

ATTENDANCE

Members Present (Quorum Present: 16) Chair Auerbach, Amanda Beller, David Berube, Betty Black, Gene Brothers, Scott Despain, Charles Hardin, Peter Hessling, Tom Koch, Helen Kraus, Andy Nowel, Hatice Ozturk, David Parish, Kathleen Rieder, Rebecca Swanson, Robert Warren

Ex-Officio Members Present: Catherine Freeman, Barbara Kirby

Members Absent: Alton Banks, Debbie Currie (E), Charles Clift (E), Joseph Gilliam, Michael Helms, Helmut Hergeth, Brittany Mastrangelo (E), Farzad Rezaei

Recurring Guests Present: John Harrington, Li Marcus, Lindsey Mihalov

Guests: Victoria Gallagher (*CHASS-Dean's Office*), Blair Kelley (*CHASS-Dean's Office*), Aaron Stoller (*University Honors Program*), Karen Young (*CHASS-Dean's Office*)

WELCOME and INTRODUCTIONS

Remarks from Chair, David Auerbach:

Chair Auerbach welcomed the committee in attendance to Talley 3285 and thanked members for attending. He welcomed the guests in attendance: Victoria Gallagher (*CHASS-Dean's Office*), Blair Kelley (*CHASS-Dean's Office*), Aaron Stoller (*University Honors Program*), Karen Young (*CHASS-Dean's Office*).

Remarks from Associate Vice Provost Academic Programs, Barbara Kirby:

Dr. Kirby welcomed the committee to the meeting, noting that since it is after Spring Break the amount of actions may increase. She asked committee members for an update on how things are going with CIM and course submission. Dr. Kirby explained that she discussed with the Associate Deans that if bumps and issues occur with CIM, the Office of Undergraduate Courses and Curricula would be willing to do training sessions. She noted that her office is also willing to do training for departments or college committees, but that she is not hearing a lot of panic regarding the implementation. She urged members to notify her office if they are having trouble using CIM. When it comes to course revision and new course submissions, it helps for departments to submit actions via CIM to test the workflow. She noted that blue links are present on the agenda for courses that are in CIM for review. Dr. Kirby noted that Doodle polls have been sent out for the *Attendance* and *Service Learning* subcommittees. If members want to participate in the subcommittees but did not receive a poll, please email Gina Neugebauer. Dr. Kirby notified that a bit of cleanup has been occurring during pre-registration with a number of courses that were approved for 50 minute sessions, but are requesting room space for 75 minutes. Students should earn 1.5 credit hours; Dr. Kirby noted that she understands that for the sake of pedagogy it is a good thing managing out of class time as a formal time slot, but this must be added as a component or problem session that is routed through the college CCC and UCCC. It currently blocks and complicates students' schedules, and may postpone a course that a student needs to the next semester. Postponing a course in turn puts them off progress towards degree and can accrue additional semester and financial aid costs. Dr. Kirby noted these are unintended consequences for what is intended to be a great thing for students.

CONSENT AGENDA

- Approval of the Minutes from February 11, 2015: **APPROVED** unanimously without discussion.
- FW 445 Human Dimensions of Conservation Biology in the Bahamas-APPROVED pending revision, 15 in favor, 1 opposed.
Discussion: Gene Brothers moved; David Parish seconded. A member noted that he did not see anything the new *Course Action Form* regarding what will happen if the trip is canceled due to unforeseen circumstances. The presenter noted that in the travel section that the course will follow Study Abroad guidelines. The member asked what those were. He said that if he was a student he would not want that. The presenter explained that this was discussed among faculty and it

was decided that the course would follow Study Abroad guidelines and how it would be made up or canceled. Li Marcus, from Registration and Records, asked what should be inputted for weekly lecture and research scheduling for three lecture hours per week. The twenty two hours does not sound like per week. She asked if she could put twenty two divided among the allotted weeks. Li Marcus noted that BIO 495 cannot be added into the restrictive statement until it exists. It was confirmed after some discussion that the course would have the lecture and field work components. The presenter agreed noting that looking at the assignments it looks like field based research. Without any additional discussion, the action was **APPROVED pending revision** to the catalog description: 15 in favor, 1 opposed.

- A motion was made and seconded to approve the consent agenda.

Action	Type
JEM (Joint Engineering Mechatronics) Prefix	New Prefix for Joint UNCA-NCSU BSE Mechatronics courses
English-Teacher Education (<i>16ENGLBA-16ENGLTED</i>)	Rev: Various changes to 8 Semester Display
FOR 434 Forest Operations and Analysis	Rev: Pre-req, restrictive statement

Discussion: David Parish moved; Gene Brothers seconded. The presenter withdrew the English-Teacher Education (*16ENGLBA-16ENGLTED*) action from the consent agenda. The remaining actions in package were **APPROVED** unanimously without discussion.

NEW BUSINESS

- PB 213 Plant and Microbial Biology-**APPROVED**, 15 in favor, 1 abstention.
Discussion: Charles Hardin moved; Scott Despain seconded. A member asked for clarification on late assignments; in the syllabus it states that there is a 2% penalty for each day an assignment is late. However, the assignment itself is only worth 20% of the overall grade. If the assignment is ten days late, would the student lose the total percentage? The presenter confirmed yes, as this late assignments policy is intentional. It keeps students right on the mark. The member note that the course is a 200 level course that in interdisciplinary in nature and it has removed pre-requisites. He explained that this seems contrary to a 200-level course; he asked if the course should have pre-requisites. If a student does not have a background in both fields, how seriously can they engage in the course? Another member from the college offering the course explained that 100 courses are reserved for the Ag Institute, so 200 level courses are introductory. Chair Auerbach noted that he was concerned with CUE not considering the course applicable for the IP list. He did not see the expertise. A member from the college explained that the instructor is trained as an ethnobotanist. Dr. Kirby noted that there were no objections from CHASS in consultations, and there is a supporting statement from a member from the History Department. She noted that Jefferson Scholars often take this course as the nature of the class has always been interdisciplinary that does not require a natural science or hard science background. Without any further discussion, the action was **APPROVED**, 15 in favor, 1 abstention.
- PB 346 Economic Botany Lab- **APPROVED** unanimously.
Discussion: Charles Hardin moved; Scott Despain seconded. One member asked if in the travel statement it notes that students will not need to provide their own transportation, does it need to be included in the catalog description if provided by the university? Catherine Freeman explained that if the travel occurs during the normal meeting time for the course, and transportation to students is provided, then how it is currently entered is acceptable. Without any additional discussion, the action was **APPROVED** unanimously.
- Plant Biology (11PBBS) - **APPROVED** unanimously without discussion.
- Horticultural Science-Science Horticulture (11HORTBS-11HORTSH) - **APPROVED** unanimously without discussion.
- BAE 204 Introduction to Environmental and Ecological Engineering-**APPROVED** unanimously.
Discussion: Helen Kraus moved; David Parish seconded. Li Marcus, from Registration and Records, asked if the commas are considered ‘and/or’ for the pre-requisites. Catherine Freeman confirmed that the pre-requisite should actually read ‘BAE 200 AND (BIO 181 OR BIO 183)’. Without any further discussion, the action was **APPROVED** unanimously.

- ARE 260 Marketing and Risk Management in the Pork Industry- **APPROVED** unanimously.
Discussion: Helen Kraus moved; Scott Despain seconded. A member from DELTA noted that the course provided the best statement of online expectations she had seen for a DELTA course. She noted that often students think that they can take the course in a weekend, not realizing it is all semester. Without any additional discussion, the action was **APPROVED** unanimously.
- JEM 420 Mechatronics Systems Modeling- **TABLED** unanimously.
Discussion: Hatice Ozturk moved; David Parish seconded. The presenter objected to the action, noting that the course did not contain course learning outcomes but rather program outcomes. A member asked for clarification on the course being taught at a remote location. The presenter explained that the course is only taught to UNC-Asheville students. However, because UNC-Asheville borrows the course from NCSU, it must go through UCCC. Li Marcus asked if the course should be in the course catalog. A member asked if the instructor is from NC State or UNC-Asheville. The presenter noted he is the director of the program at Asheville. Li Marcus asked for clarification on the pre-requisites and whether it should be ‘and/or’. A motion was made to table and was seconded. Without any further discussion, the action was **TABLED** unanimously.
- MAE 320 Mechatronics-**TABLED** unanimously.
Discussion: David Parish moved; Scott Despain seconded. Li Marcus asked if the course component was research or field work. She noted that the category of project-based does not exist. Catherine Freeman explained that there are project courses but that there is no way to capture or report on them. She noted that her office has spoken to Engineering about how to present this to committee, but that a specific component must be present for SIS. Catherine asked if the course could be repeated for credit. The presenter confirmed that it could not be repeated. A member asked if there was significant overlap with an ECE course of the same name. She noted that the course should have pre-requisites because it is a 300-level Engineering course. The presenter moved to table, but asked for the course to be placed on the next agenda. Without any additional discussion, the action was **TABLED** unanimously.
- MAE 440 Non-Destructive Testing and Evaluation-**APPROVED** unanimously pending revisions.
Discussion: David Parish moved; Robert Warren seconded. One member noted that on the course action form it states that the course is a revision, but really the course is new. H DP: not repeatable for credit. One member noted that an electronic component statement is missing from the syllabus. Another member asked if the extra expense of the clicker needs to be included in the catalog description. She also suggested adding the restrictive statement for junior/senior standing into the catalog description. Li Marcus, from Registration and Records, asked if this was being enforced. It was confirmed that this would be enforced. Without any further discussion, the action was **APPROVED** unanimously pending revisions pending an electronic component statement be added to the syllabus.
- ENG 281 Introduction to Creative Nonfiction- **APPROVED** unanimously without discussion.
- German Minor (16GRM) - **APPROVED** unanimously.
Discussion: David Berube moved; Scott Despain seconded. Catherine Freeman asked if the plan for the new code was to move current students in. John Harrington, from Registration and Records, explained that it seems that one program is shutting down and new one is starting up. He noted that depending on the number of students in the current minor will affect how this will be handled; he will consult with the department. Without any additional discussion, the action was **APPROVED** unanimously.
- Interdisciplinary Studies Consolidation- **APPROVED** unanimously.

Curriculum	SIS Code	SIS Code
Interdisciplinary Studies-Africana Studies Community Studies	16IDSBA-16IDSAFS	New Concentration
Interdisciplinary Studies-Africana Studies	16IDSBA-16IDSAFSC	New Concentration
Interdisciplinary Studies-Self Design	16IDSBA-16IDSSSD	New Concentration
Interdisciplinary Studies-Women's and Gender Studies	16IDSBA-16IDSWGS	New Concentration

Discussion: Scott Despain moved; David Parish seconded. The presenter introduced the guests in attendance available for questions regarding the action: Victoria Gallagher (*CHASS-Dean's Office*), Blair Kelley (*CHASS-Dean's Office*), and

Karen Young (*CHASS- Dean's Office*). Dr. Gallagher explained that the program reviews occur internally and externally at the university. The UNC systems conducts one concerning the productivity of students enrolled as majors and the number of majors that have graduated in the major during the last two years. UNC looks at the minimum number of students in the program. The consolidation of degree programs has occurred in the recent past for the Foreign Language curricula at the undergraduate and graduate levels. The programs that were under consideration were separate programs in Africana Studies and Women's and Gender Studies. There is already an existing Interdisciplinary Studies curriculum with a B.A. and B.S. Dr. Gallagher explained that students are enabled to build their own curriculum of interest. She noted that CIP codes for Women's and Gender Studies and Africana Studies often have them under a single Interdisciplinary studies CIP code. The AFS and WGS courses have significant enrollment and are highly enrolled. Additionally, there are minors in the programs as well. These departments also do a lot of programming across the university with different organization that support and provide attention to gender and diversity. It has been decided that students and faculty would be best served if programs in AFS and WGS are continued, but consolidated under one degree. Dr. Gallagher noted that the recent [Technician article](#) contained major inaccuracies. She noted that if the action was approved, Africana Studies, Women's and Gender Studies, and Self-Design, but the degree program would be Interdisciplinary Studies. One member asked if Africana Studies is under the IDS umbrella, what other discipline is attached to the concentration. He asked if students would choose. Dr. Kelley explained that Africana Studies in its structure is interdisciplinary. For example, the current Africana Studies director is from the English department. Faculties across CHASS are associated with the Africana Studies department, as IDS is a hub for faculty to work across the college. One member asked guests if they could see the Interdisciplinary Studies curricula growing with other concentrations. Dr. Kelley noted that minors currently exist for Native American Studies and Middle East Studies, and she would love to see them implemented. By falling under the IDS umbrella, it would make it easier to make them concentrations. Dr. Gallagher explained that students select course inside and outside of the college that bring coursework together. She provided an example of Agroecology, with students putting together existing courses that they can draw on to develop that degree program. Dr. Gallagher noted that students have to do a significant paper and capstone project for faculty members and advisors. Dr. Kelley provided the committee with an example of a student developed IDS curriculum: Community Nutrition, a combination between Nutrition and Social Work. One member noted that students in her college are looking at Horticultural Science Therapy, an interdisciplinary focus with Horticultural Science and Psychology. Without any further discussion the action was **APPROVED** unanimously.

- HESM 275 Behavior Change in Wellness- **APPROVED** unanimously without discussion.
- HON 347 Freedom and the Self- **APPROVED** unanimously.
Discussion: Amanda Beller moved; David Parish seconded. The presenter introduced Dr. Aaron Stoller, from University Honors Program, to answer any questions the committee might have. Dr. Stoller noted that the course had been offered as an Honors Special Topics course, but that HON 347 is the permanent offering being brought to UCCC for review for the first time. One member asked for clarification on the homework assignments as it seemed random. Dr. Stoller explained that the instructor does do random checks on the homework assignments. The member noted that the grading scale should include '<, >, ='. A consult from CHASS was requested and sent to OUCC and will be added to the action. Without any additional discussion, the action was **APPROVED** unanimously.
- Economics-Business Economics (20ECONBS-20ECONBUS)-**APPROVED** unanimously.
Discussion: Andy Nowel moved; Scott Despain seconded. The presenter explained that a provision has been established for students who are currently in the program, allowing them an opportunity to complete their degree. Without any further discussion, the action was **APPROVED** unanimously.
- A motion was made and seconded to approve the following actions as a package. The package was **APPROVED** unanimously without discussion.

Course
ED 311 <i>Classroom Assessment Principles and Practices</i>
ED 312 <i>Classroom Assessment Principles and Practices Professional Learning Lab</i>

- Elementary Education-Science, Technology, Engineering and Math (13ELMEDBS-13ELMEDSTM) - **APPROVED** unanimously without discussion.

ANNOUNCEMENTS and DISCUSSION

CONTRACTS FOR INDEPENDENT STUDY

Dr. Kirby explained that GA has mandated a requirement for a contract that includes grading, student learning outcomes, and the number of times a student will meet with a student. Dr. Kirby explained to the committee that the contract has not been released to the public; this will occur after it has been reviewed by legal. She also noted that it will not be edited or incorporated; all the components that are needed are provided. Dr. Kirby is aware that in the sciences, research a student is doing can evolve depending upon the first run of an experiment; this can be included in the contract. She emphasized that the purpose of this contract is not to drill down to what point in a semester a hypothesis will be rejected. But it does provide faculty, departments, and students the expectations for credit for working in a lab for a semester and research. Students cannot just receive credit for working in a lab as this is not a credit bearing activity. Dr. Kirby stressed that this message came from UNC-GA and is not negotiable. Chair Auerbach stated that he saw nothing unusual or bizarre about the agreement. It is what everyone is doing and ought to be doing. This focuses on things like, how will a faculty member supervise students, what is expected of students and faculty, and how a grade is determined. He noted that this will be kept in the departments. Dr. Kirby noted that this will be up to the departments to maintain. Department heads are accountable for faculty load and will be aware that if seventy five students are doing research and receiving grades under one instructor, this might raise some concerns about faculty loads. She noted that NC State has good practices in its departments. This is simply a method to put that good practice into a document, with nothing reinvented.

Meeting adjourned at 1:56 PM

Respectfully submitted by Gina Neugebauer