

UCCC Minutes 2.11.20115
Room-Talley Student Center 3285
Call to Order: 12:33pm

ATTENDANCE

Members Present (Quorum Present: 13) Chair Auerbach, Betty Black, Gene Brothers, Debbie Currie, Scott Despain, Charles Hardin, Peter Hessling, Tom Koch, Helen Kraus, Hatice Ozturk, David Parish, Rebecca Swanson, Robert Warren

Ex-Officio Members Present: Catherine Freeman, Barbara Kirby, Brittany Mastrangelo

Members Absent: Alton Banks, Amanda Beller, David Berube (E), Charles Clift, Joseph Gilliam, Michael Helms, Helmut Hergeth, Farzad Rezaei, Kathleen Rieder (E), Andy Nowel

Recurring Guests Present: John Harrington

WELCOME and INTRODUCTIONS

Remarks from Chair, David Auerbach:

Chair Auerbach welcomed the committee in attendance to Talley 3285 and thanked members for attending.

Remarks from Associate Vice Provost Academic Programs, Barbara Kirby:

Dr. Kirby welcomed the committee and noted that she would have comments to provide with the notifications of the Appendix D forms for the following curricula:

Curriculum	SIS Code
Africana Studies	16AFSBA
Africana Studies-Community Studies	16AFSBA-16AFSCOMST
Business and Marketing Education	13BUSEDBS
Women's and Gender Studies	16WGSBA

CONSENT AGENDA

➤ Approval of the Minutes from January 28, 2015

One member asked for a clarification statement to be added to the minutes, to emphasize he was not only discussing scheduling during a natural disaster, but how the academic content could be affected due to travel restrictions for the FW 445 *Human Dimensions of Conservation Biology in the Bahamas*. He noted that the course is integrally part of the location, and he wondered how the course would change in relation to the content if the students were unable to go to the Study Abroad location. Another member noted that it could be for reasons other than weather; he noted the riots that occurred in Greece two years go. The member, who requested the additional information be added to the minutes, will send it to the *Office of Undergraduate Courses & Curricula*. Dr. Kirby explained to UCCC that there are certain clauses in these programs, depending on the university, country, and region of the international experience. She emphasized the work would be attempted to be made up. Dr. Kirby suggested UCCC having a conversation with Study Abroad to understand how they organize their courses to deal with these possibilities. Without any additional discussion, the motion was APPROVED unanimously pending insertions regarding FW 445 *Human Dimensions of Conservation Biology in the Bahamas*.

- A motion was made and seconded to approve the consent agenda. Scott Despain moved; David Parish seconded. The consent agenda was **APPROVED** unanimously without discussion.

Action	Type
HI 207 Ancient Mediterranean	Rev: Title, Abbreviated Title
HI 498 Independent Study in History	Rev: Catalog Description

NEW BUSINESS

- HS 432/532 Permaculture-Sustainable Living- **WITHDRAWN** by the presenter.
Discussion: Helen Kraus moved; Robert Warren seconded. One member noted that under the Transportation Statement it states that students will not be required to go on field trips outside of class time. But then it notes that students will need to go on at least three Saturday field trips. The presenter explained that the corrected syllabus was not submitted, but field trips will not be a part of the grading. Only one of the three field trips will be required. A member noted this would need to be changed in the syllabus and the catalog description. One member pointed to the discrepancy between grading on the *Course Action Form* and in the syllabus. The presenter explained that the course had previously been S/U but will now have letter grading and S/U options. Her faculty have trouble selecting what they mean using the syllabus tool. One member noted that the consistency of the grading seems correct on page 16, but on page 15 it looks like the older version of the course. Brittany Mastrangelo, from Registration and Records, noted that if a student wants to take the course as S/U, they will need to have a schedule revision form filled out and turned in to Registration and Records; students are not able self-select S/U in SIS. One member asked if the expenses are considered option, is the field trip also considered option. The presenter explained that the instructor has two day trips that are required, but the weekend trip, the trip that will cost money, is optional. A member noted that she did not understand the grading; she did not see anything but projects. She wanted clarification on how many points each project is worth. One member noticed that the course is marked for on campus and off campus. The presenter clarified that the instructor teaches an on campus section and a Distance Education section with alternate assignments for the field trips. Without any further discussion, the action was **WITHDRAWN** by the presenter.
- LSC 170 First Year Seminar in the Life Sciences- **APPROVED unanimously pending revisions.**
Discussion: Helen Kraus moved; Scott Despain seconded. One member noticed a discrepancy between the general syllabus and the sample syllabus relating to unexcused absences. Is the policy of absence to be left to the discretion of the instructor? One member suggested having sections refer back to the table. One member noted that perhaps the generic syllabus should refer to the instructor's choice in attendance policy for their section. A member asked for clarification on the transportation statement, since some sections may have field trips. He suggested including a statement that students would need to provide their own transportation if there is field trip for the section. A member asked how the numbers in the attendance policy add up on page 31. The presenter suggested that the instructor meant 2.5 points rather than 25 points. One member noted that the abbreviated title could use almost the full title. Without any additional discussion, the action was **APPROVED unanimously pending revision** to the attendance and transportation policies listed.
- ANS 240 Livestock Merchandising- **APPROVED unanimously pending revision.**
Discussion: Helen Kraus moved; David Parish seconded. One member noticed a minor error on page 38, in how many points each class possesses; some revision would need to be done to have the numbers add up to 56 points. Another member noted that one fourth of the grade is class participation. He was curious to see how the participation grade is determined. One member noted

that during a previous UCCC meeting, an action with this high of a participation grade had to submit a grading rubric. One member asked how many students would be enrolled in the course. The presenter explained that around forty would be in the course. The member suggested that forty students would be a lot to track their participation for. One member asked if the course should be brought back with a rubric. The committee agreed that the rubric could be sent to Catherine Freeman for review. Without any further discussion, the action was **APPROVED unanimously pending revision** of a submission of a participation grading rubric.

➤ **ANS 240A Livestock Merchandising-APPROVED unanimously pending revision.**

Discussion: Helen Kraus moved; David Parish seconded. One member asked why this course is '240A' but all of the paperwork is identical to the previous course. Catherine Freeman explained that the course is affiliated with the Ag Institute. She noted that with the exception of the 'A', the prerequisites, and restrictive statement, the course is identical. One member had a question about the mandatory first or second Saturday in April; he noted that could be Easter weekend. Dr. Kirby noted students can use their University excused religious holiday absence. The member explained that the wording mandatory could be an issue. Student could be intimidated by strong language. One member noted that religious holidays excused. He gave an example of Seder; the probability is increased for Easter in April, but the same concept of religious excused absences still exists. Dr. Kirby agreed with the member and due to familiarity with the course, she noted that the syllabus covers religious holidays and their acceptance. She noted that the reason the description lists the attendance on Saturday as mandatory is because it is a major event; if students do not attend, the field trip does not work well. She thought it is at the instructor discretion how this is handled with students. Chair Auerbach noted that the committee could suggest that the religious exemption information be featured in the syllabus. One member asked if there was a statement that could be inserted into the catalog description for religious exemptions. Dr. Kirby explained that UCCC would start a precedent for every course. She noted that the religious holidays accepted for exemption are a page long. One member felt that the word 'mandatory' sounds that if the student cannot come to the field trip, then they should not take the course. Another member agreed, saying that is most likely what the instructor meant. One member suggested that if there are parts of the course that cannot be missed, and then if a student misses them for religious reason, the student cannot participate in the course. The presenter noted that there are other courses students do not take for religious reasons, like those that use dissection. A member noted that the course has been taught for a long time. The presenter explained that the course has never encountered an issue with time conflict with religious holidays. One member asked if the course was required; the presenter confirmed that the course is an elective for the curriculum. The member stated that he does not feel strongly about including the religious exemption statement in the catalog description, but inclusion on the syllabus would help student recognize that a religious holiday in April has fallen on a bad day. Without any additional discussion, the action was **APPROVED unanimously pending revision** of submission of a participation grading rubric.

➤ **Construction Engineering (14CNEBS), General Construction Concentration (14CNEGEN), Mechanical Construction (14CNEMEC)-APPROVED unanimously.**

Discussion: David Parish motioned; Robert Warren seconded. The presenter noted that there is no change in the coursework for the program, only in the name of the degree. Without any additional discussion, the action was **APPROVED** unanimously.

ANNOUNCEMENTS and DISCUSSION

Notification of Appendix D Documentation for the Following Curricula:

Curriculum	SIS Code
Africana Studies	16AFSBA
Africana Studies-Community Studies	16AFSBA-16AFSCOMST
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Dr. Kirby noted that it is always an interesting discussion when talking about the discontinuation of programs. She explained that GA holds a biannual review looking at the low enrollment of programs. She emphasized that she would not call them low performing programs, but when enrollment drops below sixteen graduates each year, the program is flagged. The college must decide if a program should be discontinued or combined with another program. Once the options are discussed with General Administration, there is a meeting between administration at NC State and the colleges. Dr. Kirby explained that this year the Academic Policy Committee (APC) met with Dr. Duane Larick and Provost Warwick Arden to discuss how the process of notification is handled. With the APC, they went over how the Biannual Report information is notified to campus parties affected, so there will not be surprises, and the best decision can be made. Once a decision has been made regarding dropping of curricula, the Appendix D is sent to the Board of Trustees. Dr. Kirby explained that she has been meeting with the colleges; she previously met with College of Education and would be meeting with the College of Humanities and Social Sciences later in the week. She explained that the College of Education had decided to discontinue the program, but they have not determined if they will bring it under another degree. The College of Humanities and Social Sciences has decided to roll the Africana Studies degree and the Women's and Gender Studies degree under the Interdisciplinary Studies degree as concentration. Curricular actions for this will be submitted to UCCC for review in the near future. Dr. Kirby explained to the committee that the Appendices D were shared so that members could go back to their colleges to discuss. One member asked if the curricular actions would run through a Council on Undergraduate Education (CUE) process as well. Dr. Kirby noted that the Interdisciplinary Studies degree is not an IP requirement; CUE would not look at this. The member asked what defines interdisciplinary. He asked if most topics were not interdisciplinary naturally. A member from CHASS explained that a student in the Interdisciplinary Studies degree designs a curriculum, which is then reviewed by a committee before implementation. Dr. Kirby noted that one of the self-design concentrations could incorporate Women's and Gender Studies or Africana Studies. She noted that the Interdisciplinary Studies Degree is a degree program, with particularly high end students, that could not find a degree program that fits their challenges, interests, or needs. Dr. Kirby noted that many of the students have been affiliated with Centennial Scholars, Jefferson Scholars, or Park Scholars. Students work with an advisory university committee to self-design their curriculum. Some might argue that the degree is more multidisciplinary due to incorporation of more than two disciplines. She suggested having Dr. Young, Dr. Gallagher, or the IDS director attend UCCC to talk about the history and focus of the IDS degree. A member from CHASS explained that part of the consolidation is the underlying motivation to salvage Africana Studies and Women's and Gender Studies from destruction. He noted that they have been starved of resources. Women's and Gender Studies operates by 'borrowing' faculty from an umbrella of disciplines within and outside of CHASS. He expressed his believe that the majors are worth saving because students in these degrees tend to be better students. More paperwork will come to UCCC once curricula have been established. One member noted that in the paperwork for Africana Studies and Women's and Gender Studies under section #3 it states 'physiology education' rather than the title of the affected curricula.

Meeting adjourned at 1:23pm.

Respectfully submitted by Gina Neugebauer