

UCCC Minutes 1.28.2015
Room-Talley Student Center 3285
Call to Order: 12:31pm

ATTENDANCE

Members Present (Quorum Present: 15) Chair Elect Scott Despain, Amanda Beller, David Berube, Betty Black, Gene Brothers, Debbie Currie, Charles Hardin, Tom Koch, Helen Kraus, Andy Nowel, Hatice Ozturk, David Parish, Kathleen Rieder, Rebecca Swanson, Robert Warren

Ex-Officio Members Present: Charles Clift, Catherine Freeman, Barbara Kirby

Members Absent: David Auerbach (E), Alton Banks, Joseph Gilliam, Michael Helms, Helmut Hergeth, Peter Hessling, Brittany Mastrangelo (E), Farzad Rezaei

Guests Present: Angkana Bode (Staff Senate Representative-*Design and Construction Services Directory*), Ivey Jae Carroll (Student Senate Representative-*Parks, Recreation and Tourism Management*), Bhupender Gupta (*Textile Engineering Chemistry and Science*), Beth Overman (*Graduate School*), Mohan Ramaswamy (*Research & Graduate Services*)

WELCOME and INTRODUCTIONS

Remarks from Chair Elect, Scott Despain:

Chair Elect Scott Despain welcomed the committee to the 1.28.2015 UCCC Meeting in Talley Student Center 3285.

Remarks from Associate Vice Provost Academic Programs, Barbara Kirby:

Dr. Kirby announced to the committee that the [Course Inventory Management \(CIM\) program](#) has been rolled out to campus. She thanked Catherine Freeman, Kasey Harris, and Gina Neugebauer for their hard work. Dr. Kirby also thanked members that attended the CIM training held on 1.22.2015 and 1.23.2015. She asked that member notify OUCC if they run into any issues.

CONSENT AGENDA

➤ Approval of the Minutes from December 10, 2014

A motion was made and seconded to approve the Minutes as presented. Without discussion, the motion was **APPROVED** unanimously.

NEW BUSINESS

- GPH 425 Global Health and Physiology- APPROVED unanimously with friendly suggestion.
Discussion: Robert Warren moved; David Parish seconded. The presenter introduced Dr. Beth Overman (*Graduate School*) to answer any questions or concerns related to the course. One member observed that many students are not able to make through the Study Abroad application, because they do not meet the Study Abroad Department's GPA requirements. She explained that Study Abroad usually has a higher standard, with a C or more to be able to participate in Study Abroad through NCSU. Dr. Overman explained that she thought it was 2.0, but she would check with Study Abroad to confirm. She explained that so far students applying have met the minimum for the course and Study Abroad. Dr. Kirby noted that the minimum would not be a C- as student organization are not supposed to be below 2.5 GPA for officers. She noted that 2.0 most likely. One UCCC member

asked for more information on the reflective writing. She noted that it has been included on recent course actions. Dr. Overman explained that the reflection writing for this course is based on the [DEAL model](#), centered on course readings. The member asked if students would need vaccinations to participate in the course. Dr. Overman noted that they do, and that this is handled through the Travel Center in Student Health Services. The member noted that this might need to be included in the catalog description. Dr. Kirby explained that this is part of the Study Abroad requirements, but couldn't hurt to provide the information twice. With friendly suggestions to add the health vaccinations for the course, the action was **APPROVED** unanimously.

FW 445 Human Dimensions of Conservation Biology in the Bahamas – **TABLED** unanimously.

Discussion: Gene Brothers moved; David Parish seconded. One member noted that he believed that the following learning outcome was a bit of an overreach: *Communicate their work in a professional manner with oral presentation and interactive discussions with diverse groups (e.g., classmates, K-12 Bahamian students, professional Bahamian partners)*. He also noted that there were no readings for the course. Additionally, he suggested that the participation with a field journal may need further clarification. He asked how one qualifies the types of writing? A member suggested that the course may want to move up the training in the course, before students start interviewing. Chair Elect Despain noted that there is no co-requisite mentioned, but it is enforced. Dr. Kirby explained that the course is a type of course, made up of face-to-face and research, and the course has been working with the Study Abroad Office. She noted that it follows a set up similar to the Spring Break/short break trips, that have instruction before the trip; participate in the international trip, and when they return to NCSU there is a debriefing. Dr. Kirby believed that the course was following this model, but was not sure if the correct boxes were selected. She asked if the course accounts for all of the credit hours and contact hours. The presenter explained that the lecture components and fieldwork components have been added to create 3 hours. One member asked for confirmation that the course was a 10 week course. This was confirmed. Dr. Kirby noted that everyone who creates trips does something different. She noted that those involved in this process have been wrestling with this issue for the past five years. Dr. Kirby noted that perhaps UCCC could set up parameters to help with the process. She explained that she has no doubt that the course uses the hours allotted as she has participated in one of the trips. One member suggested that the restrictive statement could be included in the catalog description. He noted that the wording mentioned that students would need to be responsible for 'some' of their own transportation and this may vary year by year with information on the Study Abroad site for each trip. Another member noted that there may be hurricanes in the Bahamas during the summer. He asked what contingencies have been set up if something unforeseen does occur. {A member asked to provide a clarification to his statement that he meant the following statement: *The member noted that there may be hurricanes in the Bahamas during the summer and inquired about how the academic content would be delivered/supplemented in such a way as to merit the academic credit if rescheduling of the trip would not be practical due to damage or other infrastructure concerns as a result. This was requested at the 2.11.2015 UCCC meeting.*} The presenter explained that this was not discussed at his CC meeting, but he will talk to the college. A motion was made to **TABLE** for the following reasons: readings to be included, participation grade details, clarification on contact and credit hours, additional information on transportation statement, clarification on the restrictive statement. A friendly suggestion was made to review the student learning objective. Without any further discussion, the action was **TABLED** unanimously.

- Environmental Design in Architecture (12EDAB) - **APPROVED** unanimously without discussion. *Discussion:* KR moved; DP seconded. Without any discussion, the action was **APPROVED** unanimously.
- Animal Science-Veterinary Bioscience (11ANSCB-11ANSCVET) - **APPROVED** unanimously without discussion.

Discussion: CH moved; DP seconded. Without any discussion, the action was **APPROVED** unanimously.

ANNOUNCEMENTS and DISCUSSION

The Service Learning Task Force Presentation was presented by Angkana Bode (Staff Senate Representative-*Design and Construction Services Directory*), Ivey Jae Carroll (Student Senate Representative-*Parks, Recreation and Tourism Management*), Bhupender Gupta (*Textile Engineering Chemistry and Science*), and Mohan Ramaswamy (*Research & Graduate Services*).

Ms. Ivey Carroll explained the student perspective in regards to a need for Service Learning courses. She explained her background, as a full time student in the College of Natural Resources with a job in her field, paying for school on her own. Ms. Carroll noted that she has peers that do not have work experience that relates to their major. She emphasized this would help NCSU students if employers could see the fieldwork and work experience demonstrated on their transcript. Currently, Ms. Carroll has had courses that have elements of Service Learning. Dr. Mohan Ramaswamy explained the historical context behind the Service Learning Task Force. He noted that the university has been formally looking at this with a Provost-charged committee. The goal was to develop criteria for existing courses that can be recognized and classified as Service Learning. Dr. Ramaswamy asked the UCCC to develop criteria to determine if a course should be considered Service Learning. His hope is that Service Learning would then be implemented. The Task Force emphasized that Service Learning should require a minimum of five hours reserve to serve the community, with a formula of 3 credit hours equaling 15 hours of service.

Ms. Angkana Bode noted Service Learning could engage one hundred staff and offices throughout the state with contributing and partnering in this program. One hundred counties will start reaping benefits from this. One central feature of Service Learning courses is that the service strongly relates to the academic content of the course. So far sixty five courses have been identified. As of 2012, approximately 31 departments offer civically engaged courses, spanning eight colleges. Service Learning would operate as a project designed collaboratively by the faculty member and community partners which leads to benefits for the student, NCSU, and the community partner.

Task Force Emphasized that Service Learning is not:
Paid/unpaid internship
Episodic volunteer program
An add on to existing school or college curriculum
A way to accrue a set number of community service hours for graduation
Compensatory service assigned as a form of punishment by the course or by school administrators
One sided relationship: Benefitting only students.

Recommendations from Service Learning Task Force
Involve UCCC/CUE help with approving new courses
Include sitting chair from Task Force Andrew Behnke
Create a new field on the Course Action Form/CIM
Search term/suffix for course catalog
Create designation for transcript
UCCC Task Force on Service Learning to develop plan

Work on a pilot with 1-2 colleges
Anticipated roll out of Fall 2016
Roll out a potential GEP Requirement for undergraduate students.

Dr. Gupta noted that NCSU, as a land grant university, sees every student coming into the university as a potential leader regardless of GPA. To goal is to optimize growth and leadership, and Service Learning provides more than one way for a student to excel. The Task Force hopes that NCSU every student will have at least one Service Learning experience, with enough courses distributed among the departments. He noted that two colleges, College of Textiles and Poole College of Management, do not have Service Learning courses. Dr. Gupta emphasized that land grant universities should have students engaging with business, communities, and institutions. He noted that there will be long and short term returns. Catherine Freeman noted that 65 courses have been recognized. These courses would be brought forward to the committee to see if they meet the criteria for a Service Learning attribute. Additionally, courses could add the Service Learning attribute. Dr. Kirby explained to the committee that the university is committed to the [Carnegie definition](#). If the committee starts discussing possible GEP requirements, this would then be turned over to CUE for review. If a Service Learning attribute is assigned, this would allow for students to be able to search for a Service Learning course. One member noted that her college requires a Study Abroad experience from every student for graduation. She noted that sometimes students cannot do Study Abroad, but could possibly do Service Learning. Study Abroad courses require a significant amount of work to be created, and the same would be expected of a Service Learning course.

Dr. Kirby noted that a Study Abroad course could also have Service Learning components. She gave an example where students help tag tigers in India. Ms. Carroll noted that since she works and is paying for her own tuition, she is unable to participate in Study Abroad. She would need to pay for the experience herself, and it is too much out of her own packet. She knows that many of her peers are in the same position, and that having Service Learning as an experience will help boost their resumes. A member of the committee noted that for pre-dental and pre-health students, there is a requirement of 200-300 hours of volunteer service with no credit given. It helps with their CV's, but the issue is that the students have no formalized courses. This volunteer service incorporates hard work and learning, and can block them from participating in other activities. Dr. Kirby noted that there is a lot of discussion currently occurring regarding this, from the University Strategic Plan to the DASA Strategic Plan, which asks the questions: What is academic? What is co-curricular? She noted that Service Learning is a nice blend of this, with a co-curricular experience, but imbedded with learning outcomes in academic settings. Dr. Kirby pointed to Dr. Anita Flick's courses as a great example of this. A member explained for a student to do research in his department, a student would be required to participate for 3-4 years, which is helpful or training but there is no accreditation or paycheck. It is completely volunteer work.

Chair Elect Despain noted that there will be an opportunity to volunteer for this subcommittee. Dr. Kirby noted that the OUCC will be sending out notification concerning all of UCCC's pending subcommittees. She explained that the Provost has a major interest in a Service Learning subcommittee. Dr. Kirby noted that the Service Learning Task Force Report will be posted to the UCCC website. She also emphasized that this subcommittee would need Registration and Records representation. Charles Clift, from Registration and Records, noted that there has been discussion regarding how it would be represented on the transcript. His office is waiting for Service Learning to be formalized.

CourseLeaf Implementation Update presented by Catherine Freeman

Catherine Freeman gave an overview of the new Course Inventory Management (CIM) form. She explained to the committee that it is a joint effort for graduate and undergraduate course submissions. Catherine Freeman showed members the help bubbles located on the form and links on the [OUCC site](#) with more detailed instructions for course submission. She emphasized the *Save*

Save Changes

Changes button to assist with multiple entries and collaboration. Catherine Freeman also outlined the *Approval Pages* and the course workflow. She noted that she will be sending out an email to colleges and departments requesting their review of their workflow in CIM. Dr. Kirby emphasized that members on the committee will be representatives for the form; what they hear from their colleagues will be beneficial in making CIM efficient and user-friendly.

Announcements

Chair Elect Despain reminded committee members of the Faculty Survey. He encouraged members to fill out the survey if they have any interest in serving on UCCC, CUE, or other committees. Chair Elect Despain noted that if a faculty member does not fill out the survey, they cannot be appointed to a committee.

Meeting adjourned at 1:56pm.

Respectfully submitted by Gina Neugebauer