**University Courses and Curricula Committee** March 29, 2017

 Talley Student Union 4140

 Call to Order: 12:47 pm

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

**Guest**: Anthony Scalabrino, Tom Koch, Alease Hancock, Alison Arnold
**Ex-Officio Members Present:** Lexi Hergeth, Li Marcus, Barbara Kirby, Rebecca Swanson, Kyle Pysher, John Harrington, Jordan Luzander, Rebecca Stojancic

**WELCOME AND INTRODUCTIONS**

* **Remarks from Chair Andy Nowel**- Chair introduced guests, proxy, and new XNOV members and explained the scheduling officer roles. Chair also announced the chairs of the syllabus availability subcommittee meeting will make
* **Remarks from Associate Vice Provost Dr. Barbara Kirby-** Brought attention to the informational section of the syllabus and explained the previously approved actions as they move toward the board of trusties for their approval. Members and Dr. Kirby explained the reasons behind each action and clarified that the specific tracks are being discontinued, not the discipline (ie: a BS in Geology is still there
* **Approval of the Minutes from February 22nd 2017** – *Approved Unanimously*
	+ Discussion: Member Scott Despain moved to approve. Minutes from the previous meeting were presented and approved without further discussion.

**NEW BUSINESS**

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

Discussion: Member Beth Fath moved to approve.

* **MUS 200 Understanding Music: Global Perspectives**- *Approved Unanimously*
Discussion: Member Beth Fath presented the course.
* **MUS 320 Music of the 20th Century**– *Approved Unanimously*Discussion: Member Beth Fath presented the course. Member suggested using the full title for the abbreviated title and the statement that the schedule is subject to change without notice. Members clarified that the GEP Objective and Outcomes are required in the syllabus, the Assessment is not necessary in the syllabus.
* **NS 420 Naval Leadership and Ethics-** *Approved Unanimously*
Discussion: Member Amanda Beller presented the course. Member asked if the text is provided by ROTC, guest Anthony Scalbrino answered yes, ROTC will provide the text to students. Member asked if the University policy allows for an incomplete grade assigned to students who do not submit all assignments. Guest explained the reasoning behind assigning an incomplete instead of the student receiving a zero for the assignment. Friendly suggestion to include “in compliance with University policy” and include a hyperlink.
* **BSC 410/(510) Animal Behavior**–*Approved Unanimously*
Discussion: Member Marta Klesath presented the course.
* **AGI 191 Professional Development**- *Approved Unanimously* Discussion: Member David Tarpy presented the curricular action. Member complemented the variety of types of assignment. Friendly suggestion to fix typo in the catalog description (plural vs singular) in CIM and the syllabus. Friendly suggestion to include who guest speakers will be to attract students.
* **11BEBS BS in Biological Engineering
11BEBS-11BEBEA BS in Biological Engineering-Agricultural Engineering Concentration
11BEBS-11BEBEC BS in Biological Engineering- Ecological Engineering Concentration** - *Approved Unanimously*Discussion: Member David Tarpy moved to combine all 11BEBS curricula actions. Member asked for the 11BEBS-11BEBEC action if the highlighted change is current or from the past meeting, presenter clarified it is a new change. Member asked if 11BEBEA’s format B Major course list add to the correct 20 credit totals. Presenter said he will double check to make sure.

 **Discussion**: Chair thanked the Syllabus Availability Subcommittee for their service and introduced the Subcommittee Co-Chairs to present the drafted recommendation. Co-Chairs explained the background of the subcommittee's work, initial feedback from constituent colleges, and examples from other universities. Co-Chairs also discussed the long term and short term proposals and how these will benefit students, faculty, and staff (as well as prospective students) in the long term.

Member asked why a student would not go to the faculty member directly for a copy of the syllabus rather than going to a person on the recommended contacts list. Member responded students have indicated they have had trouble getting a hold of the faculty or have delayed responses that affect their limited enrollment periods. Subcommittee member explained the syllabus repository doesn’t prevent students from contacting the instructors, but gave them another point of contact that has the understanding and expectation to respond with last available syllabus information.

Member asked how the students would know about the repository, Co-Chair responded that student government will provide the information through their communication links. Members discussed the message sent with the list of whom will have access to syllabi for the department and suggested a statement advising students to contact the instructor for specifics about their courses.

Members and Subcommittee Co-Chairs discussed how the University will benefit from easy repository for accreditation purposes, students will be able to access information early on their own time, and instructors will be able to market effectively.

Member asked what staff resources will available for even the short-term implementation, given the amount of emails the staff member may receive. Subcommittee member responded that the short-term proposal will simply formalize who has access to the department syllabi. Member suggested this would be beneficial for advising as well. Members complimented the long-term proposal and agreed with the Chairs that the syllabi would all need to be digital. Members were informed that there will be a log in to ensure access is provided to only people with a unity log in. Member clarified that if the past semester’s syllabi would be provided if the instructor has not completed the current semester’s syllabus. Chair indicated that while the short-term proposal will benefit a smaller number of students, but the long-term proposal will benefit a much larger student population.

UCCC Chair suggested voting on the short term and long term recommendations separately. Member’s clarified that the first sentence of the recommendation is already a University policy, but the real work of the short-term proposal would be creating a database of contacts. Member asked if the individuals responsible for collecting syllabi can distribute the syllabi, are they allowed to become the point of contact. Member indicated the short-term solution is overly complicated, members discussed how the database would remove some of the steps students would have to go through asking who is the best person to contact. Members discussed inputting the syllabi information in SIS, subcommittee members responded that this would not be available at this point, but that links in SIS to an external repository would be possible after Peoplesoft upgrade was complete. Member suggested the syllabi that have already been approved should be uploaded. Li Marcus responded that feedback indicated some instructors are against providing the entire syllabi and the syllabus tool can truncate the desired fields. Dr. Barbara Kirby also provided examples of instances were a repository would be helpful such as if an instructor leaves during a semester. Members discussed the idea of pulling information from CIM, Li Marcus and Dr. Kirby responded that pulling information from CIM is not a workable solution. Members discussed the future SACs proposal being discussed that would require the university to have a repository. Members also discussed Moodle as a possible repository, but DELTA suggested that this would not work either. It would need to be a separate, unity-wrapped repository based off of the syllabus tool.

Members agreed to take the recommendation back to their colleges for discussion with further discussion and possible voting to take place at the 4/12 UCCC meeting.

Meeting adjourned at 2:17 pm

*Respectfully submitted by Lexi Hergeth*