**University Courses and Curricula Committee** February 22nd, 2017

 Talley Student Union 4140

 Call to Order: 12:45 pm

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

**Guest**: Jennifer Capps, Haley Huie, Jane Lubischer, Genia Sklute, Gary Blank, Jason DeRousie
**Ex-Officio Members Present:** Li Marcus, Lexi Hergeth, Barbara Kirby, Charles Clift, Rebecca Swanson, Kyle Pysher

**WELCOME AND INTRODUCTIONS**

* **Remarks from Chair Andy Nowel**- Introduced guests and reminded the committee to chat with colleges and focus points for reviewing.
* **Remarks from Associate Vice Provost Dr. Barbara Kirby-** Discussed comments from faculty senate regarding the rolls of UCCC and CUE and provided examples of how the reviews from UCCC affect the reviews from CUE. She also informed the committee of the taskforce updates and agenda updates. A recommendation from the USD taskforce committee should be ready for review in the next few weeks.
* **Approval of the Minutes from February 8th 2017** – *Approved Unanimously*
	+ Discussion: Member Daniel Harper moved to approve. Minutes from the previous meeting were presented and approved without further discussion.

**OLD BUSINESS**

* **FOR 408/(508) Hardwood Management (returning from November 2, 2016 meeting [tabled])-** Approved Pending
Discussion: Member Scott Despain presented the returning course. Gary Blank shared information on updates that were made since the last meeting and explained the requisites for the undergraduate or graduate levels. Kyle Pysher from Registration and Records confirmed the requisites are codable. Presenter explained the past topics of concern and how they have been updated. Member pointed out the course topic schedule from the syllabus is shorter than what is listed in CIM. Members discussed approving pending the addition of the course schedule to the full 16 week schedule. Member brought attention to the attendance policy statement stating that students are expected to attend all sessions which is contradicting the participation rubric that indicates excused absences are acceptable. Member pointed out the participation section of the syllabus that weekly exercises listed that are not listed in the grading evaluation methods. Member explained how representation for the course being present helps. Guest explained that the faculty member teaching evaluates students on participation, attendance being important because there isn’t a way to participate without being present. Members suggested making a note to see the participation rubric. Student senate member indicated from the student perspective that the attendance and participation is clear from his perspective. Approved pending the clarification of attendance and participation rubric and the schedule.

**NEW BUSINESS**

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

Discussion: Member Scott Despain moved to approve. No further discussion.

* **MSE 300 Structure of Materials at the Nanoscale**-  *Approved Pending.*
Discussion: Member Scott Ferguson presented the course. Member asked for some clarity on the grading rubric indicating homework being 40% “to be determined by the instructor” and explained that a student may want an estimation of how many homework assignments will make up the 40%. Presenter explained that the instructor may not have wanted to provide an exact number of assignments. Members discussed using an approximation or range instead of an exact number and may have cut a few corners with the syllabus by using a preexisting syllabus. Li Marcus explained the information in CIM will show what is being changed through color coding. Member brought up the friendly suggestion to include assignments focusing on communication to increase communication skills in engineering students. Approved pending clarification on number of homework assignments.
* **BIO 240 Principles of Human Anatomy & Physiology (A): Nervous, Skeletal, Muscular, & Digestive Systems**– *Approved*Discussion: Member Marta Klesath presented the course. No further discussion.
* **BIO 245 Principles of Human Anatomy & Physiology (B): Endocrine, Cardiovascular, Respiratory & Renal Systems-** *Approved Unanimously*
Discussion: Member Marta Klesath presented the course. Members discussed the seven major methods of assessment. Presenter explained the content of the final projects will be from the assignments throughout. Member suggested the saved name in the syllabus should reflect the course name.
* **BSC 295 Special Topics in Biological Sciences**–*Approved Unanimously*
Discussion: Member Marta Klesath presented the curricula action. Members made the friendly suggestion to change the time frame for late assignment grade deduction from “the first 48 “ to “24-48” hours.
* **BSC 303 Transfer Student Transitions**- *Approved Unanimously* Discussion: Member Marta Klesath presented the course. Members made the same friendly suggestion as BSC 295 syllabus. Member asked if the statement in the syllabus indicating that students with more than 3 absences will fail the course. Members discussed the statement is used for many courses within the college of sciences. Members explained if a student is absent for more than 3 courses they will not have the information or participation necessary for the course. Dr. Barbara Kirby explained the University policy on absences and the instructor’s ability to make a judgment call on individual students. Dr. Kirby also said the attendance policy will be reviewed at by the office of undergraduate courses and curricula in academic standards.
* **BSC 495: Special Topics in Biological Sciences**- *Approved Unanimously*Discussion: Member Marta Klesath presented the course. No further discussion.
* **BA Biological Sciences 17BIOBA -** *Approved Unanimously*Discussion: Member Marta Klesath presented the curricula action. Members discussed what “newly discovered courses” means, presenter explained theses are either existing or new courses being added to update the curricula. Member asked if the courses effect other curricula, guest said the associate deans were informed. Guest announced BIO 240 and BIO 245 will need to be marketed during enrollment because of the earlier changes to the prefixes.
* **Textile Technology Minor (18TTM)-** *Approved Unanimously*Discussion: Member Helmut Hergeth presented the curricula action. No further discussion.
* **PSE 295 Special Topics in Paper Science & Engineering**- *Approved Unanimously*
Discussion: Member Scott Despain presented the course. No further discussion.
* **BUS 461**- *Approved Unanimously*
Discussion: Member Richard Podurgal presented the course. No further discussion.
* **BUS 465 Traditional and Digital Brand Promotion** - *Approved Unanimously*
Discussion: Member Richard Podurgal presented the course. No further discussion.
* **Accounting No Concentration 20ACCNC-** *Approved Unanimously*Discussion: Member Richard Podurgal presented the curricula action. Guest Jason DeRussi explained the department is comfortable creating this concentration and the department has built in consultation so students do not take 9 electives unrelated to what the student would like to do after graduating. Member asked if internships could be advised electives. Guest responded that internships can be used as an elective but internships for credit need to be approved by the department.
* **Management First Year-** *Approved*Discussion: Member Richard Podurgal presented the curricula action. Member asked if the GEP credits in the degree audit are in line with the old curricula. Guest explained the degree audit would be set up so they would be able to fill requirements with transfer credits and encourages choosing a major.
* **ANS 150 Introduction to Animal Science**- *Approved Unanimously***ANS 151 Introduction to Animal Science Lab**-
Discussion: Member Shweta Trivedi moved to combine the two ANS courses in one motion and presented. Member made the friendly suggestion to include the rounding statement for grading and including the information that describes the grading in the syllabus in CIM. Li Marcus reminded the committee that the topics outline in CIM is not required if the attached syllabus provides the topic schedule. Member pointed out the point based and percentage and made the friendly suggestion to include the point value with percentages in the syllabus for clarity.

* **PO 215 Applied Avian and Aquaculture Nutrition**- *Approved Pending*
Discussion Member David Tarpy presented the course. Friendly suggestion was made to change the font specification to a requirement of word count or other similar standard. Friendly suggestion to fix typo in the course structure section under Term Paper: "Literature cited must be in either Journal of Nutrition of Journal of Animal Science format. " to "Literature cited must be in either Journal of Nutrition in Journal of Animal Science format.”. Member made the friendly suggestion to adjust the attendance. Friendly suggestion to adjust the wording “absence due to illness or death” to clarify the death of a family member. Member suggested fixing the title indicated in laboratory safety section at the top of page 4 in the syllabus. Approved pending clarity on attendance.
* **BS Agricultural Sciences-** *Approved Unanimously*Discussion: Member David Tarpy presented the curricula action. Member made the friendly suggestion to update EC 201, name should be changed to the current, accurate title.
* **EI 100 Entrepreneurial Thinking in the Albright Entrepreneurs Village-** *Approved Unanimously*Discussion: Member Amanda Beller presented the course. No further discussion.
* **HON 313 Reading Machines-** *Approved Unanimously*Discussion: Member Amanda Beller presented the course. Member made the friendly suggestion to shorten the catalog description. Li Marcus assured the committee OUCCAS and R&R will work together to insure the word/character counts for CIM and SIS are satisfied for the catalog description.
* **HON 340 Religion and Freedom-** *Approved Unanimously*Discussion: Member Elizabeth Fath presented the course.
* **MUS 210 Introduction to Popular Music: 1950s-1970s-** *Approved Unanimously*
**MUS 211 Introduction to Popular Music: 1980s-present-** Discussion: Member Elizabeth Fath moved to combine the two MUS actions to one action and presented the courses. No further discussion.

**Discussion**: Student Senate representative said the academics committee of the student senate has a deadline of March 14, 2017 to have contacted and get information from other colleges on syllabus availability.

Meeting adjourned at 2:08 pm

*Respectfully submitted by Lexi Hergeth*