**University Courses and Curricula Committee** August 29, 2018

 Talley Student Union 5101

 Call to Order: 12:46 pm

 **Members Present:** Chair Marta Klesath, Past Chair Helmut Hergeth, Jackie Bruce, Melissa Merrill, Scott Despain, Catherine Driscoll, Kathleen Rieder, Peter Hessling, Rudi Seracino, Kanton Reynolds, Spencer Muse, Wendy Krause, Annie Carlson Welch, Peggy Domingue, Antonio, Planchart, Berkley Griffin Hillis
 **Members Absent**: Andreas Orphanides, Joseph Roise, John Kuzenski,

**Guests**: Chandra Cox, Pamela Jennings, Heather Lyerly, Daniel Grühn, Janice Odom

**Ex-Officio Members Present:** Lexi Hergeth, Li Marcus, Bret Smith, John Harrington, Tim Petty, Charles Clift

**WELCOME AND INTRODUCTIONS**

* **Remarks from Chair Elect** - Welcomed the committee members introduced guests and the XONV and voting members introduced themselves.
* **Remarks from OUCCAS/DASA-** Li Marcus introduced OUCCAS, Lexi Hergeth provided the charge of UCCC, and Bret Smith thanked the committee for their service to the academy and discussed the perception and process of the committee and the approval process and our goal to ensure the quality of the curricula we provide to students.
* **Establishing Quorum:** Scott Despain moved to establish Quorum as 10 voting members. Committee approved quorum as 10 voting members.
* **Presentation from the office of Assessment:** Presented by Stephany Dunstan. Explained how student learning outcomes should align with the objectives and measures, provided examples of clear language and verbiage, recommended Bloom’s Taxonomy, and offered the assistance of the office of assessment.
* **Approval of the Minutes from April 25th 2018** – *Approved Unanimously*
	+ Discussion: Member Wendy Krause moved to approve.

**NEW BUSINESS**

* **Consent Agenda** -*Approved Unanimously*Discussion: Member Scott Despain moved to approve.
* **Art & Design (Bachelor) -** *Approved Unanimously*Discussion: Member Kathleen Rieder presented the curricula action and reintroduced guests from Art & Design. Member asked if the advanced writing course was 1 credit hour, however the alignment is correct with the strike through text.
* **MEA 323 Geochemistry of Natural Waters -** *Approved with Friendly Suggestion*Discussion: Member Antonio Planchart presented the course action. Member commented that the course is using a nonstandard calendar time; however the schedule in the syllabus uses times that don’t match the lecture time, friendly suggestion to revise the format of the course schedule.
* **ECD 310 Caldwell Fellows Honors Seminar: Foundations in Self-Development -** *Approved Pending with Friendly Suggestions*Discussion: Member Peter Hessling presented the course action and reintroduced Janice Odom as the guest from the college Education. Member asked for clarification on the process, Li explained that new courses coming through the approval process will go to UCCC first, then CUE for GEP review while existing course come to CUE before UCCC. Members reviewed the comments from an absent member who sent his review notes. Notes indicated: GEP objectives are not listed in the GEP section of the syllabus. The student learning outcomes format is different in CIM and the syllabus.
Member referenced the participation grade inconsistency in CIM and the syllabus, the committee looked at the separate participation rubric. Members discussed if the GEP outcomes are listed in the syllabus. The guest responded to questions if the course is graded or S/U explaining the course is pass/fail (S/U) generally, there is the option to select the course for a grade for students wanting to take the course as an elective.
Member asked for consistency in the minimum for a Satisfactory grade, guest confirmed this should be consistent. Committee discussed if a Satisfactory grade could be a B- instead of the university standard, C-. Member asked what the rationale for having S/U grading, guest explained that a grade in the seminar creates a more neutral stance for the initial course that the students will take and set the pace for the student’s academic career. Member reminded the committee that if the course is counted as a GEP course it should have letter grading instead of S/U grading.
Member Scott Despain motioned to amend the motion to approved pending.
Pending: resolving if the grading is S/U with graded option and what the Satisfactory grading would be (C- or B-) and clarification if students can receive credit for the USD GEP category if using S/U grading.

Friendly suggestion: evaluating the student learning outcomes.

* **COM 112 Interpersonal Communication -** *Approved with Friendly Suggestions*Discussion: Member Catherine Driscoll presented the course action. Friendly suggestion from member to proofread the syllabus for grammatical errors. Member also suggested adding the curricula programs using the course as an official elective for.
* **ENG 329 Language in Globalization -** *Approved with Friendly Suggestions*Discussion: Member Catherine Driscoll presented the course action. Member made friendly suggestions correcting the British spelling of the word “catalogue” and consistency in the font (from light grey), and percentages for the grading graph provided in the syllabus. Friendly suggestion to include language clarifying that the course is unavailable for S/U.
* **ENG 378 Women & Film -** *Approved Pending with Friendly Suggestions.* Discussion: Member presented the course action. Member asked if there were original outcomes, members discussed that the GEP outcomes are the original outcomes. Member asked if the word “expressed” in the student learning outcomes is evaluable. Member suggested removing the word “understand” in the objectives. Member brought attention to the grade portion encompassing attendance, class participation and quizzes and asked that these be broken down for each. Member commented there is a detailed participation breakdown. Member asked if the 10% is broken down for the three areas. Members discussed the standard rounding statement, members confirmed standard rounding is that .5 and above is rounded up and .4 and below are rounded down.

Melissa Merrill moved to amend the motion to approve pending, amendment approved. Pending the breakdown of the 10% clarifying how much of that 10% is attendance, participation, or quizzes.

* **LOG 430/(530) Varieties of Logic -** *Approved Unanimously*Discussion: Member Scott Despain presented the new course action. Member asked if it’s common practice in CIM for the student evaluation methods to be combined in the CIM field, Li Marcus confirmed there is only one CIM field and the categories are labeled grad or undergrad clearly.
* **PSY 465 Advanced Methods in Psychology -** *Approved Pending with Friendly Suggestion*Discussion: Member Scott Despain presented the new course action. Member commented that this course seems to need IRB approval for any studies approved in the class. Member confirmed part of the course’s curricula is submitting an IRB. Member made the friendly suggestion to make the DRO statement an active hyperlink.

Member stated this course did not have a consultation with statistics and asked how students will learn ST 311 information. Guest Daniel Grühn responded there is an applied option for students in which they will teach statistics. Member asked if the information being taught in ST 311 is considered overlap. Member moved to amend the motion to approved pending a consultation with statistics. Member asked if the committee should consider the course approved pending until the consultation takes place. Member suggested changing the prerequisite from ST 311 to 312. Li Marcus explained to the committee that if there is discussion or concerns the committee will see the course again as tabled. If there is no discussion or concern the motion will move forward after pending items are correct.

* **Professional Golf Management 15PGMBS -** *Approved Unanimously*Discussion: Member Scott Despain presented the curricula action.
* **ISE 489 Special Topics in Industrial and Systems Engineering -** *Approved with Friendly Suggestions* Discussion: Member Rudi Seracino presented the new course action. Member indicated the S/U grading is included in the syllabus and suggested removing for clarify as this is not a grading option for the course.
* **Health Physics Minor -** *Approved Unanimously*Discussion: Member Kanton Reynolds presented the new curricula action explaining the new minor will provide opportunities for students. Member asked why the minor has 30 + credits needed for non-engineering majors. Member confirmed this is correct and the minor is advertised for student earning their ABM as well as engineering students. Member asked if the physics department should be consulted based on the title, members confirmed consultation is not needed based on the title/name alone.
* **C3 Memo Notification:** Li Marcus explained the notification coming forward form the community colleges.

**Discussion**: Marta Klesath opened the nominations for Chair Elect and explained the role and what a chair-elect can expect to experience.

Meeting adjourned at 2:32 pm *Respectfully submitted by Lexi Hergeth*