**University Courses and Curricula Committee** November 30th 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, Greg Young, Steven Peretti, Richard Podurgal, Daniel Harper, Scott Ferguson, Allison McCulloch (Proxy)
**Members Absent**: Michael Robinson, Peter Hessling, Edwin Lindsay

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

**Guests**: Jeremy Feducia

**WELCOME AND INTRODUCTIONS**

* **Remarks from Chair***—* Chair Andy Nowel
* **Dr. Barbara Kirby-** *Announced lunch will be served at the next meeting and the Board of Trusties approved the Agroecology and Sustainable Agriculture degree program. Dr. Kirby discussed the process of degree program approval.*
* **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 Scott Despain moved to approve. The consent agenda was presented and approved with no further discussion.

* **Chemistry BS (17CHEMBS) Curricula** -  *Approved Unanimously*
Discussion: Member Alton Banks presented.
* **ST 433/(533) Applied Spatial Statistics**– *Approved Pending*Discussion: Member Alton Banks presented the course. Member asked why the prerequisites are different for the undergraduate and graduate level course. Members speculated that the prerequisites maybe different because of the expectations and final project. Members discussed the course schedule, made the friendly suggestion to edit the headers in the schedule. Presenter discussed the instructor’s confusion when using the syllabus tool. Member pointed out that the syllabus claims that no electronic elements are used, however need this because there is an online component for the graduate level.
* **ST 440/(540) Applied Bayesian Analysis**–*Approved Unanimously*
Discussion: Member Marta Klesath presented the course. Members discussed that the syllabus schedule is broken into clumps, with multiple weeks dedicated to a topic.
* **ST/CSC 442 Introduction to Data Science**–*Approved Pending*
Discussion: Member Marta Klesath presented the course. Member pointed out the syllabus is missing the textbook price, an adjustment to the A- grading, requirements for S/U grading the deadline will change, suggested making the deadline the drop day. Member asked if listing the textbook price is necessary, members discussed the estimated price listing is a requirement and discussed varying price options through different sources.
* **ANT 428/(528) Human Paleopathology**– *Approved Unanimously*
Discussion: Member Catherine Driscoll presented. Member discussed the difference between the undergraduate and graduate level is the amount of reading. Members discussed if this would be sufficient and decided the graduate school will determine if the graduate level content is appropriate.
* **ENG 255 Beyond Britain: Literature from Colonies of the British empire**– *Approved Unanimously*
Discussion: Member Catherine Driscoll presented. Member pointed out course expectations in participation in syllabus and suggested revising the expectations to be less vague. Members discussed some potential participation standards such as, if the student satisfies at least six of the standards of intellectual expectations they will receive x amount of credit. Members discuss the guidelines and expectations for participation stated in the syllabus for other courses. Member suggested the instructor should provide feedback to students throughout the course to clarify participation evaluation. Members pointed out the performance descriptors within the participation evaluation and discussed how instructors would measure these. Dr. Kirby asked if the college curriculum committee has had any issues with this participation rubric since it appears that it is being used in several courses. Members from the college answered that this is not been an issue in the past. Members discussed the general practice that there is generally a more in depth review of participation for courses allocating about 25% of the final grade, 10% participation may not be as much of a concern. Friendly recommendation to quantify how many points will make up the 10% participation grade.
* **ENG 339 Literature and Technology** – *Approved Unanimously*
Discussion: Member Catherine Driscoll presented the course. Members discussed the inconsistency in the description of the papers that make up 55% of the total grade, “short papers” vs “significant papers”. Members concluded that the limited options in CIM have made this inconsistency and it should not cause further confusion.
* **ENG 340 Literature, Art, and Society**– *Approved Unanimously*
Discussion: Member Catherine Driscoll presented the course.
* **ENG 342 Literature of Space and Place**– *Approved Pending*
Discussion: Member Catherine Driscoll presented the course. Member discussed the inconsistency in CIM, restrictive statement not complete for certain sections in CIM. Member discussed the price of a book that is significantly more than the other required books, members concluded that it is not up to this committee to decide. However, the committee may communicate its concern if the book is costly compared to other versions, so students are able to search for the best-priced book. Members discussed the week schedule, confirmed there will be 15 weeks of content and the 16th week will. Instructional resource statement has “N/A”, for a new course the template statement will need to be added. Member brought attention to page 5 of syllabus states that if the course is being taken for GEP credit the course should not be taken as pass/fail, this was discussed and determined to be useful. Pending minor adjustment to CIM about the instructional resources and the restrictive statement.
* **ENG 464 British Literature and the Founding of Empire**- *Approved Unanimously*
Discussion: Member Catherine Driscoll presented the course. Member pointed out that paper submissions are sent to the instructor’s personal email, not through an NCSU email, and questioned if this was a concern. While there is not a specific policy that says instructors may not use personal email accounts to receive student work, the faculty member must notify the students of the possibility of the possibility of privacy issues related to the student information. The Syllabus Regulation 02.20.07 and the Online Course Hosting Material Regulation 08.00.11 provide some guidance. A faculty member’s personal email, hosted on a server other than NCSU (email does not end in ncsu.edu) is considered an externally hosted, specifically “Externally hosted course component - A course component is "externally hosted" if the server which hosts the component resides outside of NC State's Internet address space. In general, the server's domain name will not end with "ncsu.edu." Student information includes:
	+ 2.8 Student education records - "Student education records" are any personally identifiable records (1) about a student or former student, and (2) made, received or maintained by someone acting on behalf of NC State. Examples include:
	+ a) student test scores or grades;
	+ b) assignment submissions, class discussions or comments (where recorded), or other materials produced by students in which the student can be identified; and
	+ c) names of students or other identifying information that is linked to non-directory information such as the course(s) the student is taking.”
* Use of NCSU electronic components to host, receive or communicate student work is the best practice. A suggestion was made to send a message to the college that using a personal email to receive student work may become problematic. A member also mentioned potential situations when information is requested relating to subpoenas, educational records and the personal email would have to be accessed. NCSU email accounts and LMS are wrapped and processes are followed to minimize breaches in student information privacy. By October 2017, the university will require a two-factor authentication for all NCSU email accounts and NCSU Goggle applications in an effort to minimize phishing attacks resulting in compromised accounts. A member suggested the professor needs to use the NCSU accounts or LMS for student work.
* **ENG 466 Transatlantic Literatures** – *Approved Unanimously*
Discussion: Member Scott Despain presented the course. Member complimented the thoroughness of the syllabus.
* **ENG 470 American Literature, Twentieth Century and Beyond**– *Approved Pending*
Discussion: Member Scott Despain presented the course. Member pointed out that this is a completely new course, members confirmed this is a different course.
* **ENG 482 Reading in the Digital Age**– *Approved Unanimously*
Discussion: Member Scott Despain presented the course.
* **PHI 312 Philosophy of Law** – *Approved Unanimously*
Discussion: Member Scott Despain presented the course. Member complimented the syllabus bringing attention to Moodle. Member would like to suggest the instructor remind the students to sign the honor pledge for every exam to prevent students from losing points over this.
* **PSY/WGS 406 Psychology of Gender**-*Approved Unanimously*
Discussion: Member Scott Despain presented the course.
* **WGS 350 Emerging Issues in Women's and Gender Studies**-*Approved Unanimously*
Discussion: Member Scott Despain presented the course.
* **Mathematics Education: Computer Science (13MTHEDBS-13MTHEDCPS)**
* **Mathematics Education: Mathematics (13MTHEDBS-13MTHEDMS)**
* **Mathematics Education: Statistics (13MTHEDBS-13MTHEDST)**Discussion: Curricula changes presented by proxy Allison McCulloch. All *Approved Unanimously*
* **HS 141 Greenhouse Crop Production**- Approved Pending
Discussion: Member David Tarpy presented the course. Member pointed out that the exams were confusing, presenter explained that the grading in CIM has made the grading more confusing. Presenter will bring the friendly suggestion to clarify the grading methods. Chair pointed out that the students will not see what is in CIM, the information in the syllabus better explains the grading methods. Members discussed the need for clarification on what assignments/quizzes can be replaced with the final exam. Members made the friendly suggestion to clarify the weekly schedule. Member suggested changing the syllabus wording from “Disabled students” to the language used in the syllabus regulation – Statement for students with disabilities. Member asked if it is unusual to request a doctor’s note, members confirmed that documents of the appointment may be required, but not specifics to the health issues or condition. Pending clarity on the quizzes that can be dropped, the language of the disabilities statement. Friendly suggestion to adjust the headers in the schedule.

**Discussion**: Subcommittee meeting

Meeting adjourned at 1:59 pm

*Respectfully submitted by Lexi Hergeth*