**University Courses and Curricula Committee** February 20, 2019

 Talley Student Union 3222

 Call to Order: 12:45 pm

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

**Guests**: Ryan Hurley, Gavin Conant, Carolina Gill, Tim Buie

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

**WELCOME AND INTRODUCTIONS**

* **Remarks from Chair Elect** - Welcomed the committee members and introduced the guests and proxy. The Chair also provided a brief clarifying explanation about when it is appropriate to table an action instead of approved pending and friendly suggestion votes based on learning
* **Remarks from Undergraduate Research-**  Li shared a note from Bret Smith thanking the committee for their work and indicated “Free Elective” courses should be accepted by all.
* **Approval of the Minutes from February 6th 2019** – *Approved Unanimously*
	+ Discussion: Member Catherine Driscoll moved to approve.

**NEW BUSINESS**

* **Consent Agenda** (AFS342,AFS344,AFS/ARS346,ARC241,ARE106…ect..17BIOBA…ect...17GENBS,14IEBS) -*Approved Unanimously*Discussion: Member Scott Despain moved to approve.
* **BIO 310 Quantitative Approaches to Biological Problems –** *Approved Unanimously*Discussion: Member Spencer Muse presented the new course action and introduced the guest Gavin Conant. Member asked if the course needed consultation because they provide a great explanation of the course. Presenter indicated the statistics department was present at the college level meeting. Member brought attention to the grading scale’s lack of rounding statement. Members discussed that the scale works based on the symbols provided in the scale.
* **MEA 409 Watershed Forensics-** *Table with Friendly suggestions*Discussion: Member Spencer Muse presented the new course action. Member brought attention to the structure indicating lab structure, field trips to rocky branch, ect. Member indicated this would be beyond the in class structure and suggested making this a lab component type instead of lecture and asked for more detail about the homework and final paper. Motion to amend the motion from approved to tabling the motion. Members discussed tabling because the lecture hours and lab hours have different contact hour calculations, including potential risks during provided van lab transportation, and clarification on the homework assignments as well as the final paper. Course late assignment policy does not meet the University regulation in section 3.4 indicating “the instructor shall devise a system for making up missed assignments”. Member made the friendly suggestion to remove the statement about removing hats before entering the classroom as this could impact students who wear head coverings for religious purposes. Motion approved.
Member asked if the late assignment policy would also apply for excused absences, presenter responded yes, late assignments will not be accepted by excused absences. Member made a suggestion to communicate concern about not accepting late assignments, Li Marcus provided the section 3.4 in the syllabus regulation. Members discussed if it is truly fair and equitable for a student with an excused absence to have to receive a zero on a late assignment.
* **PY 299 Special Problems in Physics-** *Tabled* Discussion: Member Antonio Planchart presented the course action. Proxy member indicated the sample syllabus seems incomplete based on the lack of student learning outcomes and 16 week topic schedule for the special topic course. Li Marcus explained that a change to the grading method generally needs a syllabus to explain how a course is being evaluated. Li explained that syllabi should be held to the same standards and would recommend using a sample syllabus with learning outcomes and topic schedules already in place. Member moved to amend the motion to tabled until a syllabus with the complete requirements (the student learning outcomes and weekly topic schedule). Members discussed changing to approved pending instead of tabled. Members debated if this is “busy work” or if the need for a regulation fulfilled syllabus is in the purview of the committee and concluded that because syllabi are required for review at this point, the syllabi need to meet the regulation standards. Member brought up restrictive statements and asked if this should be included in the shell, XONV member from scheduling indicated it is possible to code restrictions on specific section offerings, however that would generally be handled by the department when scheduling.
Member indicated that the conversations happening at the college levels are no longer focused on if the content is clear for the students, but is now focused on making sure the “red tape” is addressed over the content of the course. Members expressed concern about the process if this is the case. Li reminded the committee that the need for a syllabus is being discussed at the provost level. Member indicated it appears the department is not regulating course syllabi then UCCC should review the syllabi. Member indicated that because this is a special topic course, there is the expectation that the student learning outcomes would change based on offering, member indicated there is currently an offering for the Spring 2019 term and could potentially have a syllabus without learning outcomes. Member indicated the sample syllabi may be used as a guide for future reference. Melissa Merrill, Joseph Roise Spencer Muse and Antonio Planchart denied the move to amend from approved to tabled, the remainder of the committee approved. Li brought attention to the lack of instructor in the CIM record and recommended a department head of other instructor as an instructor of record. Motion to table had the same 4 members deny, the rest approved the tabled action.

Needs: PRRs, SLOs, Topic Schedule in syllabus.

* **ST 446 Intermediate SAS Programming with Applications-** *Approved with Friendly Suggestions*Discussion: Member Antonio Planchart presented the new course action. Member commended the classroom behavior statement. Member asked if the grading scale not including A+ is already, committee confirmed. Friendly Suggestion to correct typo in the CIM record in the Project section of the student evaluation methods changing “min” to “mini-project”.
* **Global Health Minor (17GHM)-** *Approved Unanimously* Discussion: Member Antonio Planchart presented the new curricular action.
* **COM 211 Argumentation and Advocacy-** *Approved with Friendly Suggestion* Discussion: Member Scott Despain presented the course action and introduced guest Ryan Hurley. Member commented this is an interesting course and let the College of Humanities and Social Sciences that many statistics students also take the course and made the friendly suggestion to add this information in CIM. Member complimented the participation statement.
* **AFS 241 Introduction to African American Studies-** *Approved Unanimously*Discussion: Member Catherine Driscoll presented the course action.
* **ARE 295 Special Topics in Agricultural & Resource Economics (200 Level)-** *Approved with Friendly Suggestions*Discussion: Member Jackie Bruce presented the new course. Member brought attention to page 4 of the syllabus and made the friendly suggestion to correct a typo in the “None-Discrimination Policy” and “Electronic Hosted” to “Electronically Hosted” in the syllabus. Member asked if the Honor pledge should be the “Pack Pledge” and members indicated . Friendly suggestion to bring the justification field in CIM up to the standard set by ARE 395.
* **ARE 395 Special Topics in Agricultural and Resource Economics (300 level)-** *Approved with Friendly Suggestions*Discussion: Member Jackie Bruce presented the new course action with the same friendly suggestions as indicated above.
* **ID 302 Industrial Design Studio IV-** *Approved with Friendly Suggestion* Discussion: Member Kathleen Rieder presented the new course action and introduced guest Carolina Gill. Chair apologized for guest Tim Buie having to leave before courses were reviewed. Member made the friendly suggestion to clarify how to access the suggested reading in the syllabus and to fix the URL. Member made the friendly suggestion to make the abbreviated title the same as the course title and the PRRs. Member brought attention to the use of “distinguish” and “differentiate” in the student learning outcomes and suggested using “explain” or “describe” instead. Member commended the religious observance policy provided in the syllabus. Friendly suggestion to change “up to 2 h” to “at least 2h” in the “Course Structure” section in the syllabus. Member asked if there are additional student expenses for studio materials and asked the instructor if this is known to the students that there may be additional costs. The presenter and instructor indicated the materials vary based on offering and that students have the expectation that studio materials will need to be obtained.
* **ID 340 Research Methods in Industrial Design-** *Approved with Friendly Suggestions* Discussion: Member Kathleen Rieder presented the new course action. Members clarified that 1 credit hour of research equals 40 contact hours for the semester, not per week. Member indicated “comprehend” could be removed from the fourth student learning outcome to begin with “conduct”.
* **ID 402 Advanced Industrial Design Studio II-** *Approved Pending*Discussion: Member Kathleen Rieder presented the new course action. Member asked if we can approve the course with the pre-requisite ID 401, not yet on the agenda. Guest explained that the course is basically the same ID 401 and ID 402 and were previously ID 400. Member brought attention to the fact that ID 401 needs to have the correct Fall schedule offering and ID 402 should have Spring offerings. Motion to amend the motion from approved to approved pending the approval of ID 401 and the updates to the scheduling in CIM. Member asked if the student learning outcome “Demonstrate understanding” to a more measurable outcome with the assistance of Jordan from the office of Assessment.

Meeting adjourned at 2:22 pm *Respectfully submitted by Lexi Hergeth*