**University Courses and Curricula Committee** March 27, 2019

 Talley Student Union 5101

 Call to Order: 12:45 pm

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

**Guests**:

**Ex-Officio Members Present:** Lexi Hergeth, Li Marcus, Melissa Wiliford, Jordan Luzader, Kyle Pysher

**WELCOME AND INTRODUCTIONS**

* **Remarks from Chair** - Welcomed the committee members and introduced the guests and proxies. The chair also reminded the committee that there are two UCCC meetings left in the year and about the May 3, 2019 after hours appreciation event.
* **Remarks from Undergraduate Research-** Li Marcus reminded the committee that they will be receiving surveys for next year’s committee.
* **Approval of the Minutes from March 6th 2019** – *Approved Unanimously*
	+ Discussion: Member Catherine Driscoll moved to approve.

**Old BUSINESS**

* **CS 418/(518) Intro to Regulatory Science in Agriculture** -*Tabled with Friendly Suggestions*Discussion: Member Jackie Bruce moved to approve the course previously tabled at the January 9, 2019 UCCC meeting. Member indicated there is still an exam listed that is not provided in CIM, there is still no adequate description of attendance and participation. Member brought attention to the syllabus indicating students will lose 4.4 points, is this percentage or a point value. Member indicated it would help if there was one syllabus and not two separate syllabi for the dual level course. Members indicated the grading systems in CIM and the syllabus are not matching. Member made a motion to amend the motion to table until the items are addressed.
Friendly suggestion to uniform the fonts and to combine the two syllabi. Dr. Scott Despain has offered to provide a sample syllabus to help combine the syllabi.
* **COM 497 Advanced Topics in Media Studies** -*Approved Unanimously*Discussion: Member Scott Despain moved to approve the course previously tabled at the February 6, 2019 UCCC meeting. Presenter explained that the justification for the course has been updated to provide the need for the course (opposed to COM 498), presenter explained this is the required course while COM 498 is an elective course for some curricula.

**NEW BUSINESS**

* **Consent Agenda** (ADN319 …BME298…,CSC316…DAN272,ECE436,ENG…HI400…TT/FTM380…ExtensionEdDiscontinued) -*Approved Unanimously*Discussion: Member Catherine Driscoll moved to approve.
* **Motion to combine the PCOM actions.** *Approved with one oppose (Kathleen Rieder) and one abstain (Melissa Merrill)*
**-ACC 498 Independent Study in Accounting-
-BUS 498 Independent Study in Business Management**
**-EC 498 Independent Study of Economics -**
**-MIE 498 Independent Study in MIE-**Discussion: Member John Kuzenski presented the course action. Member found it difficult to see how the grading will be measured and earned for independent study courses. Presenter indicated the faculty are currently keeping grades for the students and providing grades based on the agreement between the faculty member and the student. Presenter explained that there is no syllabus because the non-standard course agreement. Chair explained that in the past the committee has been provided with a completed non-standard agreement as an example. The committee members looked at a previously approved independent study course (EI 495) that provided a filled out sample contract visualizing how the grade and expectations would be met. Some members indicated that they are comfortable with the outline contract provided.
Members and XONV members discussed that there is reason for a sample syllabus be provided not only for SACS, but also for the academy to maintain records about what has been approved.
Member asked if there was a university requirement that S/U courses could only be used as free electives and cannot count toward the degree requirements. Li Marcus brought up the policy for the committee and indicated she will do further research for a definitive answer.
* **BUS 443 Web Development for Business Applications-** *Approved Pending* Discussion: Member John Kuzenski presented the course action. Motion to amend to approved pending the addition of the DRO statement approved unanimously. Member commented that there isn’t any indication of what the projects are. Presenter shared that this used to be an IT course, then went to the analytics group, and are now back with the IT group. Members asked for a participation rubric, Rounding statement, PRRs and electric hosting statement, and an explanation of the projects.
* **Motion to combine EC 201 and 205, then motion to re-separate**
* **EC 201 Principles of Microeconomics-** *Approved Pending*
Discussion: Member John Kuzenski presented the course action. EC 201 needs to remove the (3 credit hour) statement from syllabus description, the schedule should indicate it’s subject to change, add PRRs, and text book pricing.
* **EC 205 Fundamentals of Economics-** *Approved Pending*Discussion: Member John Kuzenski presented the course action approved pending the inclusion of the text book cost and to adjust the rounding statement to the same font size as the rest of the syllabus. Member indicated the course structure seems strange, other members and XONV members explained this is a structure used by various courses across colleges.
* **Statistics BS 17STBS -** *Approved Unanimously*Discussion: Member Spencer Muse presented the curricular action.
* **AFS 442 Issues in the African Diaspora-** *Approved Pending*Discussion: Member Scott Despain presented the course action. Member brought attention to the electronic devices saying that the professor will mark students using cell phones as absent and will not inform them until grades are posted. Members discussed that while marking a student absent is fine, however not informing the student is problematic. Motion to amend the motion form approved to approved pending resolving the statement so that a student will be able to tell what their grades are at all times. Members indicated the statement is contradictory, members asked for clarification on if the student will be asked to leave or not. If they are told to leave the student will know that they are losing points. If they are not asked to leave, the marked absences must be marked and reported in a way that the student will be able to see their grade.
* **COM 447 Communication and Globalization-** *Approved Unanimously* Discussion: Member Scott Despain presented the course action
* **HI 264 Modern Asia 1800 to Present -** *Approved Unanimously*Discussion: Member Scott Despain presented the course action. Member asked if the SLOs are measurable, members discussed that this was approved through CUE.
* **HI 270 Modern Middle East-** *Approved Pending* Discussion: Member Scott Despain presented the course action as approved pending the update of the DRO statement. Member brought attention to the need for the course meeting time in the syllabus and the midterm in the evaluation methods but doesn’t provide when the midterm is in the syllabus.
* **HI 335 The World at War-** *Approved Pending* Discussion: Member Catherine Driscoll presented the course action. Member brought attention to the syllabus, on the late assignments section, member indicated there is a late work policy and make up work in the syllabus requirements. Member moved to amend the motion to approved pending clarification of the late work policy. Member indicated a rounding statement should be included in the grading scale.
* **HI 350 American Military History-** *Approved Unanimously*Discussion: Member Catherine Driscoll presented the course action.
* **HI 366 Native American History-** *Approved Unanimously* Discussion: Member Catherine Driscoll presented the course action. Member indicated the instructor’s name doesn’t match in the syllabus in CIM but that this isn’t a requirement.
* **SMT 330 Project Management for Sustainability –** *Approved Unanimously* Discussion: Member Joseph Roise presented the new course action. Member commented that the student learning outcomes are very terse but are fine.
* **Learning Design and Technology 13EDGENBS-13EDGENLDT –** *Approved Unanimously* Discussion: Member Peter Hessling presented the curriculum action for a new concentration. Members complimented this action’s presentation of the consultations.
* **ALS Prefix CIP Code Change-**Committee informed that the ALS prefix CIP code is now 01.0000 Agriculture, General
Li Marcus explained that CIP code changes will need to go beyond the university level, Li has brought this to the provost for approval already.

Meeting adjourned at 1:54 pm *Respectfully submitted by Lexi Hergeth*