**University Courses and Curricula Committee** January 10, 2018

 Talley Student Union 4140

 Call to Order: 12:4 pm

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

**Guest**: Lianne Cartee, Ebony Jones, Jason DeRousie

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

**WELCOME AND INTRODUCTIONS**

* **Remarks from Chair** - Welcomed the committee members introduced guests and long term proxies.
* **Fall UCCC Review presented by Lexi Hergeth**
* **Approval of the Minutes from November 29th 2017** – *Approved Unanimously*
	+ Discussion: Member John Kuzenski moved to approve. Minutes from the previous meeting were presented and approved without further discussion.

**NEW BUSINESS**

* **Consent Agenda** -*Approved Unanimously
BIO 424, BIO 434, BIO 488, GPH 425, ISE 495, ST 361, ZO 317, ZO 350, ZO 402*

Discussion: Member Scott Despain moved to approve.

* **GD 492 Special Topics in Graphic Design** -*Approved Pending*Discussion: Member Kathleen Rieder presented the course. Member commented that the contact hours should be adjusted to 3 to equate to 3 credit hours. The presenter confirmed this should be adjusted. Motion to change the action to approved pending, members approved. Members voted to approve the action pending the adjustment of the contact hours.

* **COM 292 Language, Communication, and Culture** -*Approved Unanimously*Discussion: Member Scott Despain presented the course.
* **ENG/AFS 248 Survey of African-American Literature** –*Approved Unanimously with Friendly Suggestions* Discussion: Member Scott Despain presented the course. Member suggested including a participation rubric as the College of Humanities and Social Sciences has excellent examples of this. Member suggested the wording in the course objectives be changed to primary goals instead of immediate goals.
* **HI 217 Caribbean History** *–Approved Unanimously with Friendly Suggestions*Discussion: Member Megan Cherry presented the course. Member suggested the inclusion of a statement that “standard rounding will apply”. Member asked if there is a required grading scale, Lexi Hergeth and Li Marcus responded that there is a commonly-used scale, but that grading scales can be adjusted by the instructor.
* **AEE 495 Special Topics in Agricultural and Extension Education** -*Approved Unanimously with Friendly Suggestions*Discussion: Member Shweta Trivedi presented the course. Member suggested removing the GEP information from the syllabus to avoid confusion as the course is Special Topics and Special Topics courses with GEP attributes must fall under a GEP Special Topics shell. Member indicated that the course should indicate 16 weeks instead of 15 weeks.
* **New CSSC Prefix** -*Approved Unanimously*Discussion: Member Shweta Trivedi presented the new prefix action. Member asked if this is part of a sequential process and the presenter confirmed this is part of a sequential process.
* **MAE 420/(520) Dynamic Analysis of Human Movement** *Approved Unanimously with Friendly Suggestion.* Discussion: Member Rudi Seracino presented the course. Member suggested including a statement that “standard rounding will apply.”
* **Biomedical Engineering (BS) (14BMEBS)** *Approved Unanimously*Discussion: Member Rudi Seracino presented the curricular action.
* **Engineering bundle** –*All Approved Unanimously* *Chemical Engineering (BS) (14CHEBS)*

*Chemical Engineering (BS) Biomanufacturing Sciences (14CHEBS-14CHEBMF)*

*Chemical Engineering (BS) Biomolecular (14CHEBS-14CHEBIO)*

*Chemical Engineering (BS) Honors Program (14CHEBS-14CHEHON)*

*Chemical Engineering (BS) Nanoscience (14CHEBS-14CHENAN)*

*Chemical Engineering (BS) & Textile Engineering (BS) (14CHEBS-14CHETE)*

*Chemical Engineering (BS) Sustainable Engineering, Energy & the Environment (14CHEBS-14CHESEE)*

*Civil Engineering (14CEBS)*

*Computer Engineering (BS) (14CPEBS)*

*Environmental Engineering (BS) (14ENEBS)*

*Electrical Engineering (BS) (14EEBS)*

*Industrial Engineering (BS) (14IEBS)*

*Materials Science & Engineering (BS) (14MSEBS)*

*Mechanical Engineering (BS) (14MEBS)*

*Nuclear Engineering (BS) (14NEBS)*Discussion: Member Scott Ferguson presented the curricular actions adding E 102 to the required course lists. Member asked if there were any actions from Engineering. Presenter confirmed a few curricula are not on the list,

Member asked if having 18 hours in the second semester of the Freshman year. Presenter responded they would like to expose Freshman to Engineering courses within the first year. Guest Lianne Cartee indicated most students come in with AP credits from high school and will not actually take that number of hours. Member asked if a few stray highlights were from previous actions, Lexi Hergeth confirmed this highlighting is

* **FOR/NR 491 Special Topics in Forestry and Related Natural Resources** *Approved Pending*Discussion: Member Scott Despain presented the course. Member asked about GEPs being referred to as GERs. The deliverables should include additional descriptions. Member indicated the syllabus is missing late work policies, and the PRRs that should be included. Members voted to change the motion to approved pending. Members approved the course pending the adjustment of GER to GEP, additional information in the deliverables, and the inclusion of the late work and PRRs.

**Discussion**: Bret Smith presented the Process Map for New and Modified courses. The process map will be interactive and link to FAQs and committee lists to provide further guidance and information. Dr. Smith explained in the past courses have bounced back and forth between UCCC and CUE, which delays the creation of a course where approval was recommended by UCCC. The process map reflects the current process with one adjustment – for those courses coming forward with the express purpose of adding it to a GEP list, the course would go first to CUE in order to allow CUE to offer feedback regarding whether the course as it is listed matches GEP objectives for the given category, after which the course will go to UCCC for verification that no substantive changes have been made (or that those changes are still in line with University expectations/policy). Member asked to see an example (ENG 248), CUE would see this course first as the changes are to the Student Learning Outcomes for the purposes of GEP, then the course would go to UCCC to approve the student learning outcomes as a university course. Member asked for clarification on the color lines, Li Marcus indicated she will change the color of the lines to show a continuation of the approval process. Depending on the workload of DASA groups in producing this interactive document, OUCCAS hopes to make this available in March and will start visiting college CCCs that want to hear about the map.

A member asked if the prefix needs to be the same for a dual level course but they can be crosslisted. Li Marcus explained that a course can be crosslisted and dual level, however the prefix must match in the undergraduate and graduate levels.

Li Marcus reminded the committee about the interest surveys and illustrated how members can see if they are rolling off the committee. She also informed the committee about CIM training available in the college of textiles on January 26, 2018. She also reminded the committee we will be going to the Courseleaf conference and asked any members with suggestions or questions about CIM to email us before the end of February.

Meeting adjourned at 1:43 pm *Respectfully submitted by Lexi Hergeth*