

## ATTENDANCE

**Members Present (Quorum Present: 14)** Chair Auerbach, Amanda Beller, David Berube, Betty Black, Debbie Currie, Scott Despain, Charles Hardin, Peter Hessling, Helen Kraus, Andy Nowel, Hatice Ozturk, David Parish, Kathleen Rieder, Robert Warren

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

**Members Absent:** Alton Banks, Gene Brothers (E), Charles Clift (E), Joseph Gilliam, Michael Helms, Helmut Hergeth, Tom Koch, Farzad Rezaei, Rebecca Swanson (E)

**Recurring Guests Present:** John Harrington, Li Marcus

**Guests Present:** Amanda Edwards (*Leadership in the Public Sector*), William Kimler (*History*), Sabrina Robertson (*Molecular Biomedical Science*)

## 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: Amanda Edwards (*Leadership in the Public Sector*), William Kimler (*History*), and Sabrina Robertson (*Molecular Biomedical Science*). Chair Auerbach notified the committee that the next agendas for UCCC will be large. He suggested that review teams look in advance and communicate any concerns or questions to the presenter ahead of time electronically. This will allow the presenter to remedy or clarify any issues.

Remarks from Associate Vice Provost Academic Programs, Barbara Kirby:

Dr. Kirby welcomed the committee and its guests. She alerted the committee that the *Service Learning Subcommittee* will meet on April 21<sup>st</sup> and the *Attendance Policy Subcommittee* should receive an invitation to meet soon. Dr. Kirby explained to members that this semester, through various conversations, it became clear there was a need to look at the [Attendance Regulation](#), non-standard time exams, and out of class exams. This relates to UCCC in how do faculty state their attendance standards in their syllabi. Dr. Kirby explained that this has various implications. During the Spring 2015 semester, many days were lost or delayed due to inclement weather. In looking up exam and attendance policies there isn't any clear guidance for making up work. Dr. Kirby suggested looking at the UNC system's rule that there must be seventy five instructional days per semester, excluding Saturdays, Sundays, and holidays. Another issue that has arisen regarding the ability of faculty to communicate to students their materials student need to not only pass the current course they are in, but subsequent series of courses. The *Attendance Policy Subcommittee* will talk about what guidance, clarifications, and edits might need to be suggested to put in the formal policies and guidelines. Dr. Mike Mullen's suggestion was to look at modules online; some of the make-up work could be addressed using this, but some can't. Dr. Kirby urged members to send their thoughts from colleges and departments. She stressed that it is imperative to get faculty opinion on how to move forward.

## CONSENT AGENDA

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

Action	Type
WGS 370 <i>Advanced Studies of Gender in Science</i>	Rev: Scheduling
LOG/MA 335 <i>Symbolic Logic</i>	Rev: Catalog Description

## NEW BUSINESS

- Biotechnology Minor (11BIM)- **APPROVED unanimously.**  
*Discussion:* Charles Hardin moved; Robert Warren seconded. A member asked about the Group C update in the memo. Guest Sabrina Robertson, from the Biotechnology Program, explained that the update would link to an updated page that shows students what courses are being offered currently, and what might be offered in the future. This update would point to accurate lists for the Group C list. She explained that there would be no change in the courses. The member asked how many courses are in the Group C requirement of the minor? Dr. Robertson explained that for any given year, there would be around fourteen courses between the fall and spring semesters for students to fulfill the Group C requirement. Catherine Freeman asked if the department would then manually alter the course requirements for the degree audit. Dr. Robertson noted that this would not take anything from the degree audit; it would only allow for information on things such as Special Topics offerings to be listed. A member explained that normally if courses are added or deleted from a curriculum, it must go through UCCC. Dr. Robertson noted that courses are not added or removed. A different member asked if it was only the BIT 495/595 course being added to the list. He asked if other courses were being added to the list. Dr. Robertson confirmed that it was only the BIT 495/595 class being added. Without any further discussion, the action was **APPROVED unanimously.**
- Horticultural Science-Ornamentals and Landscape (11HSMAAS-11HSMOLT)-**APPROVED unanimously without discussion.**
- Horticultural Science-Small Systems Farming (11HSMAAS-11HSMSSF) - **APPROVED unanimously pending revision to the insertion of enrollment data, consultations, and a budget resource statement.**  
*Discussion:* Helen Kraus moved; Scott Despain seconded. One member asked for clarification of the requirements for establishing a new concentration within a degree. Catherine Freeman noted that this concentration will reside under an Associate's degree administered by the Agricultural Institute. The member noted that since the action is establishing a new subplan, that it should include enrollment projection, budget considerations, and consultations. He asked how insistent is UCCC regarding this? The member asked if there would be internal transfers into this program. Dr. Kirby explained that there are not too much internal transfers; most are perhaps from the community college system. The presenter noted that the students come in for the two years, and then leave. She noted that she can provide consultations, but she was not aware that she needed to submit them to the committee. The presenter explained that there was a concentration that would have been similar in the Agribusiness Management AAS degree, but it was discontinued. Dr. Kirby noted that this subplan should not need resources, but is simply a restructuring to meet the demands of students. The presenter provided background information that the Agribusiness Management faculty was not meeting the needs of the students; students wanted a more holistic look at small scale farming. In this new subplan, students will be able to choose to look at horticultural crops and animal production crops. This will meet the needs of the students better than the previous concentration. A member asked for the enrollment figures for the Associate's degree? The presenter explained that the subplan has definite room for the amount of student demand. Dr. Kirby noted that this offloads students from the Agribusiness Management. She explained that in terms of seats, Horticultural Science has the capacity. The presenter stated that this field is a huge growth area within the discipline. Catherine Freeman stated that the information should have been provided in the action, but it is only treated differently because it has less number of credit hours in the program. She noted that it should still follow the same process. Dr. Kirby notified the committee that it is under the jurisdiction of the committee to request documentation. She noted that it is up to the committee to let departments and colleges know they need to be diligent in turning in appropriate paperwork. Without any additional discussion, the action was **APPROVED unanimously pending revision to the insertion of enrollment data, consultations, and a budget resource statement.**
- General Agriculture (11GNAAAS) - **APPROVED unanimously without discussion.**
- Field Crops Technology (11FCTAAS) - **APPROVED unanimously.**  
*Discussion:* Helen Kraus moved; Scott Despain seconded. A member asked if SOC 203 exists as a course.

Catherine Freeman confirmed that it does exist, but the course listed should probably be SOC 203A. Without any further discussion, the action was **APPROVED** unanimously.

- CE 444 An Introduction to Foundation Engineering- **APPROVED unanimously.**  
*Discussion:* David Parish moved; Scott Despain seconded. One member asked if the course is new or if it is a revision. The presenter confirmed it is a revision. The member noted that what is on the screen looks differently than what was sent to members. Catherine Freeman explained that what is projected is the 'administrative view'. What is linked in the agenda is the URL that is produced. She noted that CourseLeaf is working on providing the green and red mark up in the future for all users; currently is only available for approvers and administrators. A member suggested that the abbreviated title could be longer if that is of interest. The member expressed curiosity about the rationale behind the 'if you miss the midterm, there is no makeup, but the final will count.' The presenter explained that this is so the instructor will not have to write another midterm. He explained this is not an uncommon practice. If there are three tests, the instructor will take the best of two. The instructor has expressed that the second test provided to a student who missed the first, may not be the same. The member asked if this had pushback from students. The presenter said not at all; what happens more is those students do not miss the midterm exam. The presenter noted that the instructor is willing to work with the students due to unusual circumstances, such as a death in the family. Dr. Kirby noted that this begs the question of dropping the lowest exam grade, which here would be a zero, because you could not attend the exam. This is an important part of what the *Attendance Policy Subcommittee* will be looking at. Without any additional discussion, the action was **APPROVED unanimously.**
- HI 254 Modern American History- **APPROVED unanimously.**  
*Discussion:* Scott Despain moved; Charles Hardin seconded. Chair Auerbach explained that Dr. William Kimler, from the History Department, was present as a complication arose, some of which has been taken care of. The prior version of the course, HI 252, is being kept on the books as a separate number for transfer students coming into NC State. The HI 254 course, once approved by UCCC and CUE, will satisfy the USD co-requisite. Dr. Kimler explained that this had been an oversight; his department forgot that HI 252 had the same name as HI 254. The History Department will be submitting a request to change the title of HI 252. Once approved by CUE, HI 254 would open 400 seats to students needing a diversity course. A member made the friendly suggestion to change the word 'repercussion' to 'impacts' in the catalog description as 'repercussion' could have a pejorative connotation. Dr. Kimler agreed that this could be changed to impact. Chair Auerbach noted that this course brings up a general issue of carrying courses on the books that are only there for transfer credits, but are not taught. He explained that this may be something that UCCC or another committee will need to address. Dr. Kimler noted that they have new instructors or adjunct professors that might teach HI 252 on occasion. He explained that there are large numbers of history and literature courses that are still being taught at the community college, but that are not on the books at NC State. He provided the example of Western Civilization. Dr. Kimler felt that with the newly revised CAA, this would continue to grow. Dr. Kirby stated that there is the fine print of the CAA that instructed institutions to not change GEP courses to disadvantage students who are transferring, creating additional barriers. Without any further discussion, the action was **APPROVED unanimously.**
- History BA (16HISTBA), History BS (16HISTBS) - **APPROVED unanimously without discussion.**
- HI 360 U.S. Agricultural History- **APPROVED unanimously with friendly suggestion.**  
*Discussion:* Scott Despain moved; Helen Kraus seconded. A member asked for more information regarding the third paragraph of the syllabus relating to career planning. The presenter explained that this is a plug that has been encouraged by his college. The member asked her colleagues in CALS about this course; they were very excited. Another member had a question about the learning outcome. It sounds like the instructor is actually asking students to demonstrate. He noted he enjoyed the rubric on participation. He asked if the grading was all right since it is not plus/minus. The presenter noted above the numbers there was a statement illustrating the use of 'standard rounding'. A friendly suggestion was made to match the reading and assignments on pages 7-9 to that of page 6. Without any additional discussion, the action was **APPROVED** unanimously with friendly suggestion.

- SW 260 Introduction to Gerontology: An Interdisciplinary Field of Practice- **APPROVED unanimously without discussion.**
- LPS 302 Diversity and Leadership in the Public Sector- **APPROVED unanimously without discussion.**

**ANNOUNCEMENTS and DISCUSSION**

Meeting adjourned at 1:22 pm.

*Respectfully submitted by Gina Neugebauer*