**University Courses and Curricula Committee** April 11, 2018

 Talley Student Union 4140

 Call to Order: 12:46 pm

 **Members Present:** Chair Helmut Hergeth, Chair Elect Marta Klesath, Walter Robinson, Elizabeth Fath, Andreas Orphanides, Megan Cherry, Kathleen Rieder, John Kuzenski, Walter Robinson, Peter Hessling, Scott Despain, Berkley Griffin Hillis, Erin Peterson, Kerry Havner, Shweta Trivedi, Annie Carlson Welch, Rudi Seracino, Wendy Krause, Jackie Bruce
 **Members Absent**: Scott Ferguson, Zeenat Nadvi, Edwin Lindsay,

**Guests**: Jason DeRousie, Alease Hancock, Matthew Peterson, Tsailu Liu

**Ex-Officio Members Present:** Lexi Hergeth, Li Marcus, Bret Smith, John Harrington, Tim Petty, Rebecca Stojancic, Jordan Luzader, Charles Clift

**WELCOME AND INTRODUCTIONS**

* **Remarks from Chair Elect** - Welcomed the committee members introduced guests.
* **Remarks from OUCCAS/DASA-** Li Marcus reminded the committee today is the deadline for actions wanting approval this academic year. Li also let the committee know an invitation was sent out for an afterhours reception.
* **Approval of the Minutes from March 28th 2017** – *Approved Unanimously*
	+ Discussion: Member Walter Robinson moved to approve. Member commented that on the second page of the minutes, the discussion about the total credit hours in the environmental engineering program section should be for the action above, the dual degree action. This will be corrected immediately after the meeting.

**NEW BUSINESS**

* **Consent Agenda** -*Approved Unanimously with Friendly Suggestion*Discussion: Member Jackie Bruce moved to approve. Member commented that a few courses are listed incorrectly. Friendly suggestion to correct these courses for the minor lists. John Harrington from R&R complimented the English updates with the clearly listed courses, this will make updating the curricula actions much easier.
* **Graphic Design Bachelor degree -** *Approved Unanimously*Discussion: Member Kathleen Rieder presented the curricular action. Member commented that it looks like this update will be more flexible for students. Member indicated on the format A it would be nice to have the strike through font for clarity.
* **Coaching Education Minor (24CAM)** -*Approved Unanimously*Discussion: Member Annie Carlson Welch presented the curricula action.

* **AGI 192 AGI External Learning Experience -** *Approved Pending* Discussion: Member Shweta Trivedi presented the new course. Member noted a discrepancy in the catalog description and CIM: 8 majors were referenced in one versus 6 in the other. Alease confirmed that it should be six in both. Member asked about the number of repetitions allowed in the course as CIM indicated a possible maximum of two repetitions with a max total of 6 hours, while the credit hours indicated in the syllabus seemed to go up to 12. Member commented that the course is a 10 week course and the hours per week should be 15 hours for a 3 credit hour internship course. Guest Alease Hancock clarified that this course can be taken twice for a total of 6 credit hours and a maximum of 3 credit hours each offering. Rebecca from R&R clarified that in SIS there is not an option for a range therefore it made sense to list the lowest number of a possible range of contact hours. Member Suggested correcting the contact hours for consistency in the syllabus and CIM. The chair and members discussed and confirmed with XNOV members that 15 contact hours per week for 10 weeks to equal the total of 150 contact hours needed for a 3 credit hour in an internship course. Member moved to change the motion to approve pending the clarification of the contact to credit hours and the reconciliation of information between CIM and SIS. Motion approved. Member appreciated the provided assessments in the syllabus. Course approved pending the update and clarification of the contact and credit hours.
* **ECE 460/(560) Embedded System Architectures** –*Approved Unanimously*Discussion: Member Rudi Seracino presented the course. Presenter pointed out that this is a new course that is reusing the numbering. Members discussed that this is not a drop, but a rebirth of a new course.
* **EC 468 Game Theory** -*Approved Pending with friendly suggestions*Discussion: Member John Kuzenski presented the curricular revisions. Presenter introduced guest Jason DeRousie. Member indicated there were a few hyperlinks with red text and one URL is present but did not link. Member indicated the course is 15 weeks and should be updated to 16 weeks. The student learning outcomes need to be measurable and it is not clear how these will be measured. Member indicated it is not clear how much homework will be presented and suggested providing an estimate. Member also indicated a specific number of allowed excused absences is not provided in the syllabus. Reference to the academic integrity policy statement is also needed and the disabilities statement needs to be updated.

Member moved to change the motion to approved pending the inclusion of the required policies and statements hyperlinks. Motion approved. Members discussed the absence section and confirmed that, based on the syllabus regulation; the course should provide the number of acceptable absences. Member commented that as an instructor he felt that the university absence policy would need to be adhered to based on the excused absences. Member suggested going up the chain of command because the attendance policy seems contradictory. Members said the instructor can say the number of absences, unexcused or excused should be explained. Members discussed syllabus regulations 2.1.2.3 and 2.1.2.2. Chair indicated because each course is different some courses have labs or field trips that cannot be repeated. Member commented that ENG 455 handles this nicely by indicating the number of acceptable absences and that the instructor would assist students in dropping the course if they were to surpass the number of acceptable absences. Member commented that this is similar to the contact hours needed for physical education courses. Chair asked if they had consulted with other departments, guest indicated they did not, but that the other Game Theory course was different in discipline and has not been offered in many years.

* **ENG/WGS 308 Contemporary Issues in Ecofeminism** -*Approved Unanimously*Discussion: Member Scott Despain presented the new course.
* **ENG 455 Literacy in the U.S. -** *Approved Unanimously with Friendly Suggestions*Discussion: Member Scott Despain presented the course action. Member suggested pulling up the attendance policy as an example for EC 468. Member made the friendly suggestion that in the attendance policy on the third line to read “each additional absence”. Member indicated a rounding statement may be helpful, after members discussed the two decimal places provided in the grading scale are sufficient for rounding, making this a friendly suggestion.
* **HSS plans and sub-plans -** *Approved Unanimously*Discussion: Member Megan Cherry presented the curricula actions.

**Discussion**: Li Marcus provided the process map website and presented it to the committee as well as indicated this link will be sent to the committee members for their feedback. Li Marcus asked for feedback from all members about the formatting, language, and links. Li explained this will be the first wave of feedback and asked members to discuss within CUE, UCCC, and the Associate Deans to avoid overload of feedback from everyone at the same time from disparate groups.

Meeting adjourned at 1:33 pm *Respectfully submitted by Lexi Hergeth*