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

Talley Student Union 4140

Call to Order: 12:46 pm

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

**Guest**: Tom Koch, Hatice Ozturk, Tim Petty, Lianne Cartee, Kanton Reynolds, Annie Carlson Welch

**Ex-Officio Members Present:** Lexi Hergeth, Li Marcus, Rebecca Swanson, Kyle Pysher, Charles Clift, Jordan Luzander, John Harrington

**WELCOME AND INTRODUCTIONS**

* **Lunch was served during the meeting beginning at 12 noon.**
* **Remarks from Chair** - Welcomed the committee members introduced guests.
* **Remarks and Updates from OUCCAS/DASA**- Dr. Bret Smith thanked the committee on Dr. Mullen’s behafe as Dr. Mullen is sick. Li Marcus informed the committee we will be sending Google Calendar invitations will be sent out next week.
* **Approval of the Minutes from November 8th 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 Walter Robinson moved to approve.   
  
**ARC 292 Special Topics in Architecture** -*Approved Unanimously with friendly suggestions*Discussion: Member Kathleen Rieder presented the course. Member indicated a grading scale of an A+ to F, there is grading criteria, however it would be beneficial to have the scale. In the SLOs “learn how to construct” should just read “construct”. Member indicated under objectives dropping the word “understand” and just using “translate”. Member also pointed out the incomplete grading statement is not included in the syllabus. The presenter agreed to these friendly suggestions.

* **MUS 116 African American Choral Ensemble** -*Approved Unanimously with Friendly Suggestions.*Discussion: Member Beth Fath presented the course.A member indicated the syllabus indicated there would be a nominal charge for concert dress and would like to know what nominal is. Guest Tom Koch said certain ensembles will need specific choir attire and predicted that the charge will be under $100 and one outfit would be needed per course. A friendly suggestion is made to provide a range of how much an ensemble attire would cost. Member also asked if the performance schedule would be provided at the beginning of the semester. Member indicated there is a grading portion for music markups, however there is a fee that would be applied if the course materials were damaged. Another member indicated music is generally marked with a pencil and able to be erased. Member asked about the indicated activities in the syllabus and said this should be described so students would know what is expected. The guest indicated the activity may be walking or swaying while singing. Member suggested making a statement that accommodations would be made if a student had a disability. Member suggested making the A+ portion of the grading scale range from 98-100 instead of 99-100. Member indicated a course schedule should be included in the syllabus. Guest indicated they do not have a set schedule and members suggested making a “subject to change” for rehearsals. Guest indicated the topic schedule would be subject to change based on what each ensemble needs. Member suggested not making a schedule, but suggested a statement that indicates how often rehearsals would be scheduled each week for the semester and showing how the 2 contact hours to 1 credit hour ratio is being met.
* **MUS 190 Preparatory Applied Music Lessons** –*Approved Unanimously*Discussion: Member Amanda Beller presented the course.
* **PB 495 Special Topics in Botany** *–Approved Unanimously*Discussion: Member Jackie Bruce presented the course.
* **HI 317 Cuba Today: Historical and Sociopolitical Perspectives** -*Approved Unanimously with Friendly Suggestions*Discussion: Member Scott Despain presented the course. Member asked about the attendance policy and asked if the attendance policy should have the Li Marcus indicated the required attendance policy has been included. Member pointed out in the requirements there is a specific Member pointed out that the enrollment total for DELTA reads zero and asked if this should be clarified, another member indicated there could be an administrative cap that we will get clarification on after the meeting. Member said the syllabus was difficult to follow because of the wording and language is laid out in a way that flowed better and suggested the instructor use the syllabus tool. Member said there are 5 assignments in the grading list but there is only an outline for one assignment, in CIM the “written assignment” would be preparation and critical reflections and how this would be grading. Member made the friendly suggestion to include a rounding statement for the grading scale
* **HI 318 Environmental History of Cuba: Prehistory to the Present**-*Approved Unanimously with Friendly Suggestions*Discussion: Member Scott Despain presented the course. Member made the friendly suggestion to use the syllabus tool to make the syllabus more user friendly. Member asked if there is a plan in place if the experience is canceled for reasons outside of the course. Guest Kanton Reynolds indicated the funds are generally refunded to the students.
* **HSS 120 Introduction to Humanities & Social Sciences** *Approved Pending* Discussion: Member Scott Despain presented the course. Member found a slight discrepancy in the contact hour components seem to be written one for the Fall and one for the Spring, recitation should be 400 to match the lecture. Member brought attention to the common reading saying this is required for the course and asked if there should be Member asked for clarity on the repercussions of missing a course, how many points will be deducted. Member complimented the assignment breakdown but suggested including the grading scale. Member motioned to change the motion to Approve Pending the addition of a grading scale and clarifying the points for attendance, committee voted to approve pending.
* **Ethics (16ETHM) Minor** –*All Approved Unanimously* Discussion: Member Scott Despain presented the curricular action. Motion to bundle all of the Humanities and Social Sciences curricula actions. Motion approved. All actions approved unanimously
* **BA Foreign Languages & Literature 16FLLBA-16FLLASIAN**
* **History BA (16HISTBA) and History BS (16HISTBS)**
* **History Minor (16HIM)**
* **16PHILBA, *and* 16PHILBA-16PHILLAW, *and* 16PHILBA-16PHILETH**
* **16PHILBS *and* 16PHILBS-16PHILLOG**
* **BME 205 Introduction to Biomedical Mechanics-** *Approved Unanimously*Discussion: Member Rudi Seracino presented the course. Member said the attendance policy in the syllabus indicates “regular attendance policy is expected”. Li Marcus reminded the committee that the Provost has indicated the policy is to have a record of the attendance but does not require repercussions. Members concluded the syllabus indicates this effectively. Member asked if the title of the course and outcomes should somehow indicate that most the course is based on solid mechanics and if it is necessary to have this separate course for this. Member responded the lab component of this course makes this course specifically a biomechanical course and the guest Hatice Ozturk confirmed. Guest Lianne Cartee stated that the course will be taught from a Biomechanical view point, member made the friendly suggestion to emphasize that this course is different than a standard mechanics class. Member asked if there is a companion course that goes with the fluid mechanics, guest Lianne Cartee there are required courses that
* **BME 209 Introduction to the Materials Science of Biomaterials-** *Approved Unanimously with Friendly Suggestions*Discussion: Member Rudi Seracino presented the course. Outcome #2 starts with “understand” suggestion to remove this word and correct the typo of the word “mechanical” in CIM. Member indicated the number of weeks in the course schedule should equal 16 and it currently reads 15, members agreed the final exam week in the syllabus counts as the 16th week.
* **BME 215 Biomedical Mechanics Laboratory-** *Approved Unanimously* Discussion: Member Rudi Seracino presented the course.
* **BME 219 Materials Science of Biomaterials Lab-** *Approved Unanimously with Friendly Suggestions*Discussion: Member Rudi Seracino presented the course. Member said there are no details about the lab reports and when they are due, guest Hatice Ozturk indicated these details are provided in the topic schedule and said lab reports will usually be every three weeks. Guest indicated the labs are written in class (as a self-containing lab) and said they will included the due date for the lab reports. Members and Guest discussed the grading scale and how it has been agreed upon by the partnering institution. Member suggested combining the recommended sanctions, guests indicated they will remove the line indicating individual possession of past lab materials is not permitted.
* **BME 295 Research in Biomedical Engineering for Undergraduates-** *Approved Unanimously* Discussion: Member Rudi Seracino presented the course.
* **BME 298 Biomedical Engineering Design and Manufacturing I-** *Approved Unanimously*Discussion: Member Rudi Seracino presented the course.
* **BME 299 BME Design and Manufacturing I Lab-** *Approved Unanimously* Discussion: Member Rudi Seracino presented the course.
* **BME 301 Human Physiology: Electrical Analysis-** *Approved Unanimously with Friendly Suggestions*Discussion: Member Scott Ferguson presented the course. Member brought attention to a typo in the catalog description and suggested adjusting. Member also suggested removing the blank page from the syllabus as well. Guests also agreed to adjust the integrity statement in the same way as the BME 219 for this course and BME 302.
* **BME 302 Human Physiology: Mechanical Analysis-** *Approved Unanimously with Friendly Suggestions*Discussion: Member Scott Ferguson presented the course. Member made a friendly suggested embellish the statement from the course structure clarifying how many lectures and labs per week.
* **BME 325 Biochemistry for Biomedical Engineers-** *Approved Unanimously with Friendly Suggestions*Discussion: Member Scott Ferguson presented the course. Member suggested stating how a new course will not require any additional resources (ie: existing faculty will teach course). Member made the friendly suggestion under the grading components “periodl” should be “period.”.
* **BME 335 Biomaterials-** *Approved Unanimously with Friendly Suggestions*Discussion: Member Scott Ferguson presented the course. Member suggested the same clarification for additional resources. Member suggested fixing typos in the student learning outcomes.
* **BME 345 Biomedical Solid Mechanics-** *Approved Unanimously with Friendly Suggestions*Discussion: Member Scott Ferguson presented the course. Member suggested eliminating the book reading at the bottom of the syllabus to avoid student confusion. Member suggested they would like to see overlap why a standard mechanics class would not be sufficient, possibly include this in the justification field in CIM. Chair and members agreed that as these is within the same college, it would have been addressed at the college level if it were an issue.
* **CSC 412/(512) Compiler Construction-** *Approved Unanimously with Friendly Suggestions*Discussion: Member Scott Ferguson presented the course. Member suggested the course schedule is very terse and suggested that the schedule should be more detailed. Member indicated generally the dual level courses have one syllabus and the distinction between the graduate and undergraduate levels are indicated.

**Discussion**:

Meeting adjourned at 2:08 pm

*Respectfully submitted by Lexi Hergeth*