**University Courses and Curricula Committee** March 14, 2018

 Talley Student Union 4140

 Call to Order: 12:46 pm

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

**Guest**: Stephanie Jeffries, Tsailu Liu, Matthew Peterson, Perry Peralta, Jason DeRousie, Candace Vick

**Ex-Officio Members Present:** Lexi Hergeth, Li Marcus, Sharon Broere, Rebecca Stojancic, Charles Clift

**WELCOME AND INTRODUCTIONS**

* **Remarks from Chair Elect** - Welcomed the committee members introduced guests.
* **Remarks from OUCCAS/DASA-** Li Marcus demonstrated a recent update to the CIM form in CourseLeaf that allows requisites and restrictions to be listed separately for graduate and undergraduate offerings of dual level courses. Li also provided a brief overview of the LUC courseleaf conference from the beginning of the month (mentioning that a summary will be available at the end of the month) and that the Process Map is in progress and will be available to committee members as beta testers in the next two weeks.
* **Approval of the Minutes from February 21st 2017** – *Approved Unanimously*
	+ Discussion: Member Walter Robinson moved to approve. Minutes from the previous meeting were presented and approved without further discussion.

**NEW BUSINESS**

* **Consent Agenda** -*Approved Unanimously*

Discussion: Member John Kuzenski moved to approve. Member commented that the introduction to digital techniques the D should be capitalized.

* **DS 100 Design in Culture and Context-** *Approved Unanimously*Discussion: Member Kathleen Rieder presented the new course. Member commented that the syllabus indicates there are no expenses and asked if the other materials would be provided. Presenter responded these would be provided free of charge.
* **GD 210 Image and Tech Tinkering** -*Approved Unanimously*Discussion: Member Kathleen Rieder presented the course action and introduced guest Matthew Peterson. Member commented that the attendance policy indicates after 3 absences the final grade will be affected without further information regarding what effect it will have. Guest clarified that this is generally handled on a case by case basis given that the collaboration in the class is crucial to success in the course. The general language allows flexibility in dealing with absences as needed.

* **GD 401 Graphic Design Practicum-** *Approved Unanimously*Discussion: Member Kathleen Rieder presented the course. Member applauded the statement of identity in the syllabus. Member asked why the “seniors only” restriction is present in the description rather than the restrictions/requisites field, and the guest clarified that this was because that requirement is not meant to be coded into SIS as that enrollment requirement is managed via advising. Guest also clarified that all commas in the requisites are “ands.”
* **ES 113 Earth from Space** –*Approved Unanimously with friendly suggestions*Discussion: Member Edwin Lindsay presented the course. Member commented that there are numerous typos on page 4, 5, 6, and 10 and suggested addressing these.
* **ENV 100 Student Success in Environmental First Year**-*Approved Unanimously with friendly suggestions*Discussion: Member Edwin Lindsay presented the course. Member commented that the attendance policy URL should be updated and the incomplete grading policy should be included.
* **ENV 101 Exploring the Environment**-*Approved Pending with friendly suggestions*Discussion: Member Edwin Lindsay presented the course. Member asked if this was a new course or a revision, this was approved for last Fall, updates are being made to the hours and separating one course into two courses with the same number of total hours. This also helps with other colleges and programs with their credit hours. Member indicated the student learning outcomes are not measurable, member suggested adjusting these so they are measurable after the course or during. Member suggested changing the tense of the student learning outcomes. Member asked about the walking during the field trip and how a student with disabilities would be able to participate. Guest responded that this would be handled on an individual basis based on the needs of the student. Member suggested providing welcoming language that students will be accommodated under the official statement from the DSO. Members made the motion to change the motion to approved pending the adjustment of the SLOs, friendly suggestions to add the welcoming language; member suggested speaking with the office of general counsel for welcoming language.
* **PRT 240 Geospatial Applications for Parks, Recreation and Tourism-** *Approved Unanimously*Discussion: Member Edwin Lindsay presented the course. No further discussion.
* **PRT 358 Recreation Program Planning-** *Approved with friendly suggestions*Discussion: Member Edwin Lindsay presented the course. Member commented in the syllabus, the word “assess”, is a typo. Member commented that the DSO is out of date and should be adjusted to the most recent statement.
* **PRT 375 Professional Development and Internship Orientation-** *Approved with friendly suggestions*Discussion: Member Edwin Lindsay presented the course. Member commented that the student learning outcomes in the syllabus and CIM do not match. Guest Candace Vick indicated what is in the syllabus is correct and the one missing outcome will be added to CIM. Member said that the first outcome should be adjusted, guest responded they will reword this to say students will be prepared to acquire an internship. Member indicated typos and grammatical errors requiring updates on pages 2 and 5 of the syllabus. Member Kerry Havner moved to change the motion to approved pending these typo corrections, members commented that they were not in favor of making the motion pending based on this. Members voted to deny the motion to amend the original motion [number in favor 1, 18 members opposed]. Member commented that attendance is worth 15% of the final grade and indicated the attendance sign-up sheet seems like this could easily be cheated and made the friendly suggestion to change the method of taking attendance to a method less dependent on the honor system. Guest commented that the course has indicated that attendance would be mandatory because there are interactions and participation that are essential to the course. Member suggested adjusting the “participation” vs. “attendance”.
* **PRT 478 Sustainable Sport Facility Management-** *Approved Unanimously* Discussion: Member Edwin Lindsay presented the new course. No further discussion.
* **SMT 200 Introduction to Sustainable Materials and Technology-** *Approved with friendly suggestion*Discussion: Member Edwin Lindsay presented the new course. Member commented that “sustainable” is spelled incorrectly. Member asked for clarity regarding how attendance factored into the grading as extra credit as a friendly suggestion.
* **SMT 240 Introduction to Wood Products Industries-** *Approved Unanimously* Discussion: Member Edwin Lindsay presented the new course. No further discussion.
* **SMT 308 Wood Processing-** *Approved with friendly suggestions* Discussion: Member Edwin Lindsay presented the new course. Member made the friendly suggestion to correct a typo on the third page of the syllabus from “give” to “given”.
* **SMT 320 Industrial Chemical Pollutants-** *Approved Unanimously* Discussion: Member Edwin Lindsay presented the new course. No further discussion.
* **SMT 450 Sustainable Business and Innovation-** *Approved Unanimously* Discussion: Member Edwin Lindsay presented the new course. No further discussion.
* **Undergraduate Certificate in Field Botany-** *Approved Pending*Discussion: Member Edwin Lindsay presented the new certificate. Member pointed out inconsistencies in the requisites if the required courses need to be passed with a C or C-. Presenter indicated he will confirm this with the college. Motion to amend standing motion to approved pending clarification of “c wall” approved unanimously.
* *Motion to combine the 15PRTBS sub plans for review. Vote approved to combine these actions into one.*
**-BS Parks, Recreation and Tourism Management: Parks and Natural Resources Recreation (15PRTBS-15PRTNRR)
-BS Parks, Recreation and Tourism Management: Program Management (15PRTBS-15PRTPM)**
**-BS Parks, Recreation and Tourism Management: Sustainable Tourism (15PRTBS-15PRTST)**Discussion: Member Edwin Lindsay presented the curricular action. Member asked for clarification on what is being revised, guest Candace Vick provided an explanation of all the changes and explained the changes are bolded. Member asked how the new 120 credit hour policy affects this curriculum and Candace Vick shared that she had been counseled by OUCCAS to complete the curricular approval process as the program stands in order to prevent the action from needing to be rolled back to the beginning.

*All 15PRTBS Approved Unanimously.*

* **Sport Management (15SPMGTBS)-** *Approved Unanimously*Discussion: Member Edwin Lindsay presented the curricular action. No further discussion.
* **ACC 280 Survey of Financial and Managerial Accounting-** *Approved with friendly suggestion*Discussion: Member John Kuzenski presented the new course. Member asked about the CengageNOW software being used for assignments in the course. Guest Jason DeRousie responded that all accounting courses are using this software which is similar to Moodle and has been properly vetted as appropriate software by OIT. Member made the friendly suggestion to include a rounding statement or an indication that the percentages are the minimum percentage required for the grading scale. Member asked if objectives are required, members clarified that course objectives are not required but student learning outcomes are. Guest Jason DeRousie explained the mapping of the accounting courses the committee has seen and commented that if a program has accounting courses then PCOM will reach out to the colleges to ensure the recent changes have been reflected. Friendly suggestion to adjust the grading scale.
* **ACC 499 Internship in ACC-** *Approved Unanimously* Discussion: Member John Kuzenski presented the course. Guest Jason DeRoussie explained the course is expanding to various students wanting accounting credit. Member asked if this action needed a syllabus, OUCCAS responded that because this is a minor action a syllabus is not required.
* **BUS 470 Operations Modeling and Analysis-** *Approved Unanimously* Discussion: Member John Kuzenski presented the course. No further discussion.
 **Motion to combine the two Minors being reviewed. Vote approved with 2 abstentions.**
* **Business Administration (20BMM)**
**Business Entrepreneurship Minor- approved with friendly suggestion**Discussion: Member John Kuzenski presented the curricular action. Guest Jason DeRousie explained that these two actions reflect the split of a single minor into two (a revision to an existing minor and the creation of a new minor) to clarify student’s track choices in minor curricula. Member commented that in the second minor the catalog description there is a typo in “value within in.”
* **ED 103 Intro to University Education-** *Approved Pending with friendly suggestions* Discussion: Member Peter Hessling presented the new course. Member commented that the learning outcomes 2, 4, 5, and 6 should be tweaked to be measurable. Motion to amend the motion to approved pending approved unanimously. Member pointed out a typo on the 6th learning outcome. Member commented the inclusion of the word “to” for grammatical accuracy in the 6th learning outcome. Members also suggested updating the DSO statement to the most recent statement. Pending the changes in the student learning outcomes and friendly suggestions to correct typos.
* **ZO 334 Captive Animal Biology Field Laboratory-** *Tabled* Discussion: Member Walter Robinson presented the new course. Member objected to the fact that the grading evaluation methods give 70% of the grade for a single written assignment for a laboratory course. Members discussed that the written assignment is multiple written assignments and whether or not this grading weight is appropriate for a lab course. Member also pointed out a grammatical error in the course description. Member indicated the attendance section should also include a statement to indicate that if a student had extenuating circumstances the instructor would work with them. Chair commented that within her department the absence policy would work independently with students if they had an action. Member suggested that the participation grade should be a larger portion of the course. Member moved to amend the motion to tabled, which was approved unanimously. Committee would also like clarification on what the ZIMS assignments will be and indicated that the committee needs this clarification to vote on the assignments. Member pointed out that ZIMS is software used by students and indicated the syllabus should indicate if the students will pay for this software.
* **Zoology Minor (17ZOM)-** *Approved Unanimously* Discussion: Member Walter Robinson presented the curricula action. No further discussion.
* **ECE 309 Data Structures and Object-Oriented Programming for Electrical and Computer Engineers-** *Approved Unanimously* Discussion: Member Scott Ferguson presented the course. No further discussion.
* **ECE 426 Analog Electronics Laboratory-** *Approved with friendly suggestions*
Discussion: Member Rudi Seracino presented the new course. Member indicated there is a mismatch between the grading components in the syllabus and CIM and member was unclear on what “heck off sheets” were, this could be a typo for “check off.” Member made a friendly suggestion to clarify this. Member indicated in CIM the requisites statement is unclear if this is a co or pre requisite, the committee discovered through the syllabus this is a pre-requisite.

**FLG 320 Introduction to German Literature-** *Approved with friendly suggestion* Discussion: Member Scott Despain presented the course. Member made the friendly suggestion to update the effective date.
* **FLI 315 Italian Civilization and Culture-** *Approved with friendly suggestions* Discussion: Member Scott Despain presented the new course. Member asked about the syllabus indicating assignments will be worth 20% and asked what the assignments would be; presenter explained that the topic schedule provides the written assignments and descriptions. Member made the friendly suggestion to correct the typo in the schedule “Assignments” and clarify what the assignments are.
* **FLS 335 Spanish for Native and Heritage Speakers-** *Approved with friendly suggestions.* Discussion: Member Megan Cherry presented the course. Member suggested correcting a typo in the course description on the second line “at” instead of “and”. Member asked about the decimal places being used in the grading scale, the committee responded this is appropriate when using hyphens instead of greater than or equal to symbols. Member commented on page 4 of the syllabus using the term “me” is assumed to be personal but does not use this terminology consistently throughout the syllabus. Member suggested replacing “IE” with “EG” to indicate these are not the only ways to get an approved absence. Member asked about including all the university requirements in the syllabus, and there should be a statement that a student would need to include the policies. Li Marcus explained that instructors should use the PRRs provided in the syllabus regulation and include stipulations and requirements specific to their course. Member suggested providing consistency within the syllabus either using “the instructor” or “me”. Member indicated the colored text in the syllabus should be bolded if this a focal point of the syllabus based on previous motions and discussions with DSO.
* **HI 588/488 Family and Community History-** *Approved with friendly suggestions* Discussion: Member Megan Cherry presented the course. Member indicated the math is incorrect in the grading; however, if the syllabus and CIM were consistent this could add correctly. Member made the suggestion that banning cell phones may not be reasonable in today’s world. Members discussed that students may not be able to provide genealogy for themselves, guest clarified that students would be allowed to use another person’s genealogy in this instance. Member suggested correcting “you tube” to “YouTube”.

Meeting adjourned at 2:44 pm *Respectfully submitted by Lexi Hergeth*