**University Courses and Curricula Committee** September 7th, 2016

 Talley Student Union 4140

 Call to Order: 12:47 pm

 **Members Present:** Chair Andy Nowel, Alton Banks, Amanda Beller, Scott Despain, Catherine Driscoll, Elizabeth Fath, Scott Ferguson, Helmut Hergeth, Peter Hessling, Marta Klesath, Edwin Lindsay, Andreas Orphanides, Steven Peretti, Richard Podurgal, Kathleen Rieder, David Tarpy, Shweta Trivedi, and Mian Wu,
**Members Absent**: Michael Robinson, Greg Young, member from student senate

**Ex-Officio Members Present:** Li Marcus, Lexi Hergeth, Barbara Kirby, John Harrington, Brittany Mastrangelo, Charles Clift, Rebecca Swanson, and Deborah Moore

**Guests**: Frederick Parker, Genia Sklute

**WELCOME AND INTRODUCTIONS**

* **Remarks from Chair***—* Introduced Brittany Mastrangelo, Deborah Moore, Alton Banks, and Helmut Hergeth. Genia Sklute was also introduced later in the meeting.
* **Dr. Kirby** – Stated that any questions related to courses being brought before a CUE meeting should contact Deborah Moore and/or OUCC, and reminded the committee that scheduling deadlines for special topics and shell courses especially for Spring courses are quickly approaching. Brittany Mastrangelo confirmed Spring scheduling is due in a week, but summer will be more flexible. The Spring/Summer schedule will be published October 4th. Dr. Kirby also reminded members that if a special topics course is being offered abroad, the course cannot confer GEP credit without CUE review.
* **Nominations for Chair elect***: Appointed member Helmut Hergeth. Approved Unanimously.*Chair opened the floor for Chair elect nominations. Member Helmut Hergeth nominated himself. Member Alton Banks moved to close nominations. Approved unanimously. Member David Tarpy moved to approve Helmut Hergeth as chair elect, motion is *Approved Unanimously.*
* **Approval of the Minutes from August 24th 2016** – *Approved Unanimously*
	+ Discussion: Member Kathleen Rieder moved to approve. The past minutes were presented and approved without further discussion.

**NEW BUSINESS**

* **Consent Agenda***—Approved Unanimously*

Discussion: Member Scott Despain moved to approve. The consent agenda was presented and approved without further discussion.

* **MB 360 Scientific Inquiry in Microbiology: At the Bench** - *Tabled*Discussion: Member Marta Klesath presented the course. Member asked about the lack of schedule on the syllabus and members discussed linking the schedule from the syllabus and the contact hours. Chair expressed that a course must have at least a weekly schedule in the syllabus. Member pointed out that the electronically-hosted materials statement is missing. Presenter moved to table the course. Seconded.
Further Discussion: Member asked for clarification on the term “late fine” and if it related to late assignments. Member asked about having both grading scales and potential confusion. Another member asked about the point scale and rounding. Member also asked about the price of the lab manual. Presenter agreed to discuss concerns with the initiator of the course. Dr. Kirby clarified that a weekly schedule should be in a hard copy on the syllabus and not a URL.
* **ANS 102 Animal Feeds and Nutrition** – *Approved Unanimously*
Discussion: Member David Tarpy presented the course. Presenter reminded the committee that this is an AGI course. Member referenced ANS 102 syllabus as an example for MB 360. Members discussed the grading methods points scale and related percentages. Member asked about the points allocated for attendance, inquiring if the points are awarded for attending or participating. Presenter clarified the points would need to be earned. Member offered a friendly suggestion to clarify what participation is expected.
* **TT 341 Knitted Fabric Technology** – *Approved Unanimously* Discussion: Member Helmut Hergeth presented. Presenter expressed the incorrect department name “Fashion and Textile Management”. Members voted and there was no further discussion.

**Old Business:**

* **ARE 455 Agribusiness Analytics**- *Approved Unanimously*

Discussion: Member David Tarpy presented. Member pointed out that most of the student evaluation methods are assessed after drop dates. Members discuss the assessments and the effects from earlier census date and assessment. Member referenced findings from the mathematics department about students dropping courses before assessments. Member pointed out the evaluation methods are heavily applied, and gave a friendly suggestion to lower the weighting of exams and increasing the amount of project/”hands on” work.

**Syllabus Availability Subcommittee**: Membership of Subcommittee, Peter Hessling, Rebecca Swanson, Charles Clift, Alton Banks, Scott Despain, Genia Sklute and Elizabeth Fath in addition to Andy Nowel, Barbara Kirby, Lexi Hergeth, and Li Marcus
Dr. Kirby explained the charge of this subcommittee is to decide on options to make syllabi and/or other course information available to students before enrollment. The subcommittee would explore the possibilities of what could/should be be available, the possibility of a master syllabus, and other information.

Meeting adjourned at 1:25 pm

*Respectfully submitted by Lexi Hergeth*