**University Courses and Curricula Committee** April 26, 2017

Talley Student Union 4140

Call to Order: 12:46 pm

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

**Guest**: Michael Escuti   
**Ex-Officio Members Present:** Lexi Hergeth, Li Marcus, Rebecca Swanson, Kyle Pysher, Charles Clift, John Harrington, Lindsey Mihalov, Carrie Zelna

**WELCOME AND INTRODUCTIONS**

* **Remarks from Chair Andy Nowel**- Chair introduced guests and proxy. Chair also reminded the committee the syllabus availability proposal has had some updates and will be discussed after the course and curricular actions. He also thanked Dr. Mullen for lunch.
* **Remarks from Vice Chancellor and Dean Dr. Mike Mullen**- Thanked the committee for their service and discussed the national search to fill Dr. Kirby’s position and thanked Dr. Kirby for all of her service of over 20 years in CALS and DASA as an administrator. Dr. Mullen also announced Carrie Zelna will provide administrative leadership in the interim period.
* **Approval of the Minutes from April 12th 2017** – *Approved Unanimously*
  + Discussion: Member Scott Despain moved to approve.

**NEW BUSINESS**

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

Discussion: Member Scott Despain moved to approve.

* **ANS 495 Special Topics in Animal Science**– *Approved Unanimously*Discussion: Member Shweta Trivedi presented the course. Member commented shells are in almost every curriculum and supports this course. Member provided suggested updated wording for the academic integrity section of the syllabus in order to bring the relevant administrative office into the proceeding for any infractions. Presenter is also the instructor and agreed to make the suggested updates.
* **FS 481 Research Experience in Food and Bioprocessing Science**– *Approved Pending*Discussion: Member Shweta Trivedi presented the course. Member commented that there appear to be many contact hours compared to the credit hours. Members discussed and agreed the contact hours are correct because this course is a lab and is taught over 10 weeks in the Summer. Member brought attention to the syllabus on the second page indicating “2 +1 (Poster)” and asked for clarification on what this means. Another member suggested that clarity on the conversion of the 75 possible assignment points to a letter grade would be beneficial to students. Pending the clarification of grading as well as clarity on the meaning of 2+1(poster).
* **BS Biological Engineering Environmental Engineering 11BEBS-11BEBEE** – *Approved Unanimously*Discussion: Member David Tarpy presented the curricular action.
* **ECE 420 Wireless Communication Systems-** *Approved Unanimously*   
  Discussion: Member Scott Ferguson presented the course. Member made the friendly suggestion to amend the language in the Attendance/Participation grade section of the syllabus to indicate that “reasonable” absences follow the excused absence rules of the existing University attendance policy. Guest Michael Escuti indicated this should not be a problem.
* **MAE 251 Aerospace Vehicle Performance-** *Approved Unanimously*   
  Discussion: Member Scott Ferguson presented the course. Member pointed out that while the sum total of weeks represented in the Topic Outline for the course in CIM added up to 14 weeks, the syllabus reflected the full and expected 15 weeks of course work plus a final exam and recommended that the CIM record be updated to reflect the syllabus information. Member indicated the prerequisite to have a 2.0 minimum GPA seems odd because a 2.0 equates to good standing in University policy. Members discussed and established that as students are able to take some courses on academic warning or probation, the GPA requirement does make sense.
* **MSE 320 Introduction to Defects in Solids-** *Approved Unanimously*   
  Discussion: Member Scott Ferguson presented the course. Member asked for clarification on the grading – whether a homework grade was subject to a rubric or was an all-or-none sort of grade. Presenter explained that the homework grade is used to see if student have attempted the homework and so presenter indicated it depends on the instructor and homework assignment in question. Friendly suggestion was made to provide additional information for the students such as a rubric in order to make expectations clear.
* **PS 353 Issues in Latin American and Caribbean Politics-** *Approved Unanimously*   
  Discussion: Member Catherine Driscoll presented the course. Member made the friendly suggestion to include the course objectives as listed in the syllabus in CIM.
* **Foreign Languages and Literatures, Foreign Language Education concentration 16FLLBA-16FLLED -** *Approved Unanimously*   
  Discussion: Member Scott Despain presented the course.
* **BA Leadership in the Public Sector-DE 16LPSBA-16LPSBAZ -** *Approved Unanimously*Discussion: Member Scott Despain presented the curricular action.
* **Bachelor of Science in Genetics 17GNBS -** *Approved Unanimously*Discussion: Member Marta Klesath presented the curricular action. Member complimented the curricula action.

**Syllabus Availability Subcommittee Results and UCCC Recommendation:**

Chair turned meeting over to subcommittee co-chairs Daniel Harper and Peter Hessling. Member asked where this is in the approval process. Daniel Harper and Li Marcus explained that this recommendation would need to be approved by UCCC in order to go as a recommendation to Dr. Mullen and the Provost’s office, at which point it would continue to be disseminated and discussed with groups such as Associate Deans and Faculty Senate.

Daniel Harper **moved to approve the long-term solution and brought attention to the second two bullet points in the proposal** dealing with a redesign of the Syllabus Tool and the need for a central repository of syllabi to be made available to students. The motion was seconded.

Discussion: Member said that they were not convinced the $150,000 is justified based on how many people use the syllabus tool and how many students desire syllabi, as well as the type and amount of information students will receive and be able to use and whether that information will be up to date. Daniel responded that the syllabi in this process would be 100% up to date because they would use the new syllabus tool from which this information is pulled. If this tool is well-made and created with faculty input, faculty will use this tool. Peter Hessling outlined points from the subcommittee’s meeting with DELTA and explained the cost and idea behind updating the syllabus tool.

Member asked if the repository cost is included in the $150,000. Li Marcus confirmed that the repository will have a separate cost based on the discussion with DELTA. Member asked if there is a way for the syllabus repository could be linked with CIM. Co-chairs confirmed that integration with CIM is unlikely as the vendor software is very proprietary. Members discussed the additional factors that updating the syllabus tool influence, including the potential for SACs requiring a repository. Carrie Zelna indicated that the most recent information from the Assistant Vice Provost for Accreditation. Members discussed removing the eighth bullet point (about the SACs justification) because the main purpose is to help students, not to predict what rulings SACs will pass. The goal is to bring information to students, and the bullet point that included the SACS reasoning in the recommendation findings was removed.

Daniel reminded the committee there will always be students who do not read the syllabi but overall, the number of students reading syllabi is expected to increase if provided easy access and that the information will be extremely helpful for those entrepreneurial students.

Member indicated they are still not convinced if this is worthwhile. Member indicated the money will not come from UCCC. Members discussed how the new syllabus tool would be helpful with a more user-friendly interface that would save time and frustration for faculty building their syllabus as well as for reviewers of course actions along the approval process as well as beneficial for student information.

Member asked if the syllabus tool update will be able to improved reporting tools. Li Marcus indicated MyPack does have a wide array of existing possibilities for reporting, but that the new tool could (with faculty input) include report-friendly functionality different from what MyPack offers.

Chair recognized the guest Michael Escuti, who heard about this proposal for the first time. He spoke in favor for the value of the time saved for faculty. He indicated the value of the time saved outweighs the monetary value.

Co-Chair Daniel moved to approve the long-term recommendations regarding the development of the new syllabus tool and the syllabus repository in the context of the rest of the document (with the exception of the short-term recommendation).

**Approved with one objection.**

Daniel **moved to approve the short-term proposal to be enacted in the interim** until a syllabus tool and repository can be put in place. Short term solution was summarized by Daniel; the policy will be to contact the instructor first, after 48 hours the student will contact the college/department person.

Member asked why the faculty are contacted first because many instructors are on a 9-month schedule. Members discussed removing the instructor contact suggestion and simply providing the list of the identified contact people. Daniel explained the last time the proposal was discussed there were concerns about the number of requests being overwhelming for the contact person. Member suggested amending the proposal that the university publish a message to the students saying to contact the department and a message to the departments requesting the identity of a designated person.

Members discussed the points of faculty response time, faculty workload specifically regarding recommendations and requests for syllabi, the non-universal practice of having a departmental e-mail, and the difficulty for students to know the correct departmental person to contact in the case of faculty non-response (especially if a section is listed as being taught by “staff”).

Member asked if students are asking specifics about the syllabus that the instructor needs answer, student senate member indicated these specific questions are less likely to be asked until the first day of courses. The proposal was specifically to address student need for information during the registration periods during the months of March/April and October/November.

Member suggested updating the proposal to exclude “strongly”, “only” and other specific language to make the proposal less intense. Member Scott Despain provided the Foreign Language and Literary syllabus repository (organized via google drive and accessed through a UnityWRAP website) as a possible response from depatments to the proposed short term recommendation. Members discussed if the proposal should remove the language that “students should contact the faculty first”. Member asked why couldn’t each department decide how they provide syllabi, if they want them to contact the faculty first or not. Members discussed removing the statements “Students will be encouraged….the department/college representative.” And “Students should contact the….from the professor.” and replacing it with the statements that the department will provide a webpage listing the processes will be created and published so that students may obtain syllabus information before course registration. Members agreed that the resulting recommendation, which would allow for departments to choose and relay to students the best way to access course syllabi, whether it would be contacting the instructor, contacting a departmental e-mail, accessing a website, or another method. This information page would be housed on the OUCCAS website and managed by the Office of Undergraduate Courses and Curricula while the long-term resolutions are implemented, to be resolved one the central repository is complete.

**Motion to recommend the revised short-term policy in interim up implementing the long-term solution was approved with one abstention.**

Meeting adjourned at 2:11 pm

*Respectfully submitted by Lexi Hergeth*