

ANNUAL REPORT

University Standing Committee: University Courses and Curricula Committee

Academic Year Covered by Report: 2015-2016

Date Report Submitted:

Report Submitted by: Dr. Scott Despain

Number of Times Committee Met: 15 out of 17 Scheduled Meeting Times

Link to Minutes: [2015-16 UCCC Meeting Minutes](#)

SUMMARY OF DISCUSSION ITEMS/ACTIVITIES OF COMMITTEE

The following tables reflect actions taken by the University Courses and Curricula Committee in the 2015-16 year.

The University Courses and Curricula Committee (UCCC) met fifteen (15) times for 1-2 hours per session during the 2015-016 academic year. The committee had appropriate representation to carry out its charge with 22 voting members that included:

- 1 member from each College and 2 from the largest colleges (CALC, CHASS, COE, COS).
- 1 member each representing Student Affairs, DELTA, University Libraries, and Faculty Senate.
- 3 student members representing the Student Senate, Undergraduate, and Graduate levels

The membership and its quorum (minimum of 11 voting members) worked diligently each meeting period. In the 2015-16 academic year, a total of 581 individual and combined actions were considered and processed. **Table 1.1** indicates a breakdown of these actions.

Table 1.1

ACTION	UCCC 2015- 2016
New Courses	104
Revised Courses	169
Dropped Courses	137
Dual Degrees Created	5
New Degrees	1
New Minors	2
New Concentrations	4
New Honors Programs	1
Revised Curricula	149
Discontinued Curricula	6
New Course Prefixes	3

Other business included:

- The movement of all course actions through CourseLeaf's Course Inventory Management System (CIM).
- The creation and use of the Minor Edits form in CIM in 2016 Spring to enable review of minor course actions.
- The addition of electronic vote and Google hangouts was introduced so that members not present physically could weigh in, vote, and ask questions electronically.
- Confirming that the creation of the graduate version of an existing undergraduate course may possibly change the undergraduate offering as previously approved, thereby making it necessary for the proposed action to be reviewed and approved by UCCC.
- UCCC endorsed recommendations for subcommittees to include the following:
 - Service Learning Subcommittee

Two subcommittees met during the Summer, Fall, and Spring terms of the 2015-2016 academic year.

Table 1.2 outlines their charters and summarizes their recommendations/responses.

Table 1.2

Service Learning Subcommittee	Subcommittee Charge	<ul style="list-style-type: none"> - Establish criteria in determining if a course meets Service Learning designation - Evaluate the Service Learning course list provided by Task Force - Discuss implementation, including course and transcript designation.
	Number of Meetings	5
	Notes	<ul style="list-style-type: none"> - Subcommittee evaluated the course list provided by the task force and marked the courses that would receive the service learning attribute - The attribute will appear on a student's transcript - The process for service learning consideration will include the initiator's use of the google form.
Attendance Policy Subcommittee	Subcommittee Charge	<ul style="list-style-type: none"> - Review the attendance policy regulation - Consider ramifications of adverse weather delays or cancellations especially for courses which require the physical presence of instructors and students
	Number of Meetings	6
	Notes	<ul style="list-style-type: none"> - Committee discussed the possibility of built-in "snow days," especially during the Spring term

SUMMARY OF DISCUSSION ITEMS AND RECOMMENDATIONS:

- **Appoint a subcommittee to determine the feasibility making the syllabus and/or syllabus information available**
 - A member brought forward a request from the Student Senate that syllabi (or more course information such as dates and expectations) be made easily available to student prior to or during student registration. This may take a form similar to the course details page on a DELTA course. The committee supported the appointment of a subcommittee to examine the subject to include representatives of the colleges, the student senate, and registration and records.

- **Role of Administrative Office (OUCC & AS) alongside faculty governance in committees**
 - DASA, the committee Chairs, and the Academic Policy Committee discussed the roles of the Office of Undergraduate Courses and Curricula and Academic Standards and the Council on Undergraduate Education.
 - They agreed that the structure of the two committees made up of faculty and facilitated by an administrative office like OUCC & AS is a common one among higher education institutions.
 - Faculty on the committees maintain ownership of the courses and curricula - OUCC & AS facilitates the process.
 - The APC agrees on the importance of a continuity of membership between CUE and the College Curriculum Committees to facilitate smooth and efficient processing of courses and curricula.

- **Recommendation: delay changing committee structure but review member qualifications.**
 - DASA, the committee Chairs, and the Academic Policy discussed the roles, charges, and work of the CUE and UCCC committees.
 - The roles and charges of UCCC and CUE are different. The two committees may be combined in the future but due to the backlog of work for CUE at this time (regarding GEP review from 2009), **combining the two committees is not feasible at this time.**
 - **The Chairs of UCCC and CUE recommended characteristics of the ideal UCCC/CUE member to APC as:**
 - Experienced with course and curricular actions in their college
 - A member (voting or regular guest) of their college courses and curricula committee
 - Able and willing to commit to committee-related work for 3-5 hours a week
 - Experienced in building consensus
 - **Are nominated by their college or that above experiences serve as a requirement of placement on the committee**