

UCCC Minutes 11.5.2014
Room-Witherspoon Center 201
Call to Order: 12:31pm

ATTENDANCE

Members Present (Quorum Present:17): Chair David Auerbach, Alton Banks, Amanda Beller, Betty Black, Gene Brothers, Debbie Currie, Scott Despain, Charles Hardin, Peter Hessling, Tom Koch, Andy Nowel, Hatice Ozturk, David Parish, Kathleen Rieder, Martha Reiskind, 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 (E), Michael Helms (E), Helmut Hergeth, Brittany Mastrangelo, Farzad Rezaei

WELCOME and INTRODUCTIONS

Remarks from Chair, David Auerbach:

Chair Auerbach welcomed the committee, calling the meeting to order at 12:31pm.

Remarks from Associate Vice Provost Academic Programs, Barbara Kirby:

Dr. Kirby updated the committee on the [CourseLeaf CIM](#) implementation process at NC State. She explained that CHASS is currently testing the CIM form, in putting new, revised, graduate, and undergraduate courses. Dr. Kirby noted that their assistance has been helpful, and a few minor revisions are currently being handled by the developers at CourseLeaf. Additionally, the Graduate School is also testing with departments and colleges, as well as the Vet School. Dr. Kirby expects the campus to be invited to use the product sometime late in Fall 2014 or early Spring 2015. Dr. Kirby informed the committee of the newly revised [Comprehensive Articulation Agreement's](#) implementation this semester. Advisors are currently involved in pre-registration, meeting with students. She noted that degree audits are currently being spot checked to make sure that transfer credit brought in under the CAA is being displayed properly in the Degree Audit system. She asked members to notify her if this information is not transferring properly; she anticipates unique situations to pop up. Lastly, Dr. Kirby noted that she and Catherine Freeman would be attending a meeting at East Carolina University pertaining to military credits and transferring these to UNC-system curricula. Courses that might articulate will be discussed at this meeting. Dr. Kirby explained that currently NCSU accepts some courses administered by the military. One example is an agreement between CHASS and the military pertaining to intensive foreign language coursework. Additionally, credit for HES courses currently articulate in. Advanced coursework from career military participants will be looked at to see how it would articulate into the university. Dr. Kirby anticipates looking at the courses in a lower versus upper division format. Ultimately, the goal is to work cooperatively with veterans.

CONSENT AGENDA

➤ Approval of the Minutes from October 8, 2014

A motion was made to approve the minutes from October 8, 2014 UCCC Meeting, and was seconded. With some minor edits, the motion was **APPROVED** unanimously.

- A motion was made and seconded to approve the consent agenda. Without any discussion, the consent agenda was **APPROVED** unanimously.

Action	Type
Agricultural Business Management PB Certificate (32ABCTU)	Rev: Add ARE 444 to elective list
Agricultural Business Management UG Certificate (32ABMCTU)	Rev: Add ARE 444 to elective list
BIO 380 <i>Global Water Resources</i>	Rev: Change to AEC prefix
CE 469 <i>Construction Engineering Project</i>	Rev: Scheduling and Restrictive Statement
ET 293 <i>Independent Study in Environmental Technology & Management</i>	New Independent Study Shell
ET 294 <i>Independent Study in Environmental Technology & Management</i>	New Independent Study Shell
ET 295 <i>Special Topics in Environmental Technology & Management</i>	New Independent Study Shell
ET 493 <i>Independent Study in Environmental Technology & Management</i>	New Independent Study Shell
ET 494 <i>Independent Study in Environmental Technology & Management</i>	New Independent Study Shell
ET 495 <i>Special Topics in Environmental Technology & Management</i>	New Independent Study Shell
FOR 293 <i>Independent Study in Forest Management</i>	New Independent Study Shell
FOR 294 <i>Independent Study in Forest Management</i>	New Independent Study Shell
FOR 493 <i>Independent Study in Forest Management</i>	New Independent Study Shell
FOR 494 <i>Independent Study in Forest Management</i>	New Independent Study Shell
FW 293 <i>Independent Study in Fisheries, Wildlife, and Conservation Biology</i>	New Independent Study Shell
FW 294 <i>Independent Study in Fisheries, Wildlife, and Conservation Biology</i>	New Independent Study Shell
FW 493 <i>Independent Study in Fisheries, Wildlife, and Conservation Biology</i>	New Independent Study Shell
FW 494 <i>Independent Study in Fisheries, Wildlife, and Conservation Biology</i>	New Independent Study Shell
HESE/BIO 300 <i>Emergency Medical Technician</i>	Rev: Remove BIO prefix
HESE/BIO 301 <i>Advanced Emergency Medical Technician</i>	Rev: Remove BIO prefix
History: BA, BS, Teacher Education	Rev: Add HI 214 and HI 338 to electives list.
NR 293 <i>Independent Study in Natural Resources</i>	New Independent Study Shell
NR 294 <i>Independent Study in Natural Resources</i>	New Independent Study Shell
NR 493 <i>Independent Study in Natural Resources</i>	New Independent Study Shell
NR 494 <i>Independent Study in Natural Resources</i>	New Independent Study Shell
Physics: BA, BS	Rev: Remove PY 205, PY 208 as option
PO 101 <i>Principles of Livestock and Poultry Production</i>	Rev: Change to ANS prefix
PO 102 <i>Introduction to Livestock and Poultry Industries</i>	Rev: Change to ANS prefix
PRT 293 <i>Independent Study in Parks, Recreation, and Tourism Management</i>	New Independent Study Shell
PRT 294 <i>Independent Study in Parks, Recreation, and Tourism Management</i>	New Independent Study Shell
PRT 493 <i>Independent Study in Parks, Recreation, and Tourism Management</i>	New Independent Study Shell
PRT 494 <i>Independent Study in Parks, Recreation, and Tourism Management</i>	New Independent Study Shell
PSE 293 <i>Independent Study in Paper Science & Engineering</i>	New Independent Study Shell

PSE 294 <i>Independent Study in Paper Science & Engineering</i>	New Independent Study Shell
PSE 493 <i>Independent Study in Paper Science & Engineering</i>	New Independent Study Shell
PSE 494 <i>Independent Study in Paper Science & Engineering</i>	New Independent Study Shell
PY 411 <i>Mechanics I</i>	Rev: Pre-reqs
Religious Studies (16RELSTBA)	Rev: Update footnotes including adding courses to electives list
SMT 293 <i>Independent Study in Sustainable Materials & Technology</i>	New Independent Study Shell
SMT 294 <i>Independent Study in Sustainable Materials & Technology</i>	New Independent Study Shell
SMT 493 <i>Independent Study in Sustainable Materials & Technology</i>	New Independent Study Shell
SMT 494 <i>Independent Study in Sustainable Materials & Technology</i>	New Independent Study Shell

NEW BUSINESS

- CE 263 Introduction to Construction Engineering-**APPROVED** unanimously without discussion.
- CE 261 Construction Engineering Systems-**APPROVED** unanimously without discussion.
- CE 465 Construction Equipment and Methods-**APPROVED** unanimously without discussion.
- CE 463 Construction Estimating, Planning-**APPROVED** unanimously without discussion.
- Construction Engineering & Management (14CEMBS-14CEMGEN)-**APPROVED** unanimously without discussion.
- Material Sciences & Engineering-Nanomaterials (14MSEBS-14MSENANO)-**APPROVED** with friendly suggestion.
Discussion: One member noted that the wording in the new concentration shows ‘program objectives’ rather than ‘program outcomes’. She made the friendly suggestion to change this. Catherine Freeman noted that she would look to make sure her website reflected outcomes rather than objectives for curricula. Another member made the friendly suggestion for the Material Sciences & Engineering Department to look at CH 437 as a possibility to CH 435. He noted that CH 437 might better align with what students in the program will be learning. Without any additional discussion, the action was **APPROVED** unanimously with friendly suggestion.
- HS 252 Landscape Graphic Communication-**APPROVED** unanimously with friendly suggestion.
Discussion: One member asked if the course was dropping an hour. The presenter explained that the course is dropping an hour, but that hour is transferred to HS 418. Another member asked if the course had a co-requisite as on is not listed on the *Course Action Form* but is referenced in other paperwork. A member from CALS explained that she thought that the co-requisite was supposed to be removed from the paperwork. The member also suggested clarification on the *Open Door Policy for Office Hours*. He suggested adding ‘by appointment’. Another member commended the illustrations included in the syllabus. A different member pointed out that the grading rubric was missing the ‘<’, ‘>’, or ‘=’. Without any further discussion, the action was **APPROVED** unanimously with friendly suggestion.
- HS 418 Digital Media Graphic for Landscape Designers-**APPROVED** pending unanimously.
Discussion: One member asked if HS 252 would be a pre-requisite for this course. She asked for

clarification as it appears there is a list of courses fulfilling the pre-requisite requirement without any real order. She asked if this would be set up in a natural progression. A member from CALS explained that HS 341 and HS 342 are better pre-requisites for the course, so HS 252 would not be considered one. One member asked if the three hour lecture was appropriate since the course paperwork describes the class as a lecture and studio. Changing the course to a studio would affect the credit hour ratio as lectures are 1 hour:1 credit and studios are 1.5 hours:1 credit. A member noted that a fifty dollar cost for equipment is mentioned, but not included in the catalog description. This will need to be added. Catherine Freeman noted that this course has the same issue with grading as HS 252: it needs to include a '<, >, or =' in the grading rubric. Another member noted that with the *Attendance Policy*, students would only lose .4 of a point if they miss a course. He noted that clarification might need to be included. Without any further discussion, the action was **APPROVED** unanimously pending: material costs being added to catalog description and clarification on course component as lecture or studio.

- ARE 194 International Agribusiness Management Study Abroad-APPROVED, 14 in favor and 1 abstention.

Discussion: One member suggested that a grading rubric be provided for class participation, since this is 20% of the overall grade. The presenter explained that since this course is a Study Abroad class, it is harder to clarify class participation. She explained that at the CALS CCC meeting the participation component was actually expanded further than its original composition. One member noted that he was uncomfortable with the travel journal focusing on fears. He explained that he wouldn't want to write about his fears, and asked if he were a student, would he receive less of a grade for not documenting his fears. He noted that this encroaches on something not academic but personal in nature. Another member asked if changing the wording from fear to assumptions might be better. She explained that she has taught abroad and that the journals are useful. She suggested using more critical thinking verbs. The presenter asked if including was feelings okay, if not using fears. A member explained that he doesn't like the use of feelings either. Dr. Kirby noted that there is master's level research being done that indicates that many people do not participate in Study Abroad activities out of fears about travel. She explained that the purpose of the journal is not to delve into an individual's secrets; the purpose is to get a student in a frame of mind that allows them to be ready to go abroad. For those that have never traveled abroad, high impact international travel can be scary. Students participating in the journals are creatively and critically thinking. A committee member explained that orientation sessions before the travel occur, and students are given a prompt to write about in their journals. The presenter explained that the journal assignments states 'feelings and/or fears', which makes here comfortable with the journal entries. Dr. Kirby noted that Study Abroad uses short-term shell courses similar to other college courses with the number of 294. She explained that the topical matter will be very extensive. One example is with going to visit a golf course in Scotland: Students will have studied about the tourism, the planning, and the facility of the golf course before arriving in the country. The information in the syllabus for a section of this course is very detailed. Li Marcus, from Registration and Records, asked if the sections would have topic ids similar to special topics courses. She noted that this will delineate where students will be going abroad by section. The presenter confirmed that topic ids would need to be set up. Chair Auerbach asked if there are other courses like this one, where there is not a lot of content. He couldn't tell what would be taught and what disciplines would be represented. Catherine Freeman explained that this course is a shell; each section offering will most likely be a different country or location. Chair Auerbach asked if the course would receive GK credit without going through CUE for review. Catherine Freeman confirmed yes. Without any additional conversation, the action was **APPROVED**, 14 in favor and 1 abstention.

- PSY 495 Community-Based Applied Psychology-APPROVED unanimously with friendly suggestion.

Discussion: One member asked for clarification on why seminars are listed as occurring throughout the semester, but the course is set up with three hours of lecture. Additionally, he noted that he is not sure if the field work described in the paperwork matches the definition of field work. The instructor calls the components lab and seminar, so perhaps this is a better reflection of the course? Catherine Freeman noted that she would follow up with the Psychology Department about this. A member asked for clarification on the transportation statement. Currently the syllabus noted that transportation will not be provided but the instructor will try to work with students. Another member asked how a student who might be in a wheelchair would be expected to do transportation. Catherine Freeman explained that accommodations to the student would need to be provided. A member asked how the instructor will measure professionalism. A grading rubric would need to be included to outline what a 'C' level of participation would be described. Additionally the *Applied Performance and Participation* section needs more information about how grading for this will be assessed. A member noted that for the writing assignments, students could gain extra credit points or have points deducted for Q-scores. However, the instructor does not explain how a student will know if they have received or lost points. A friendly suggestion was made that an example could be provided. Without any further discussion, the action was **APPROVED** unanimously with friendly suggestion.

ANNOUNCEMENTS and DISCUSSION

Meeting adjourned at 1:20pm.

Respectfully submitted by Gina Neugebauer