved (e-vote) 9 Support No other votes	
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IV. Discussion

The Chair explained the purpose and function of the meeting prior to the UCC meeting on Mondays. Alspach meets with Elise Gramza and Paul Blake in Paula Hadley's office to review the paperwork for proposals, for accuracy and consistency with UCC Policy and requirements for scribing into Banner in the Records Office. Frequently there are errors on Forms A, E, and F in a proposal that are oversights or misunderstandings about the directions for completing these forms in the UCC Manual that can be easily corrected without returning the proposal to earlier committees for reconsideration. These details are typically captured in the column labeled Senate Action: Concerns/Reasons/Updates on the Minutes and in the messages sent by the Chair to the proposer. UCC has established a practice of voting in support of a proposal, pending Administrative Review to allow for these simple corrections to be made as efficiently as possible to move a proposal on to the next level of approval.

A concern was raised about delays in the curricular process resulting from administrators holding proposals for more than 10 days. It was reported that at least one College Curriculum Committee only meets monthly, which precludes their adherence to the Timetable in the Manual. We agree that faculty committees should be encouraged to address curriculum proposals in accordance with the UCC Manual, including voting on proposals electronically when possible.

We agreed to be clear about the language used in both the Agenda and the Minutes describing proposals. For example, it was made clear that the proposal for the Bachelor of Science in Public Health is a new major or program, not a new "degree". While this proposal promises a follow-up proposal will be forthcoming to establish a Master of Public Health degree, the current proposal before the UCC is a Bachelor of Science degree in Public Health not a "new degree", Bachelor of Public Health.

Given the lateness of the hour, the UCC agreed to complete voting on the Bachelor of Science in Public Health and the Bachelor of Science in Sports Communication electronically (as noted in the Business section of these Minutes.)

The Committee adjourned to the next scheduled meeting on Monday, February 17 at noon in CSS 302.

Minutes

University Curriculum Committee

January 13, 2014

- I. Minutes of 12/2/2013 were approved.
- II. Attendance: Alspach (chair), Boncher, Fadayomi, Karnes, Motz, Piercey, Roach, Zentz
Ex officio: Blake, Gramza
Administrative Assistant Hadley
Absent: Dakkuri, Marion
- III. Business

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
14-017 MCC ED	Modification to the planned program for elementary education majors	Held	Administrative review Reminder will be sent to proposer.
14-020 NC, MCC ED	DAGD-Curriculum Clean-up 2013	Held	Reminder will be sent to proposer.
14-035 Modify AS	Arts 120 to Arts 220	held	Refer to College of Arts and Sciences Curriculum Committee to reconcile "concerns"
14-040 Modify TE	Adding Minimum Grade Requirement to EEET 321 Math Prereq	8 Support (no other votes)	Response to vote of "No Support" has been completed. Proposer was advised to contact the Records Office about "effective term"
14-041 Modify PH	PHAR 461: Data Instrumentation and Analysis	8 Support (no other votes)	Pending support from UGPC and consultation with FLITE
14-042 New Course PH	Leading Change in Healthcare	8 NO Support	Chair will consult with proposer and college curriculum committee chair about options
14-043 Modify PH	PHAR 462 Prerequisite Course Number Correction	8 Support (no other votes)	With thanks for attention to the process to correct a clerical error
14-044 MCC TE	Polymers Materials Minor	8 Support (no other votes)	Requested Form D current and proposed checksheets for clarity

IV. Discussion

The Committee reviewed the work of the fall semester and noted that two proposals were still being held because materials requested had not been received in the Senate office. Members were asked to remind their colleges that, as tedious as the process might seem, every document we require has a purpose in the effort to change entries in Banner, the University Catalog, and ultimately in the assessment process through TracDat.

Major concerns were raised about the proposal to create two new electives in Leadership in the Pharmacy curriculum. Alspach pointed out that upper-level courses in Leadership already exist in the curriculum in Communication (College of Arts and Sciences) and Management (College of Business). Karnes contributed that the College of Health Professions is also considering ways to develop leadership skills in their students. He offered to work with Boncher and Fadayomi to craft a “generic” Leadership in the Health Industry course that could be cross-listed for use by all three Colleges in the Health “corridor”. We recommend consultation and collaboration with all faculty members with expertise in Leadership training on the design and implementation of this course.

For the record, there is another constituency that should be consulted in this area: the Center for Leadership, Activities, and Career Services (CLACS). Staff under the direction of Angela Roman regularly present programs and bring specialists to campus to help Ferris students develop Leadership skills.

Following this meeting, action was taken on the UCC proposal to modify the UCC Policy at the Academic Senate. The motion to modify Section 3.2.2.7 regarding overlap between major and minor was amended on the floor and passed by the Senate as follows:

A maximum of **the larger of** 1/3 of the credits **or 7 credits** in a minor may overlap with the student’s major.

This modification follows the request from the Math program to permit 7 credits to apply to the Computer Science minor in their recent curriculum revision.

We adjourned to our next scheduled meeting on **Monday, January 27** at noon in CSS 302.

Minutes

University Curriculum Committee

December 2, 2013

- I. Minutes of 11/11/2013 were approved.
- II. Attendance: Alspach (chair), Boncher, Fadayomi, Karnes, Marion, Motz, Piercey, Zentz
Excused: Roach
Ex Officio: Blake, Gramza, Dakkuri
- III. Business

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
14-010 ED MCC	Change wording in course description from Lab to Field Experience for EDCD 110, 111, 160, 210, 211 and 420	E-vote 12/6 7 Support	
14-017 MCC ED	Modification to the planned program for elementary education majors	Held	Administrative review
14-018 NC ED	International Education – Undergraduate	Withdrawn	
14-020 NC, MCC ED	DAGD-Curriculum Clean-up 2013	Held	Forms A and F: course title corrections Form D: checksheets need all prerequisites listed, including “C” or better Form E’s required for all courses listed DAGD 255, 300, 355: new courses? -Threshold for entry for 300+ courses? (prerequisites required)
14-021 ND MCC ED	Planned Program for Elementary Social Studies Major	E-vote 11/18 7 Support	
14-023 MCC BU	Computer Information Technology – Terms Clean-up	E-vote 12/6 8 Support	

14-030 MCC HP	Modifying Prereqs for HCSA 310	E-vote 12/6 6 Support	
14-034 Redirection AS	Revision of Applied Mathematics Program	8 Support 0 (other votes)	
14-035 Modify AS	Arts 120 to Arts 220	held	Refer to College of Arts and Sciences Curriculum Committee to reconcile "concerns"
14-036 Modify ET	Add'l Math Prereqs to MECH 250	8 Support 0 (other votes)	
14-037 Modify ET	Add Add'l Math Prereqs to EEET 201	8 Support 0 (other votes)	
14-038 Modify ET	Adding Prereq to ECNS 414 and ECNS 424	8 Support 0 (other votes)	
14-039 Modify HP	Core Curriculum Health Sciences & CHP Course Revisions	8 Support 0 (other votes)	

IV. Discussion

The Committee resolved to pursue the goal of requiring Form E's for all proposals including modifications of courses to encourage programs to review and update if necessary the Outcomes/Assessment Plans for courses so that information can be verified in TracDat. However, we agreed that we would not hold a proposal with a minor modification (e.g. term offered) for Form E. This decision freed several proposals for e-votes as noted above.

We learned, on further investigation, that the preferred strategy for entering data on Form F is to limit the Course Description to the content of the course. Then, whatever information is entered on the Terms Offered ("q") line and Prerequisites ("m") line will be automatically added to the Course Description in the Registrar's Office. This strategy suggests a change in the UCC Manual from the current advice to enter all possible Terms in section "q" and then indicate when the course is "typically offered" in the content of the Course Description.

We noted that approval of the proposal to Revise the Applied Mathematics program has a policy implication that will need to be brought to the full Senate. The policy currently limits overlap between a major and minor to 6 credit hours. The new Actuarial Math BS program offers a natural extension to a Computer Science minor if 7 credit hours can be cross-applied. We will recommend that amendment to the UCC Policy to the Senate Executive Committee for the next available Senate agenda.

We continue to collect items for revision in the UCC Manual. These items will come to the UCC for discussion as needed so that a revision of the Manual can be completed before the end of the 2013-2014 academic year.

1. Adding a line to specify Maximum Course Enrollment by LECture and by LABoratory on Form F
2. Adding Concentrations with fewer than 3 new courses to Group II in the Table (see page 15 in Appendix B)

The Committee adjourned for the semester to our next scheduled meeting on Monday, January 13 at noon in CSS 302.

Minutes

University Curriculum Committee

CSS 301

November 4, 2013

- I. Minutes of 10/28/2013 were approved.
- II. Attendance: Alspach (chair), Boncher, Fadayomi, Karnes, Marion, Motz, Piercey, Zentz
Excused: Roach
Ex Officio and Guests: Blake, Gramza; Kirk Weller, Jim Powell, Jim Woolen, Greg Goglin, Doug Blakemore, Jerry Emerick, Hwee-Joo Kam
- III. Business

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
14-008 BU MCC	Five Year Bachelors and Masters in ISI	Held	Moved (8-0) to return to the College of Business Curriculum Committee to reconcile "support with concerns" vote
14-010 ED MCC	Change wording in course description from Lab to Field Experience for EDCD 110, 111, 160, 210, 211 and 420	Held	Awaiting administrative corrections on paperwork
14-012 BU MCC, Certificate	ISI Curriculum Revision 2013	Held	Pending review of communication concerning "concerns" between the Department Curriculum Committee and the College of Business Curriculum Committee
14-016 ND ED	Associates of Science Degree (Pre-) Digital Media	Held	Form B: consult with AFIS deadline passed Form D Checksheet: including - admission criteria - program outcomes and assessment Effective date; proposal for a new degree requires support from Academic Senate, President's Council, Board of Trustees, and Academic Council (MI)
14-017 MCC ED	Modification to the planned program for elementary education majors	Held	Form D Checksheet confusion - reversed labels (current and proposed) on Math Minor - check correct MATH course numbers Concern about 150 credit hours for a Bachelor's degree

14-018 NC ED	International Education – Undergraduate	Held	Form F: - Variable credit for LEC/LAB needs clarification for section creation and reporting for Institutional Research - Prerequisite: “Level II admission” may appear in Course Description, but it can not be loaded in Banner to prevent registration - Effective term for Summer 2014?
14-020 NC, MCC ED	DAGD-Curriculum Clean-up 2013	Held	Forms A and F: course title corrections Form D: checksheets need all prerequisites listed, including “C” or better Form E’s required for all courses listed DAGD 255, 300, 355: new courses? -Threshold for entry for 300+ courses? (prerequisites required)
14-021 MCC ED	Planned Program for Elementary Social Studies Major	Held	Form A: clearer and more complete (for a lay reader) explanation of changes to checksheet
14-023 MCC BU	Computer Information Technology – Terms Clean-up	Held	Form E’s required for all courses listed
14-024 MCC AS	Communication Program Clean-up		
14-025 ND HP	Concentration in Long Term Care Administration		
14-026 Modify Course DCCL	Change IDSL 898 maximum credit range from 3 to 4		
14-027 MCC, Redirection AS	Revision of Secondary Mathematics Major (MAED) and Secondary Education Math Minor (MIN)		

IV. Discussion

The Committee welcomed initiators for two proposals. We received a brief highlight of each proposal and exchanged questions with the initiators. However no action was taken on any proposals at this meeting.

We discussed at length our concerns about this Committee’s role as “curriculum gatekeeper.” We noted that the current process is primarily unidirectional: in particular, when a proposal is revised to respond to a concern along the track, there is no mechanism for reporting the revision

back to the bodies earlier in the process. We agreed that this concern should be addressed in the Manual so that all changes in a proposal are transparent to all vested parties.

We also debated whether our role is primarily mechanical, making sure that paperwork is filed accurately; or whether it should expand as appropriate to consider wider policy issues related to the University curriculum. We have not resolved this issue.

The Committee adjourned to its next meeting on Monday, Nov. 11 at noon in CSS 302.

Minutes

University Curriculum Committee
CSS 302
October 7, 2013

- I. Minutes of 9/30/2013 were approved (8-0).
- II. Attendance: Alspach (chair), Boncher, Fadayomi, Karnes, Marion, Motz, Piercey, Zentz
Excused: Roach
Ex Officio: Blake, Gramza, Dakkuri
Administrative Assistant/Academic Senate: Hadley
- III. Business

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
14-008 BU New Degree	Five Year Bachelors and Masters in ISI	Held	Awaiting UGPC response
14-009 BU New Course	MGMT 491 – Internship Course Description Change	8: Support 0: Support with concerns 0: No Support 0: Abstain	
14-010 EHS MCC	Change wording in course description from Lab to Field Experience for EDCD 110, 111, 160, 210, 211 and 420	Held	Awaiting administrative corrections on paperwork
14-011 BU Delete designation	Removes PMIM enrollment designation effective 201408	8: Support 0: Support with concerns 0: No Support 0: Abstain	
14-012 BU MCC, Certificate	ISI Curriculum Revision 2013	Held	A: stronger rationale for violating the Business “Core”; conversation with Associate Provost, Dean and College of Business Curriculum Committee representative

IV. Discussion

The Committee reviewed the motion from UCC to support the Doctorate in Community College Leadership (DCCL) that was passed at the December 8, 2009 Academic Senate meeting. The motion included a proviso that the new program must complete the Academic Program Review process at the end of the first cohort class, roughly three years from launch. We will inquire whether the DCCL is on the agenda for the APR Council in this cycle, as the first cohort class has matriculated.

The Committee discussed the procedural anomaly of presenting a proposal to the Academic Senate before all signatories had completed review. The case was the Masters of Social Work (MSW) proposal which was approved by UCC and forwarded for support to the Academic Senate at the October Senate meeting, prior to support from the University Graduate and Professional Council (UGPC). Chair Alspach explained that the UGPC had not convened in September but intended to review the proposal at their Oct. 8 meeting. The Academic Senate meeting for October preceded the UGPC meeting (Oct.1). The proposal was forwarded with the intent to move for the Academic Senate to support it, provided that UGPC supported it, with reporting after three years. However, the motion was brought to the Academic Senate without those provisos and passed, with little discussion. At their October 8 meeting, the UGPC supported the MSW proposal with recommendations for revision.

The UCC recognizes the importance of timing for a major proposal like the MSW proposal, which includes significant resources allocation, including hiring three tenure-line faculty before implementation in fall 2014. We acted in good faith that the MSW initiator would comply with requests from UCC and UGPC to make this proposal acceptable to the Academic Affairs office. The MSW initiator continues to provide requested materials.

The UCC struggled with irregularities in the proposals from the ISI program (COB). Concern was raised with the split in the vote of support from the AFIS Department with no accompanying reconciliation at the College of Business Curriculum Committee level, where a unanimous vote of support was reported. The UCC continues to investigate the procedures followed by the College of Business Curriculum Committee regarding the proposals to create a Five Year Bachelor's degree and Master's degree in ISI. The ISI Curriculum Revision is implicated in this review. We also await the report on Form B from the UGPC on the Masters in ISI.

The UCC received the Policy for Developing Graduate Programs from the University Graduate and Professional Council (UGPC). We will explore ways to integrate this policy into the UCC Manual, for consistency in the curriculum design and approval process.

The Committee adjourned to our next scheduled meeting on October 14, 2013 at noon in CSS 302, pending the receipt of new proposals.

Minutes

University Curriculum Committee
September 16, 2013

- I. Minutes of 09/09/13 were approved.
- II. Attendance: Alspach (chair), Boncher, Fadayomi, Karnes, Motz, Zentz
Excused: Marion, Roach
Ex officio: Blake, Dakkuri, Gramza
Guests: Dan Tuuri, Wendy Samuels
- III. Business

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
14-004 BU MCC, New Course	Create CITS 370 Revise CITS BS and Minor	3 Support 4 Support with Concerns 0 No support	Concerns must be sent to P. Hadley by Sept. 23
14-006 AS New Degree	Master of Social Work	Held	B: UGPC Minor administrative changes

IV. Discussion

The Committee appreciated the opportunity to listen to initiators Tuuri and Samuels overview their proposals and to ask questions.

The Committee discussed the requirement for the CITS BS that a student demonstrate participation in an association related to the degree field. Some members are concerned that this requirement poses a financial liability that might be problematic for some students. Some members are concerned with the mechanism for assessing the “participation” of the student. Some members are concerned that this co-curricular requirement falls outside of the purview of the UCC. Prof. Tuuri indicated that this young program has not experienced difficulties with this requirement yet, and he is prepared to address our concerns when the program goes under review in the next APR cycle.

The Committee discussed the accrediting body’s requirement that a Master of Social Work degree be supported with an appropriate number of faculty dedicated to the program. We

appreciated the arguments articulated in the PCAF and agreed to by Administration that appropriate additions will be made to the faculty to support accreditation after the three year probationary period. We learned that this proposal responds to demand from graduates of the BSW program and that an appropriate cohort of students is probable for the first two years of the program. We must, however, wait for support from the University Graduate and Professional Council before approving this proposal.

The Committee adjourned to our next scheduled meeting on Monday, Sept. 23 at noon in CSS 302, as needed.

Minutes

University Curriculum Committee September 9, 2013

- I. Minutes of 05/01/2013 were approved
- II. Attendance: Alspach (chair), Boncher, Fadayomi, Karnes, Marion, Motz
Excused: Roach, Zentz
Ex officio: Blake, Gramza
Absent: Dakkuri
Guests: Kent Sun and Kirk Weller
Senate Administrative Assistant: Hadley
- III. Business

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
14-003 AS Delete Prgm	Elimination of Mathematics BA	8 Support 0 Concerns 0 No Support	Program Coordinator Sun will monitor the completion of the degree by the student actively enrolled and consult with the prospective student about other Math degree options.

IV. Discussion

Following our tradition when proposal representatives attend the meeting, the orders of the day were suspended to address a proposal as our first order of business. The Committee appreciated the conversation with Kent Sun, program coordinator for Math, and Kirk Well, Math Department head, as we discussed the ramifications of closing the BA in Math degree. The discussion prompted a review of the history of the BA degree in Arts and Sciences.

The Committee welcomed David Marion as the representative from the College of Business. We noted the difficulty in scheduling our regular weekly meetings around faculty academic schedules. For example, this fall we are meeting on Mondays so that Kemi Fadayomi can participate; however, Chrystal Roach's schedule was changed over the summer so that she has a class conflict on Mondays. We appreciate committee members' diligence in reviewing proposals and sending e-votes or concerns prior to the meeting. The vote reflected on the business of the day includes two e-votes from excused members.

The Committee asked Sen. Marion, who is Vice President of the Senate and responsible for committee assignments, to pursue the appointment of UCC representatives from RSS and EIO, or to solicit volunteers to serve in those seats.

The Committee agreed to follow the policy of replying in writing within one week when they cast a vote of "Support with Concern" or "No Support". This documentation is required by Academic Affairs for any such votes coming through the curriculum process: at the Area, Department and College levels.

The Committee learned that the proposal to add the requirement that "25% of the credits in a Certificate must be Ferris credits" was defeated at the September meeting of the Academic Senate. No substantive changes have been made to UCC policy since last year. An adjustment in the UCC Manual was made last spring to create a "generic" Form E for all course additions or modifications. This adjustment was

explained at the Workshop held the week before classes, which was attended by over 30 administrators, faculty and staff. We are monitoring how this form works to capture the critical elements of courses for review by faculty assigned to teach them and for assessment purposes.

We adjourned to the next regularly scheduled meeting on Monday, Sept. 16 at noon in CSS 201.

Minutes

University Curriculum Committee

CSS 302

September 30, 2013

- I. Minutes of 09/16/13 were approved.
- II. Attendance: Alspach (chair), Boncher, Fadayomi, Karnes, Motz, Marion, Zentz
Excused: Roach
Ex officio: Blake, Gramza, Dakkuri
Academic Senate Secretary Hadley
- III. Business

Proposal Number	Title	Action/Votes	Senate Action / Concerns/Reasons/Updates
14-008 BU New Degree	5 year Bachelor's and Master's in ISI	Held	B - UGPC D – number of credits required for a Master's degree; admission criteria for Master's degree
14-009 BU Modify Course	MGMT 491-Internship Change course description	Held	D – checksheets listed on Form A E
14-010 ED MCC	Change course description from Lab to Field Experience for EDUC 110, 111, 160, 210, 211, 420	Held	E – complete current information for courses as well as requested revision; revise Time Allocation for EDUC 420 to account for additional 15 contact hours

IV. Discussion

The Committee asked Academic Affairs for a protocol for “reporting after three years” for the Doctorate in Community College Leadership (DCCL). We will research to confirm that the motion to support this program included that stipulation and identify the appropriate procedure for completing that mandate. We are also interested in learning if a faculty program coordinator and a college association has been identified for this program.

We plan to include two stipulations in the proposal for the Master's in Social Work (MSW) when it is moved to the floor at the Academic Senate meeting on Tuesday: first, that the consultation with University Graduate and Professional Council (UGPC) is supportive; and second, that the program submits a report after three years.

The Committee learned that the proposal for minor course modifications from CITS, that was approved with four votes of “Support with Concerns” regarding language on the program checksheet, has been discussed in Academic Affairs. Initiator has agreed to revise the language

of concern.

After consultation with the UGPC, the Committee learned that their policy regarding graduate degrees is that a Master's degree must include a minimum of 30 credits of work earned post-baccalaureate. We will discuss whether this policy should be included in the UCC Manual. Meanwhile, we are awaiting the report of UGPC from their scheduled October 8 meeting regarding the proposed 5 year Bachelor's and Master's in ISI and the requested information from the initiator before taking action on this proposal.

The Committee discussed the semantic distinction between a "lab" experience and a "field" experience, relative to the proposal from the School of Education. We learned that their requirement for students to complete work off-site without direct faculty supervision is appropriately monitored by their accrediting body. The distinction between "lab" and "practicum" was also clarified, as it directs the Records Office to account for student contact hours in the case of "lab" but tasks the instructor of a "practicum" with accounting for appropriate student contact hours. This situation occurs most frequently in Internships which are classified as "practicum" in the Banner system.

We adjourned to our next scheduled meeting on Oct. 7 at noon in CSS 302.