

UCCC Minutes 11.19.2014
Room-Witherspoon Center 201
Call to Order: 12:35pm

ATTENDANCE

Members Present (Quorum Present: 12) Chair Auerbach, Alton Banks, Betty Black, Gene Brothers, Scott Despain, Peter Hessling, Tom Koch, Hatice Ozturk, David Parish, Kathleen Rieder, Rebecca Swanson, Robert Warren

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

Recurring Guests Present: John Harrington, Li Marcus

Members Absent: David Berube, Debbie Currie (E), Charles Hardin (E), Michael Helms, Helmut Hergeth (E), Brittany Mastrangelo, Andy Nowel (E), Martha Reiskind (E), Farzad Rezaei

WELCOME and INTRODUCTIONS

Remarks from Chair, David Auerbach:

Chair Auerbach welcomed the committee to the meeting and announced that food would be served at the 12.10.2014 UCCC meeting. Chair Auerbach discussed faculty governance in response to *UNC-GA's Low Productivity Report* as it relates to program discontinuation and consolidation. After a brief discussion on faculty governance, Chair Auerbach noted that he would follow up with Administration.

Remarks from Associate Vice Provost Academic Programs, Barbara Kirby:

Dr. Kirby outlined to the committee her participation in the [Biannual Reinvention Center](#), which focuses on reinventing undergraduate education. She noted that there was a great deal of conversation about curricular versus co-curricular activities, service learning, and community engagement. The question being discussed is whether courses or experience, what composes co-curricular and curricular components. Should co-curricular participation be transcripted? Dr. Kirby explained that a task force has made a recommendation to the Provost that NCSU implement a designation for service learning courses. They outlined certain criteria that compose a service learning course. She explained that eighty courses are listed as service learning, including faculty of development courses by the [Carnegie Foundation's](#) classification. Dr. Kirby noted that the question is whether faculty are teaching service learning components in their courses. One goal is for students to know about service learning when registering for courses. Another focus is on the reports that NCSU must do to determine if a course has service learning components. The task force has looked at these questions and made some recommendations, but UCCC will need to start participating in the discussion. UCCC will also be involved in how NCSU will designate courses as service learning classes. Dr. Kirby explained that UCCC would go back through the tentatively identified service learning course, and would appoint a subcommittee to UCCC. This subcommittee would determine what the criteria for processing service learning courses would entail for the approval process. This might include a one page form that would be submitted with student learning outcomes. Dr. Kirby noted that the service learning would be an attribute, and course could have different instructional formats or components. She noted that she will send UCCC a memo outlining the service learning goals for NCSU.

CONSENT AGENDA

- Approval of the Minutes from November 5, 2014-APPROVED unanimously without discussion.
- A motion was made and seconded to approve the consent agenda. One member noted that BUS/ST 350 would not be added as a pre-requisite to FTM 460 *Textile Marketing Research*, per consultation between the College of Textiles and Poole College of Management. Without any further discussion, the motion was **APPROVED** unanimously.

Action	Type
Industrial Design (12IDB)	Rev: Add ID 256 to list of Design Electives
FTM 460 <i>Textile Marketing Research</i>	Rev: Pre-reqs
REL 300 <i>Religious Traditions of the World</i>	Rev: Change in number from 300 to 210
SMT 201 <i>Sustainable Materials for Green Housing</i>	Rev: Scheduling
EMA 293 <i>Independent Study in Arts Entrepreneurship</i>	New: Independent Study Shell Course
EMA 493 <i>Advanced Independent Study in Arts Entrepreneurship</i>	New: Independent Study Shell Course

NEW BUSINESS

- Material Sciences & Engineering-Biomaterials (14MSEBS-14MSEBIO)-APPROVED unanimously. *Discussion:* A member noted that action referred to ‘objectives’ rather than ‘outcomes’. Catherine Freeman will change the wording from ‘objectives’ to ‘outcomes’. She noted that she will also update the website’s instructions to stress the use of ‘outcomes’. Without any further discussion, the action was **APPROVED** unanimously.
- ECE 403 Electronics Engineering-APPROVED unanimously without discussion.
- ECE 455 Industrial Robotic Systems – APPROVED unanimously. *Discussion:* Li Marcus, from Registration and Records, asked if the majors listed in the course paperwork would be included in the restrictive statement. The presenter confirmed this as ye. Catherine Freeman noted that for the *Attendance Policy*, it states that students are encouraged to attend, but not penalties are listed. She asked if the instructor accepts excused absences. Her suggestion was to clarify the policy. The presenter explained that she mentioned this to the instructor, but the instructor wanted the *Attendance Policy* set up the way it is written. Catherine asked if by missing the material and thus doing poorly on tests and quizzes is enough of a punishment for missing class. A member noted that late assignments can be made up at any time then based on the wording. The presenter explained that there are only three labs for the semester, and the course is held within the lab. Students can make up work during the problem session. Li Marcus noted that the course is dual listed. Catherine Freeman explained that the Graduate School received notification on the course change and will be taking appropriate action at the graduate level. A member expressed his feelings that the level of non-specificity at the 400 level was fine for him. He noted that if students miss course, then they won’t be able to perform very well. He noted that if students don’t turn in the assignments, they don’t get the points. Without any additional discussion, the action was **APPROVED** unanimously.
- BAE 203 Introduction to AutoCAD 3D for Environmental and Ecological Engineers- *Discussion:* One member explained that homework in the grading component section is fifty points; details on the homework are not included in the course schedule. She asked how much each assignment would be worth. The presenter noted that he would get clarification from the instructor on this. He explained that the course is a lab class with lab assignments. Catherine Freeman noted

that an absent member had emailed her with their thought that the student learning outcomes for #4, #6, #7, and #8 need better descriptors. Li Marcus made the suggestion that for the *Restrictive Statement* it should be enforced at the section level rather than the catalog level. This would allow the department to delete the *Restrictive Statement* when they do not want it. A member asked under what circumstances a late assignment would be docked thirty points. She asked for more clarification. Without any further discussion, the action was **APPROVED PENDING** revisions unanimously.

- BAE 488 Postharvest Engineering-**APPROVED PENDING** revision unanimously.
Discussion: One member asked for clarification on the *Transportation Statement*. She asked what the university policy outlined. Catherine Freeman noted that the instructor could include the description for the field trip in the catalog description. The presenter explained that the field trip may not occur on a Saturday next year. Another member asked if the committee was okay with the *New Resource Statement* stating that there will be no new resources. More information may need to be provided. A question of audits for the course came up. Catherine Freeman explained that audits are no longer an option at the undergraduate level without instructor permission. A student cannot self-select this option. Another member noted that the grading components how that homework and term paper are twenty percent throughout the whole semester. He noted that this could be clarified to show whether the term paper is averaged with the homework. Or is the homework ten percent and the term paper ten percent? Catherine Freeman noted that there needs to be clarification on the *Attendance Policy*. A member noted that no information is provided on what will occur in the *Late Assignments Policy*. Without any additional discussion, the action was **APPROVED PENDING** revisions unanimously.
- AES 250 Survey of Agricultural and Environmental Issues-**APPROVED** unanimously.
Discussion: One member noted that the *Attendance and Absence Policy* seemed to let the instructor choose which excused absences were acceptable. The member asked if it was up to instructor discretion to decide what constitutes an emergency or an excused absence. Another member complimented the instructor on their grading components, as they were very specific and allowed students to see how they would receive points. Without any further discussion, the action was **APPROVED** unanimously.
- ENG 105 Writing and Research in the Disciplines-**APPROVED PENDING** revision unanimously.
Discussion: One member noted that on the second page of the action, it states 'Student Learning Outcomes'; he asked if outcomes are considered the same as objectives. Catherine Freeman explained that objectives are a little broader, whereas outcomes are more specific. Another member noted that she thought the outcomes would show how a student would be assessed. A different member explained that outcomes are supposed to show how a student will meet the objectives. Dr. Kirby explained that this question of objective versus outcome has come up before. Catherine Freeman asked if the teaching objectives line up to ENG 101. The presenter confirmed that they did. Li Marcus asked if the restrictive statement should be enforced. The presenter explained that he was not sure how all three of the criteria for the restrictive statement would be checked, but all three need to be met. Catherine Freeman noted that an absent member had emailed noting that the grading scale was missing. A member from DELTA noted that for this course to be considered Distance Education, the college would want the students to already be matriculated into NCSU. The college would need to decide if the course is online or truly DE. She explained that the new tuition differential will make a difference. Without any additional discussion, the action was **APPROVED PENDING** revision unanimously.
- BIO 456 Epigenetics, Development, and Disease-**APPROVED PENDING** revision unanimously.
Discussion: One member asked about the participation for the course. The presenter explained that this topic was brought up at the college CCC, and that the instructor had created a participation rubric.

However, it was not received by OUCC to be added to the UCCC agenda. The presenter noted that the committee would have loved the setup of the rubric. Li Marcus asked if the restrictive statement should be enforced. The presenter confirmed that it should be enforced. Without any further discussion, the action was **APPROVED PENDING** revision to the participation rubric unanimously

- PY 341 Relativity, Gravitation and Cosmology-**APPROVED PENDING** unanimously.
Discussion: One member noted that the action contained multiple capitalization and spelling errors. He noted that Einstein in the catalog description needs to be capitalized. Another member noted that the revised box on the *Course Action Form* needed to be checked. One member asked for more clarification the prerequisites. Without any additional discussion, the action was **APPROVED PENDING** clarification on the pre-requisites.
- Music Minor (14 MUM)-**APPROVED** unanimously without discussion.

ANNOUNCEMENTS and DISCUSSION

An announcement was made that at the next UCCC Meeting, December 10th, lunch would be provided.

Meeting adjourned at 1:52 pm.

Respectfully submitted by Gina Neugebauer