**University Courses and Curricula Committee** December 14th 2016

Talley Student Union 4140

Call to Order: 12:46 pm

**Members Present:** Chair Andy Nowel, Alton Banks, Amanda Beller, Scott Despain, Catherine Driscoll, Helmut Hergeth, Marta Klesath, David Tarpy, Shweta Trivedi, Mian Wu, Elizabeth Fath, Andreas Orphanides, Kathleen Rieder, Steven Peretti, Richard Podurgal, Daniel Harper, Scott Ferguson, Peter Hessling

**Members Absent**: Michael Robinson, Edwin Lindsay, Greg Young

**Ex-Officio Members Present:** Li Marcus, Lexi Hergeth, Barbara Kirby, Charles Clift, Rebecca Swanson, and Kevin Burge

**Guests**: Jane Lubischer, Roshaunda Breeden, Marsha Pharr, Mike Mullen

**WELCOME AND INTRODUCTIONS**

* **Remarks from Chair***—* Chair Andy Nowel introduced the guests and thanked Dr. Mullen for lunch.
* **Dr. Barbara Kirby, Associate Vice Provost-**Thanked the committee for their service this semester and introduced the Syllabus Availability bill from student senate. Members should bring this bill to the colleges and bring feedback. Dr. Kirby described the purpose of the syllabus availability committee and its work to date. The subcommittee will further discuss the student senate bill. She noted the list of other institutions making syllabi available and encouraged members to look at how they provide the syllabi.
* **Dr. Mike Mullen, Vice Chancellor and Dean-** Dr. Mullen gave a brief introduction of his role in DASA and thanked the committee for their dedication to the committee.
* **Approval of the Minutes from November 16th 2016** – *Approved Unanimously*
  + Discussion: Member Alton Banks moved to approve. Minutes from the previous meeting were presented and approved without further discussion.

**NEW BUSINESS**

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

Discussion: Member Steve Perettii moved to approve. Member asked why all the HESS courses are being dropped, member responded that both instructors have left the University and the department decided to drop the courses. Member asked if there are other avenues for students to learn this EMS/Emergency, member responded there are a few courses left, however if students would like to receive the EMS certification they will need to take certification courses at the other locations in Raleigh.

* **FL/ECI 427/(FL 527) Methods and Materials in Teaching English as a Second Language**-  *Approved Pending*   
  Discussion: Member Catherine Driscoll presented the course. Member made a friendly suggestion to reformat the syllabus using the syllabus tool because the titles did not stand out and the format could be confusing. Member also suggested excluding the highlighted Graduate student expectations. Member asked for clarification on the grading rubric, which indicates that following instructions perfectly will equate to a 95%. The committee suggesting including "at least" or "minimum" to clarify that a 95% is not the highest possible score and suggested including a rounding statement. Member asked for clarification on the number of excused absences and limitations. Dr. Kirby explained that the instructor has the prerogative to set the appropriate number of absences attendance this way because if a student will miss several classes due to pre-determined excused events in a semester, they may not want to take it during a different semester. Member asked for clarity on participation the statement that “If you have 0 on 30% of your assignments…”. Member questioned the use of highlighting. Members discussed if these suggestions are things that the committee should be reviewing and discussed the focus on fine details that has evolved within the committee, consensus is no. Members discussed using only one syllabus for a dual level course and the requirements for undergraduate and graduate level syllabi.
* **FLC 402 Advanced Chinese: Readings in Literature and Science**– *Approved Unanimously*Discussion: Member Scott Despain presented the course.
* **Dance Minor (24DANM)**–*Approved Unanimously*  
  Discussion: Member Beth Fath presented the curricula revision.
* **USC 107 College Success for the Pre-College Student**–*Approved Unanimously*  
  Discussion: Member Amanda Beller presented the course. Guest Roshaunda Breeden explained the program working with seniors in HS and the Summer between HS Senior year and Freshman year of college. Work with students, primarily first generation college students to bring attention to the opportunities and provide resources to students during the “forgotten summer” before beginning college. Member asked why this is an official university course. Guest Marsha Pharr explained the TRIO program has this course during the summer when students are enrolling. Marsha explained that some students come to NCSU and some go to other institutions. Member explained that university courses have more explicit requirements. Member asked if this course could be a requirement for first generation students. Guests responded that as of now it’s not a requirement but is something to consider in the future. Member suggested to create an online hybrid course so the students currently only being hosted at the university. Dr. Kirby spoke on the unique opportunity for this course and explained that a one credit course that will be a free elective to the transition to college is not uncommon. Member asked if veterans would be considered, guest responded that the talent search candidates only are considered at this time. Member asked about how financial aid and other financial aspects are covered in this course. Guest explained that financial subjects would be discussed individually with students, as finances can be a sensitive subject.
* **Crop Science Undergrad Minor (11CSM)**  
  **Turfgrass Undergrad Minor (11TFGM)**  
  **Agroecology Undergrad Minor (11AGECM)**Discussion: Member David Tarpy presented revisions. Motion to combine the three minors presented.   
  Member commented praise for the clarity on the changes being made and members discussed the desire for all curricula actions to be structured this way. Member asked Crop Science if 12 of the 15 required credit hours would be 200 level. Member suggested making the Crop Science minor’s variable credits at least 6 credit hours of 400 level courses. Member suggested for the Turfgrass Minor to insert a “minimum” of 5 credit hours because students may be confused or try to get exactly 5 hours of elective courses. Crop Science Minor pending; clarification on the credits for CS 495 on the elective list. Turfgrass Minor pending; clarification on the elective category; indicating "at least" or "minimum of" 5 credit hours.  
  *Approved Pending*
* **Agronomic Crop Production Certificate (DE Only)**   
  **Soil Science Undergrad Minor (11SSM)**   
  **Soil Science Certificate**-   
  Discussion: Member Shweta Trivedi motioned to combine certificates/minors to one action and presented revisions.  
  Member asked if in the soil science minor has a consultation with Civil Engineering because of the addition of the engineering course. Dr. Kirby explained that a full consultation may not be necessary because the course is on the elective list, but the department should to speak with Engineering before to insure student will be able to enroll in the course and insure appropriate number of seats.  
  *Approved*

Member Alton Banks motioned to combine the BSC courses.

* **BSC 497 Biological Sciences Honors Project Part 1**–  
  **BSC 498 Biological Sciences Honors Project Part 2**–  
  **BSC 499 Honors Thesis in Biological Sciences**–  
  Discussion: Member Alton Banks presented the course. Member asked if there should be a SIS program code, unfortunately there is not code for honors programs yet. Charles Clift explained that R&R has been treating honors programs as a student group which has allowed for appropriate coding. Member asked if the lack of course objectives is an issue, chair responded that course objectives are not required. Member brought attention to BSC 498 grading section discussing the thesis format but the syllabus does not indicate what format will be used, guest explained that the format is determined by the mentor. Dr. Kirby commended Guest Jane Lubischer on the separation of the research and thesis courses and the clarity this has brought to the program.   
  *All Approved Unanimously*
* **Department of Biological Sciences Honors Program** – *Approved Unanimously*   
  Discussion: Member Alton Banks presented.
* **CH 452 Advanced Measurement Techniques I**-*Approved Unanimously*   
  Discussion: Member Alton Banks presented the course.
* **CH 454 Advanced Measurement Techniques II**-*Approved Unanimously*  
  Discussion: Member Marta Klesath presented the course. Member commended the full articulation of the report in the syllabus.
* **ST 405/ST 505 Applied Nonparametric Statistics**- *Approved Unanimously*Discussion: Member Marta Klesath presented the course.
* **ST 434/ST 534 Applied Time Series**-*Approved Unanimously*   
  Discussion: Member Marta Klesath presented the course.
* **ST 437/ST 537 Applied Multivariate and Longitudinal Data Analysis**-*Approved Unanimously*   
  Discussion: Member Marta Klesath presented the course. Member applauded the instructor’s use of the syllabus tool, specifically the grading scale.

**Discussion**: Daniel discussed sharing the Syllabus Availability Bill within the colleges and provided his contact information, making himself available to answer questions. Vote within the student senate: 38 yes 0 no 1 abstention. 228 students responded to the survey. Peter Hessling asked members to convey to the colleges the spirit of what the students would like. Both Peter and Daniel spoke on the language of the bill and the scope in which to consider the student senate votes. Daniel reminded the committee that each student senate member represents roughly 500 students.

Meeting adjourned at 2:07 pm

*Respectfully submitted by Lexi Hergeth*