**University Courses and Curricula Committee** November 8, 2017

 Talley Student Union 4140

 Call to Order: 12:46 pm

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

**Guest**: Tom Koch, Daniel Monek, Elizabeth Nichols, Tim Petty

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

**WELCOME AND INTRODUCTIONS**

* **Remarks from Chair Elect Marta Klesath**- Welcomed the committee members introduced guests.
* **Remarks and Updates from OUCCAS/DASA**- Li Marcus reminded the members that the last UCCC meeting will be November 29, 2017 and the final CUE meeting will be December 1, 2017. All actions coming to these meetings must be at the OUCC Review step by November 15, 2017.
* **Approval of the Minutes from October 25th 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*(BUS 459, ET 240, ET 484, FLS 395, HESM 328, HI 307, HI 321, HI 322, HI 338, HI 341, HI 370, HI 374, HI 381, USC 101, USC102)

Discussion: Member Andres Orphanides moved to approve.

* **HESF 113 High Intensity Conditioning**-*Approved Unanimously*Discussion: Member Amanda Beller presented the course. Member asked about the attendance policy stating five absences are okay, but after the sixth absence a student would fail the course. Presenter responded that this is standard for these 1 hour health exercise studies courses.
* **MUS 135 Symphonic Band** -*Approved Pending* Discussion: Member Amanda Beller presented the course.Member asked if the attendance policy doesn’t refer to the University attendance policy on excused vs. unexcused absences. Members asked if not having the incomplete course grade option is okay, Li Marcus explained this is up to the instructor. Member Scott Despain moved to change the motion to approved pending the inclusion of the link to the university attendance policy, members voted to change the motion. Approved pending the inclusion of the link to the university attendance policy.
* **MUS 370 Intermediate Songwriting using Digital Audio Workstations** –*Approved Unanimously*Discussion: Member Beth Fath presented the course.
* **CNR 295 Special Topics in College of Natural Resources** *–Approved Unanimously*Discussion: Member Edwin Lindsay presented the course. Member asked about the process for special topics courses, Li Marcus explained the inclusion of the sample syllabus is part of the process in approving a course to include letter grading as an available grading method.
* **ET 255 Hydro, Wind, and Bioenergy Assessment** -*Approved Pending*Discussion: Member Ewin Lindsay presented the course. Member suggested the abbreviated title could be the full title if the instructor would like, presenter replied this will likely not be a problem with the instructor. Member asked about the expected enrollment in the DELTA/Online Enrollment in CIM, guest Elizabeth Nicholas responded 20-30 students enrolled. Member suggested changing the description grammar indicating “either” would be between 2 instead of 3 choices. Member said the addition of the attendance policy is needed in the syllabus. Member asked about the attendance policy indicating “students may be asked to provide documentation” about excused absences. Guest responded this will likely be irrelevant for this course being an online course and explained quizzes and other assignments have a window of multiple days to complete assignments. Member Scott Despain motioned to change the motion from Approved to Approved Pending. Member indicated a rounding statement would be beneficial for the grading scale. Approved Pending the inclusion of the attendance policy link and a rounding statement for the grading scale. Friendly suggestion to adjust the grammar in the description.
* **Renewable Energy Assessment Certificate 15REACTU**-*Approved Pending*Discussion: Member Edwin Lindsay presented the curricular action. Member asked if the elective courses should include additional courses outside of the ones outlined. Guest Elizabeth Nicholas responded that these courses are already approved and the only ones being changed are courses that are being combined. Guest indicated in the future they would potentially add an additional engineering elective. Chair and Li Marcus reminded the committee that the courses are generally decided by the college, therefore a suggestion, simply for consideration, would be appropriate. Guest indicated the certificate curricula should indicate that there are 4 required courses, ET 120, ET 262, and either ES 300, ET 220, and ET 255. Member asked about the enrollment in the certificate moving from 25 to 50 students and if the required courses could Guest indicated ES 300 is a requirement for many of the enrolled students who are generally environmental science. Member asked if ES 300 is an elective being added and guest responded yes, students will choose 2 of the 3 elective courses to total 4 courses. Approved pending the exclusion of ET 240 and inclusion of ES 300 to the electives list.
* **Renewable Energy Assessment Minor 15REAM**-*Approved Unanimously* Discussion: Member Edwin Lindsay presented the curricular action.

**Discussion**: Electronic Voting. Walter Robinson moved to approve the electronic voting parameters proposed by OUCCAS. Member voted to approve the parameters for electronic voting.

Meeting adjourned at 1:24 pm

*Respectfully submitted by Lexi Hergeth*