**University Courses and Curricula Committee** October 11, 2017

 Talley Student Union 4140

 Call to Order: 12:46 pm

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

**Guest**: Tom Koch, Daniel Monek, Gary Beckman

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

**WELCOME AND INTRODUCTIONS**

* **Remarks from Chair Helmut Hergeth**- Welcomed the committee members and introduced the guests and the new Senior Associate Dean Dr. Bret Smith.
* **Remarks and Updates from OUCCAS/DASA**- Dr. Smith looks forward to learning about all the department and everyone on the committee
* **Approval of the Minutes from September 22nd 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*(BME 315, DAN 272, MUS 390, PS 205, 14CSCBS)

Discussion: Member Scott Despain moved to approve.

* **ENG 420 Major American Author** –*Approved Unanimously*Discussion: Member Megan Cherry presented the course. Presenter indicated the grading requirement indicated 10% in CIM but is clarified in the syllabus.
* **HI 346 The Civil War Era in Popular Culture** –*Approved Unanimously*Discussion: Member Megan Cherry presented the course.
* **HI 434/(534) Theory and Practice of Digital History** –*Approved with Friendly Suggestion*Discussion: Member Megan Cherry presented the course. Member brought attention to page 3 of the syllabus, the absence policy states each unexcused absence will result in a 0 participation point grade which leave room a bit of a disparity because there are only 20 points available. The math should be resolved or clarified, members suggested to get rid of the parentheticals, (strike minus 1% on grade). Li Marcus said that attendance may not be the only contribution to the participation grade. Member indicated the participation grade would need clarification for how these add to the total participation grade. Member indicated the links within the syllabus are not set up so students can read the electronic readings and said he will contact the professor directly to assist with this. All Friendly Suggestions.
* **REL/HI 320 Religion in American History** –*Approved Unanimously*Discussion: Member Scott Despain presented the course.
* **REL 323 Religious Cults, Sects, and Minority Faiths in America** –*Approved Unanimously*Discussion: Member Scott Despain presented the course.
* **MUS 193 Applied Music Lessons I** –*Approved with Friendly Suggestion*Discussion: Member Amanda Beller presented the course. Member noticed the final project students have a dress code for students during the presentation and indicated the LGBT center would encourage language that degenders clarifications in the syllabus. Member made the friendly suggestion to “dress for the jury should include a collared shirt or blouse and pants or a skirt” to
* **MUS 293 Applied Music Lessons II** –*Approved with friendly suggestion*Discussion: Member Amanda Beller presented the course. Member suggested the same language be used at MUS 193.
* **MUS 393 Recital** –*Approved Pending with Friendly Suggestion*Discussion: Member Amanda Beller presented the course. Member made the friendly suggestion to adjust the catalog description to remove the prerequisite as it will be coded into CIM. Member indicated the syllabus will need a grading scale, which is a requirement. Member Scott Despain moved to approved pending the inclusion of the grading scale, members voted to change the motion and Approved Pending the inclusion of the grading scale.

* **USC 223 NSP Student Leader Development** –*Approved Pending* Discussion: Member Beth Fath presented the course. Member indicated the assignments are in the same case of assignments but different within the offerings in the comments section under enrollment section. Typo, in justification “training” should be “train”. In the syllabus, the offerings are using 2 different assignments which is alright because they are using the same type of assignments, the measures, and the student learning outcomes are the same for both section offerings. Member was wondering how participation level will be evaluated, members asked to provide a rubric for participation that students will be able to know exactly what to do to earn the full points for participation. Members discussed that at the beginning of the term they set precedence that the percentage of participation is irrelevant; a clear indication of how to ear full participation points is needed. Member Berkley Griffin-Hillis motioned to change the motion vote approved, Scott Despain voted against because he believes the participation is up to standard. Members discussed what needs to be changed to make the participation grade up to standard. “Each student is expected to participate in class and the activities to earn 100 points” was a suggested sentence. Member pointed out that some of the points for oral presentation look like points will be earned in participation and in the oral presentation portion of the grading. Members discussed if this would be interpreted as participating in the presentation and behaving in a non-disruptive manor during other’s presentations would be graded in the participation section while the content of the presentation would be graded in the separate grading section.
* **24GPCTU Global Perspectives Certificate** -*Approved Unanimously* Discussion: Member Beth Fath presented both curricular actions together.
* **Certificate in Interdisciplinary Entrepreneurial Thinking** -*Approved with Friendly Suggestions* Discussion: Member Beth Fath presented the course. Dr. Beckman spoke about the certificate program and how it will allow students to choose a unique path that’s not currently offered. Member asked what a certificate looks like on a transcript and how it’s different than a minor. Charles Clift from registration and records explained how certificates are displayed on transcripts and explained the differences in minors and certificates. Member brought attention to the consultations on p. 66 and 69 and expressed concerns that there isn’t an introduction and capstone course and the response Member was not clear if the 2nd or 3rd requirement were addressed or not. Li Marcus discussed consultations and explained that the purposes of consultations are beyond the realm of what is needed in a consultation. While it is in the consulting party’s preview to make additional comments the initiator of the program will not need to address additional concerns outside of a directly affecting a college or department. Member asked if the faculty advisory council will be made of certain faculty or volunteering or how. Requirement 3 is essay questions- who is looking at the essays? What standards are set? Jordan from Assessment indicated the set-up of the certificate does make it alright to not have a capstone course. Members discussed that while there isn’t a rubric for how the faculty advisory council will evaluate and decided they would trust the FAC. Friendly suggestion was made to include clarification on how students will be evaluated.
* **ECE/MSE/PY 489/(589) Solid State Solar and Thermal Energy Harvesting** -*Approved with Friendly Suggestions*Discussion: Member Scott Despain presented the course. Member asked about the course policies wording in the class participation portion of the syllabus that indicates “grade is subjective, it will not be random or arbitrary” and doesn’t include a portion of the grade but can only help with grading. Members discussed the “Recording of the class” section, member suggested a statement from the university saying that students can record but not distribute the information. There is a History professor under investigation by the White house and a student recorded her making comments about the shooting and turned it over to a political party, as well as copy write materials and student’s privacy. Members discussed if a student takes pictures during a class, is this recording without permission? Members decided if this is for personal use that is okay, the issue would be if the student distributed. Friendly suggestion to clarify the borderline grade.

**Discussion**: Electronic Vote Debrief. Li Marcus thanked the committee for their willingness to participate in the electronic vote and explained the process behind making a meeting an electronic meeting. Is this useful? Would the committee like to set a precedence for when to have an electronic vote? Member indicated it’s helpful for immediacy, especially moving dual level courses forward and said “it worked”. Li Marcus asked for feedback about the process and stated that if any members would like to share outside of a group setting to email us. Member asked if it was alright that the first member to vote would be the presenter for every action. Is there a threshold that the committee would like to set for electronic voting? Member indicated anything from the consent agenda, curricular actions only if on the consent agenda, otherwise only course actions should be considered for an Electronic Vote. Member asked about the block in CIM “is this course a part of a curricula”, Li Marcus explained this is currently used to see if other departments need to be consulted and that the purpose of this field is created by the vendor for CIM for curricula (CIM for programs) which will be implemented at NCSU at a later time.

Meeting adjourned at 1:56 pm

*Respectfully submitted by Lexi Hergeth*