**University Courses and Curricula Committee** April 10, 2019

 Talley Student Union 5101

 Call to Order: 12:45 pm

 **Members Present:** Chair Marta Klesath, Kanton Reynolds, Melissa Merrill, Scott Despain, Catherine Driscoll, Kathleen Rieder, Peter Hessling, Wendy Krause, Peggy Domingue, Andreas Orphanides, Antonio Planchart, Jackie Bruce, Spencer Muse, Melissa Merrill, Coleman Simpson, Jordan McMican (Proxy ACW), Tarek Aziz (Proxy RS), Gary Blank (Proxy JR)
 **Members Absent**: Berkley Griffin Hillis, Annie Carlson Welch, Past Chair Helmut Hergeth, Chair Elect Rudi Seracino, John Kuzenski, Joseph Roise,

**Guests**: Tom Koch, Tsailu Liu, Kathryn Stevenson, Jillian Haeseler, Jason DeRousie, Larry Silverberg, Nolan Faher, Carolina Gill, Pamela Jennings, Tim Rose, Melissa Edward Smith, Andy Hale, Werner Dorgeloh,

**Ex-Officio Members Present:** Lexi Hergeth, Li Marcus, Tim Petty, Jordan Luzader, Kyle Pysher, Dan Monek

**WELCOME AND INTRODUCTIONS**

* **Remarks from Chair** - Welcomed the committee members and introduced the guests and proxies and explained to the committee how they can extend the meeting if need be.
* **Remarks from Undergraduate Research-** Li Marcus responded to some of the questions that have come forward. Li indicated that she is meeting with Registration and Records and Admissions to provide better, more up to date documentation regarding the plan discontinuation process. Li also explained the letter of intent and what the committee is voting on for this type of action. Li also shared that some updates such as the PRRs are in the process of being reviewed and updated.
* **Approval of the Minutes from March 27th 2019** – *Approved Unanimously*
	+ Discussion: Member moved Catherine Driscoll to approve.

**Old BUSINESS**

* **BAE 451 Engineering Design I** -*Approved Pending*Discussion: Member Jackie Bruce moved to approve the course previously tabled at the November 28th 2018 UCCC meeting. Member commented that the computer use policy may conflict with the DRO statement, however the chair indicated while accommodations are respected and anonymity is the aim, anonymity is not guaranteed. The Office of Assessment had some concerns about the student learning outcomes. Guest Andy Hale indicated this was a cut and paste problem, the updated student learning outcomes are the same as BAE 452 and in the syllabus for BAE 451. Motion to amend the motion to approved pending the correct copying and pasting of the student learning outcomes to match.
* **BAE 452 Engineering Design II** -*Approved Pending with Friendly Suggestion*Discussion: Member Jackie Bruce moved to approve the course previously tabled at the November 28th 2018 UCCC meeting. Member indicated the student learning outcomes in the syllabus and in CIM need to match. Member indicated the last sentence in the attendance policy could use clarification, guest explained the intent of the policy about the points missed, this clarification is part of the pending motion. Member indicated the absences policy about unexcused absence policy should be separated because the excused and unexcused absence and for exams. Friendly suggestion to correct the spelling of “instructosr” in the syllabus.
Member motioned to amend the motion to approved pending matching the syllabus and CIM outcomes. Guest indicated the student learning outcomes are correct in the syllabus but not in CIM.
* **EC 202 Principles of Macroeconomics** -*Approved Pending with Friendly Suggestion*Discussion: Member Antinio Planchart moved to approve the course previously tabled at the March 6th 2019 UCCC meeting. Member brought attention to the attendance policy where the “…at the end of the term, For the university…”, guest Jason DeRousie responded this will be addressed. Member brought attention to inconsistencies in CIM, EC 205 is a prerequisite, but that credit will not be provided for both EC 202 & 205.
Member asked if the fact that recitation is not mention in the syllabus but “lab” is could be confusing for the students. Guest explained that this isn’t a change and explained how EC 202 and 205 generally are not both counted for credit but in rare cases could be. Member asked about the time for the credit/contact hours. Li Marcus responded that this breakdown is a common practice in cases where there are large lecture sections and recitation is when/if they would break out into smaller groups. Guest explained that the recitation is a lab in the syllabus and that this has been the case in the past. This was incorrectly labeled originally and should be corrected. Chair asked the committee if they had concerns about it being called something different in the syllabus. Member motioned to amend the motion to approved pending the correct labeling or the recitation in the syllabus. Member asked if using an approximate grading scale is acceptable by university policy. Chair recapped the bell curve question from previous discussion, members indicated this is more clear. Members discussed that from the student perspective there isn’t a way for the student to know what their grade would be, this grading scale seems to be unclear and the curve is also unclear. Member motioned to amend to approved pending the clarification of the grading statement and a friendly suggestion to add a minimum grade for a curve. The members made a friendly suggestion to remove “approximately” from the distribution percentages.
Pending : Clarifying curve and correct component type in the syllabus.

**NEW BUSINESS**

* **Consent Agenda** (ACC451,ARE309…CSSC490….HI207,PRT442…SSC495,TDE230…BS Soil and Land Science Dis…16WLM) -*Approved Unanimously*Discussion: Member Wendy Krause moved to approve.
* **ADN 202 Art + Design Sophomore Studio I-** *Tabled*Discussion: Member Kathleen Rieder presented the course action. Member indicated the course title in CIM doesn’t match in the syllabus and CIM and suggested that the student learning outcomes have issues. Member indicated the SIS code needs to be in the CIM record. Grading system seems unacceptable and indicated the excused absence restriction was too strict and not in compliance with the university policy. Member moved to approved pending these statements. Members brought attention to the outcomes not being called outcomes in the syllabus. Member asked how students will prove the ‘use’ of various media. Guest Pamela Jennings explained that the syllabus provides the goals of the course and the outcomes are based off these. Member moved to amend the motion to tabled to the next meeting. Members had questions about the grading methods and asked for clarification and details on how the student will earn their grade. Member indicated the policy on incomplete grades needs clarification and should match the university policy. Guest explained that projects for studio courses often build off each other and blend together. Members discussed that there are usually multiple projects and that this is how the grading should be set up, members suggested indicating (multiple) when indicating projects. Replacing the current policy in the syllabus for incomplete grades with the university policy.
* **ADN 203 Art + Design Sophomore Studio II-** *Approved Pending with Friendly Suggestions*Discussion: Member Kathleen Rieder presented the new course action. Members indicated the title doesn’t match in the syllabus and CIM and SIS code matching and motioned to approve pending. Member brought attention to the lack of textbook cost, the similar language in the grading policy, and putting “participation and critiques” and “participation and attendance”. Member moved to amend the motion to approved pending the book cost, grading policy, SIS code and title matching. Member explained that “successful participation” would need an explanation, guest explained that participation is being gauged in the critics and that students wouldn’t have success in the projects without participation. Member suggested adding “resources reassigned” in the CIM record. Member suggested labeling the “course outcomes” in the syllabus as “Student learning outcomes” and is also missing the meeting location and time as an example on the syllabus.
* **ADN 204 Art + Design Sophomore Studio III-** *Tabled*Discussion: Member Kathleen Rieder presented the course action. Member motioned to table for the same reasons for ADN 202, vote approved.
* **ADN 205 Art + Design Sophomore Studio IV-** *Tabled*Discussion: Member Kathleen Rieder presented the new course action. Member indicated the grading policy indicated the grade would be dependent on effort and expressed concerns with how that would be labeled. Member motioned to table the motion based on needed adjustment to the student learning outcomes to make them measurable. Members also indicated the title and SIS code should match. Member indicated removing the word effort would potentially fix the grading method, guests indicated they are working closely with students learning certain skills and progress. Member indicated they have no issue using “effort” in the grading method. Members argued how measuring a student’s effort is done, member indicated progression would be a measure of effort for growth and improvement. Tabled for student learning outcome measurability, title and SIS code synchronization, and clarification of grading method.
* **Industrial Design (12IDB)-** *Approved Unanimously* Discussion: Member Kathleen Rieder presented the curricular action.
* **Art and Design minor (12DNM)-** *Approved Unanimously*Discussion: Member Kathleen Rieder presented the curricular action. Member brought attention to the description indicated a B or a C or better, guest indicated the “B or better” grade requirement for courses is to raise the standards. Member asked if the courses are for only ADN majors how can students outside of the major add the minor, guest explained the courses for the minor are not restricted to AND majors only.
* **E 480 Namibia Wildlife Aerial Observatory-** *Approved with Friendly Suggestion*Discussion: Member Kanton Reynolds presented the course action. Member indicated the credit/contact hours calculate incorrectly, guest and member discussed and they do calculate correctly for a 12-week course. Member asked about the grading component of the course and asked if there are written tests, guest explained these are the “quizzes” indicated in the syllabus and the CIM GEP record. Guest Larry Silverberg explained that he used “tests” and “quizzes” interchangeably. Member indicated the wording in CIM and the syllabus should match to avoid confusion. Member made the friendly suggestion to make the formatting uniform.
* **PRT 385 Environmental Education in Practice-** *Approved Pending with Friendly Suggestion*Discussion: Member Gary Blank (Proxy) presented the course action. Member made the friendly suggestion to expand the abbreviated title to “envi Ed in prac”. Member moved to amend to approve pending the pre-requisite clarification of “EMS XXX”.
* Move to combine ACC 295 and MIE 295
* **ACC 295 Special Topics in Accounting -** *Approved both Unanimously*
* **MIE 295 Special Topics in MIE-**Discussion: Member Antonio Planchart presented the new course actions. Member indicated the range of credit hours, 3 is alright to leave as it is the default most common and ranges are not possible in SIS. Member indicated the lecture enrollment component as 45 students per section and guest has confirmed this is for the semester offering as well.
* **GC 420 Visual Thinking-** *Approved Pending with Friendly Suggestions* Discussion: Member Peter Hessling presented the course action. Member indicated the student learning outcomes are unmeasurable, guest explained the outcomes are based on instruments used which satisfied the members. XONV member suggested “develop the ability to…” and leave “Utilize several vehicles of thought” and adjust to the most measurable verbiage. Members brought attention to the meeting times indicating less than the time outlined in the syllabus. Guest Nolan Fahrer indicated the normal time for meetings. Member moved to amend the motion to approved pending the update to the contact hours, explicitly saying lecture and lab in the syllabus, and confirming the contact hours. Member brought attention to the attendance indicated the unexcused absences policy is off, guest confirmed this will be corrected. Member indicated there are no listed consequences for tardiness and made the friendly suggestion to explain this in the syllabus.
* **GC 450 Advanced Graphics Usage with CAD-** *Approved Pending with Friendly Suggestions.* Discussion: Member Peter Hessling presented the course action pending the participation portion of the grade and clarifying how this is calculated. Member indicated striking out “participation” would be adequate. Member made the friendly suggestion to label “Catalog” description under the syllabus’s first “course description”. Member suggested capitalizing “Cad” in the abbreviated title. Member indicated the pre-requisites in the syllabus and CIM don’t match, guest indicated the pre-req for the pre-req is indicated in the syllabus and will be removed as it is causing more confusion.
* **TDE 110 Materials & Processes Technology-** *Approved Pending with Friendly Suggestion*Discussion: Member Peter Hessling presented the course action pending the safety glasses issue, using consistency that the safety glasses are provided to students at no additional cost. Member made the friendly suggestion in the syllabus grading section suggesting removing “get out what you put in”.
* **TDE 202 Introduction to Teaching Technology Engineering and Design Education-** *Approved Unanimously*Discussion: Member Peter Hessling presented the course action.
* **TDE 359 Electronics Technology-** *Approved with Friendly Suggestions*Discussion: Member Peter Hessling presented the course action. Member made the friendly suggestion to edit the syllabus referencing GC 359 and formatting structure.
* **Member Scott Despain motioned to expand the meeting until 3:30PM**
* **TDE 385 Robotics Education-** *Approved Unanimously*Discussion: Member Wendy Krause presented the course action.
* **TDE 407 Field Work in Technology Education-** *Approved Pending with Friendly Suggestions*Discussion: Member Wendy Krause presented the course action pending the schedule and transportation statement. Member indicated the PRRs need to be added to the syllabus. Member suggested expanding the abbreviated title and suggested changing “develop” to “demonstrate” and begin the d) outcome to “synthesize a broad…”. Member indicated the “objectives” label in the syllabus should be changed to “outcomes”. Member indicated a calendar of a general outline would helpful to students. Member suggested adding due dates as they are mentioned and the importance stated in the description. Transportation statement is needed in the syllabus. Guest explained the Moodle Page has more detailed information for the offerings. Member indicated there is no grading policy with student evaluation methods, members found the grading methods are in paragraph form and are not needed in another format.
* **TDE 457 Student Teaching in Technology Education-** *Approved Pending with Friendly Suggestions* Discussion: Member Peter Hessling presented the course action pending the transportation statement being added. Member brought attention to needing the “objectives” label in the syllabus be changed to “outcomes”. Members discussed the various credit/contact hours for student teaching. XONV member indicated the minimum contact hours need to be met, and are by this course. Member made the friendly suggestion to look at making the credit/contact hours more detailed.
* **B.S. in Music Engineering Technology –** *Approved Unanimously* Discussion: Member Peggy Domingue presented the curricular action’s Letter of Intent. Member asked if there has been consultation with the other colleges, XONV member and Department Chair Dan Monek explained this has been discussed at multiple colleges and is still in discussion at others.
* **ISE 437 Data Analytics for Industrial Engineering –** *Approved Unanimously* Discussion: Member Kanton Reynolds presented the course action.
* **JEM 420 Mechatronics Systems Modeling –** *Approved Unanimously* Discussion: Member Kanton Reynolds presented the course action.
* **JEM 455 Robotics and Autonomous Systems –** *Approved with Friendly Suggestions*Discussion: Member Kanton Reynolds presented the course action. Member suggested uniform formatting throughout the syllabus. Member made the friendly suggestion to confirm that the abbreviated title is correct.
* **Engineering (BS) Mechatronics (Joint NC State and UNCA) (14EGRBS-14EGRJEM) –** *Approved Unanimously* Discussion: Member Kanton Reynolds presented the curricular action.
* **FW 405 Tropical Wildlife Ecology-** *Approved Unanimously* Discussion: Member Gary Blank (Proxy) presented the course action. Presenter explained this is to make the course more accessible to other countries outside the original country (Nicaragua). Member complimented the syllabus and prep description.
* **PRT 350 Outdoor Recreation Management –** *Approved Unanimously* Discussion: Member Gary Blank (Proxy) presented the course action.
* **PSE 370 Pulp and Paper Products and Markets-** *Approved Pending* Discussion: Member Gary Blank (Proxy) presented the course action. Member brought attention to the late assignment policy and that a laptop is required for the course but the expense is not indicated to students. Member indicated the college requirement to have a laptop as a student would be implied and not necessary to repeat in the syllabus. Member moved to amend to approve pending the modification of the late assignments policy has some kind of indication outlining when late assignments would be accepted.
* **Forest Management (BS) 15FORMTBS –** *Approved Unanimously* Discussion: Member Joseph Roise presented the curricular action for the Production concentration and Ecology concentration.
* Motion to combine the first 5 actions
* **Creative Writing Minor (16CWM)-** *Approved*Discussion: Member Scott Despain presented the curricular action.
**16ENGLBA Core Electives -** *Approved*Discussion: Member Scott Despain presented the curricular action.
**16ENGLBA-16ENGLCRW, Creative Writing –** *Approve*Discussion: Member Scott Despain presented the curricular action.
**16ENGLBA-16ENGLFLM, Film -** *Approved*Discussion: Member Scott Despain presented the curricular action.
**16ENGLBA 16ENGLLWR, Language, Writing and Rhetoric –** *Approved with Suggestion*Discussion: Member Scott Despain presented the curricular action. Member brought attention to ADN 202 on the “Arts and Letters” list and asked for ADN 202 to be removed as it is restricted to ADN majors only.
* **English (BA) Linguistics (16ENGLBA-16ENGLLIN)-** *Approved Unanimously*Discussion: Member Catherine Driscoll presented the curricular action.
* **16ENGLBA 16ENGLTED, Teacher Education –** *Approved Pending* Discussion: Member Catherine Driscoll presented the curricular action pending the format B and Format A having an extra hour in it.
* **Motion to extend the meeting to 4 PM Approved**
* **Sociology BS (16SOCBS)-** *Approved with Friendly Suggestion*Discussion: Member Catherine Driscoll presented the curricular action. Member asked for ADN 202 to be removed from the “Arts and Letters” elective list.
* **Teaching English as a Foreign Language Minor (16TEFLM)-** *Approved Unanimously*Discussion: Member Catherine Driscoll presented the curricular action.
* **ARE 270 Principles of Agribusiness Entrepreneurship-** *Approved Unanimously*Discussion: Member Jackie Bruce presented the new course action. Member suggested adjusting the abbreviated title to correct the spelling of entrepreneurship.
* **ARE 370 Agribusiness New Venture Development-** *Approved Unanimously* Discussion: Member Melissa Merrill presented the new course action.
* **ARE 470 Agribusiness Entrepreneurship Clinical Skills Development-** *Approved Unanimously*Discussion: Member Melissa Merrill presented the new course action.

Meeting adjourned at 3:35 pm *Respectfully submitted by Lexi Hergeth*