**University Courses and Curricula Committee** March 6, 2019

 Talley Student Union 5101

 Call to Order: 12:45 pm

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

**Guests**: Betty Gardner, Katie Marron, Kathryn Stevenson, Gail Jones, Amanda Beller, Carolina Gill, Pamela Jennings, Nikki Glenos, Tsai Lu Liu

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

**WELCOME AND INTRODUCTIONS**

* **Remarks from Chair** - Welcomed the committee members and introduced the guests and proxies.
* **Remarks from Undergraduate Research-**  *Presentation on GPS and Mini Grants from Nikki Glenos*, Li Marcus will send documentation information after the meeting.
* **Approval of the Minutes from February 20th 2019** – *Approved Unanimously*
	+ Discussion: Member Helmut Hergeth moved to approve.

**NEW BUSINESS**

* **Consent Agenda** (ADN111 …CSSC290,D231…ID…EthicsReqList,PSSRename,PSSDiscontinue) -*Approved Unanimously*Discussion: Member Kathleen Rieder moved to approve.
* **GN 453 Personal Genomics -** *Approved Pending* Discussion: Member Spencer Muse presented the new course action and introduced guest Betty Gardner. Member asked why the course is limited to 12, the guest responded that the low number of students are to provide enough personal attention for each student. Member asked if the department is aware that they may have many Animal Science majors in the course, guest replied that she will make the instructor aware.
Member brought attention to the absences policy and asked for clarification of what the first “available day” means, guest responded that this would be due the first day the student returns.
Member brought attention to the DRO statement, showing the incorrect building, motion to amend the motion from approved to approved pending, approved.
* **EMS 350 Teaching Environmental Education-** *Approved Pending* Discussion: Member Peter Hessling presented the new course action. Member brought attention to the course description in the syllabus and CIM not matching and moved to amend to approved pending the descriptions matching. In the syllabus, a portion is referred to as participation and discussion grading, member also commented that there should be additional information clarifying. Member brought attention to the DRO statement referring to the “Disability Service” when it should be “Disability Resources”. Member brought attention to the student learning outcomes, showing one is repeated.
Member asked if the student learning outcomes are outcomes or a list of activities, guest Gail Jones asked for clarification. Member indicated outcomes are skills, over activities, guest clarified these are skills. Member asked if the outcomes are measurable, members looked at a few and believe they are measurable.
Member brought attention to the syllabus in week 14 refereeing to the “assignments for Graduate Students”, guest indicated this will be removed.
Member asked if the meeting time for observations are included in the contact hours, guest responded no, these are scheduled individually and no instruction is provided during the observations.
Member asked how the participation grade is assessed asking how full participation should be earned. Members discussed how much participation is required, asking if a student doesn’t attend a course, how many points will they lose, member brought attention to each day having a score.
Members discussed if transportation statements and fees are required to be included in the description, the syllabus regulation indicates it is not required.

* **ED 100 Intro to Education-** *Approved Pending with Friendly Suggestion*Discussion: Member Peter Hessling presented the course action as approved pending the correction of the scheduling for the component type. Guest Amanda Beller explained they will be working with the recitation indication and they will remove the language beginning with ‘as such’ ….through “I reserve the right…”in the classroom conduct section. Amanda also indicated she will change the “develop professional attitudes” student learning outcomes.
Member brought attention to the late assignment section asking if a student has an excused absence, the late assignments would receive a 30% deduction and suggested including “students with excused absences can make up work”. Member also brought attention to the syllabus modification section adding “with adequate time informing students” another member suggested removing the information that the syllabus is a contract.
Member indicated the PRRs at the bottom of syllabus regulation.
Member brought attention to a statement that “students who plan to graduate with a teacher education major…” and suggested adding it to the catalog description in CIM and suggested adding a statement that students outside of the major can take the course for pass fail.
Members discussed that it’s not required to put the EC 100 C minimum grade in catalog description but should be in course description in the syllabus.
Member asked if 3 rooms will be reserved for the term, guest indicated 4 rooms will be reserved for breakout sessions. Guest indicated the class time is not during a busy scheduling time and that the time provides ability for public school employees to come and speak with students.
* **ID 440 Experience Design for ID-** *Approved Pending with Friendly Suggestion*Discussion: Member Kathleen Rieder presented the new course action. Member asked what 15% is used for participation, guest Carolina Gill indicated this is just that the students would be in the classroom, actively working on their projects and indicated this may be linked with participation. Members and XONV members discussed that participation, regardless of percentage would need to indicate how students will earn 100% participation points. Member motion to amend the motion from approved to approved pending the additional information indicating how to earn the full 15% participation.
Member suggested expanding the abbreviated title, using more characters.
Member indicated the student learning outcomes in the syllabus and the student learning outcomes in CIM are not matching.
Members were informed that the student learning outcomes in the syllabus are the most UpToDate versions and would be moved to the CIM student learning outcomes sections.
Members discussed “demonstrate awareness” to “apply the tools”, members discussed how “demonstrate awareness” is an appropriate term that could be used.
* **PRT 385 Environmental Education in Practice-** *Withdrawn* Discussion: Member Proxy member Gary Blank withdrew the new course action based on the need to make adjustments.
* **AS 121 Heritage and Values of the United States Air Force I-** *Withdrawn* Discussion: Member Peggy Domingue presented the course action. Member brought attention to page 3 class participation, complimenting the description of how students are being graded on participation.
Member brought attention to the contact/credit hours not calculating correctly. Guest Katie Marron explained the “lab” component is their drill time for ROTC. Members and Guest clarified that cadets are required to take the “lab”, guest explained for air force ROTC, they have to consider drill time a lab. Member asked if there was a way to add a credit hour for the leadership lab.
Guest explained that the 300 and 400 level ROTC students run, organize, plan, and execute the leadership labs for the lower level ROTC members who are being tested on how to properly wear the uniform and correct drills.
Members discussed how there used to be a possibility for a lab to have zero contact hours.
Member asked if it’s our issue that we aren’t able to adequately provide a way to schedule the leadership labs.
Member indicated ROTC has it’s own requirements. Member asked if there were two of these courses, a lecture section and a lab section, members came to the conclusion that . Member asked why the course can’t be 2 credit hours, guest responded that the curricula are set up with this course being 1 credit hour, they get their curricula passed down from ROTC headquarters.
Member suggested making this a lecture course a making a separate course as a lab.
Member suggested just letting this go, and referring to these minutes to explain why the course was approved without correctly calculating contact/credit hours.
Chair explained that as a committee they can approve it as is, with a note that the university doesn’t have a component type.
XONV member Lindsey Mihalov from scheduling indicated they would not put a lab scheduled like a seminar, but that they could schedule it, but that it won’t automatically add it to their schedule. Members discussed that the students can (and do have the ability to) block of times in their schedule.
Members and guest discussed that a 2 contact hour lab can be calculated to 1 credit hour lab.
Chair indicated this discussion may affect all of the AS courses and asked if the guest would like to consider withdrawing the courses to be brought back at the next meeting. Member brought up the point that a repeatable lab course may not be appropriate for our committee to review because they have their own requirements.
Member made the friendly suggestion to arrange the wording from “Disabled students” to “Students with Disabilities”.
**AS 122 Heritage and Values of the United States Air Force II-
AS 221 Team and Leadership Fundamentals I-**
**AS 222 Team and Leadership Fundamentals II-** **AS 321 Leading People and Effective Communication I-**
**AS 322 Leading People and Effective Communication II-**
**AS 421 National Security Affairs/Preparation for Active Duty I-**
**AS 422 National Security Affairs/Preparation for Active Duty II -**
Member withdrew all AS courses from the agenda.
* **EC 202 Principles of Macroeconomics-** *Tabled with Friendly Suggestion*Discussion: Member John Kuzenski presented the course action. Member asked if Textiles can also add EC 202 as a required course in the textiles curricula for which it is a required course as a friendly suggestion.
Member brought attention to the catalog and course description in CIM
Member brought attention to the DRO statement needing correction.
Motion to amend the motion from approved to approved pending these two. Member brought attention to the attendance and tardiness section in the syllabus that “Dr. Craig reserves the right to favorably consider students who attend class regularly” to more clarified terms.
Member brought attention to the labs indicated in the syllabus and brought attention to the contact hours being 3 lecture hours and 0 lab hours. Members
Member indicated the grading scale and it may be inappropriate for “Dr. Craig reserves the right to use +/- grades…” members discussed if that is fair or equitable to the students.
Member motioned to table the action based on the contact hours needing clarification as well as the attendance and grading policies, removing the language the infers bias, the correction of the DRO statement and inclusion of the PRRs.
Members recommended the instructor attend future meetings to help clarify.

Meeting adjourned at 2:26 pm *Respectfully submitted by Lexi Hergeth*