**University Courses and Curricula Committee** November 28, 2018

 Talley Student Union 5101

 Call to Order: 12:45 pm

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

**Guests**: Keith Edmisten

**Ex-Officio Members Present:** Lexi Hergeth, Li Marcus, Tim Petty, Jordan Luzader, Charles Clift, Daniel Monek, Bret Smith

**WELCOME AND INTRODUCTIONS**

* **Remarks from Chair Elect** - Welcomed the committee members and introduced the guests to the final meeting of the semester. The chair also clarified that the committee has the ability to ask the XONV members for information on some of the more administrative aspects of the approval process as needed.
* **Remarks from OUCCAS/DASA-** Li thanked the committee for their work and informed them that a Fall report will be presented at the first Spring meeting on January 9, 2018. She also reminded the committee that March 13, 2019 is the date for Fall 2019 changes and additions to be complete to be visible to students before Fall enrollment.
* **Approval of the Minutes from November 7th 2018** – *Approved Unanimously*
	+ Discussion: Member Scott Despain moved to approve.

**NEW BUSINESS**

* **Consent Agenda** (AES432,443,BAE200,302,361,371,474,EC/ARE301,ECE480,481,ET410,252,470,490,HESD233,HS432,ISE498,24DANM,16ENGLLWR,FrenchStudies,16PCM,17STBS) -*Approved Unanimously*Discussion: Member John Kuzenski moved to approve. Member asked if HS 432/(532) will end up without an instructor, presenter motioned to pull HS 432/(532) from the consent agenda.
* **HS 432/(532)**- *Approved pending*
Member indicated an instructor is needed for this action and the delivery format should also be provided. Li Marcus confirmed that even if a course is taught by multiple instructors, a single faculty member should be listed in these field as the developer/owner of the course.
* **Microbiology BS (17MBIOBS) and 3 subplans: 11MBIOMBT; 17BMIOHS; 17MBIOMBR -** *Approved Unanimously* Discussion: Member Tony Planchart presented the curricular action.
* **FLF 425/(525) Literature, Cinema and Culture of the Francophone World -** *Approved Pending with Friendly Suggestion*Discussion: Member Catherine Driscoll presented the course action. Member brought attention to the use of the word “understand” in the course objectives, member reminded the committee that this is fine for the objectives, as only outcomes need to be measurable. Member brought attention to the DRO statement, which is out of date. Li Marcus updated the committee that the policy has almost finished being officially approved. Member indicated there are conflicting statements about tutoring. In the academic integrity section indicates that there should be no tutoring for graded assignments, but the next section directs students to the tutoring center. Pending the DRO statement update and a friendly suggestion for the tutoring clarification. Member asked for confirmation that there should be prerequisites for undergraduate students and none for graduate level, presenter confirmed this is correct.
* **HI 251 American History I -** *Approved with Friendly Suggestions*Discussion: Member Catherine Driscoll presented the course action as approve pending updating the DRO statement. Member indicated this course is used as transfer credit and mirrors the course taught on campus. Member indicated that we will be pending all the courses on the agenda to update the DRO statement, even though the DRO statement has not yet officially been passed by the policies committee. Members discussed that the DRO statement has the correct location, but an old building name. Member moved make the DRO statement not pending which was approved with one abstention and one nay because the building name has changed and is directing student to a nonexistent building. Member asked why a course is used as a credit for transfer students. Member from the college explained that this is so the students can receive credit, but the course taught on campus also provides GEP credit, which the transfer students may not fulfill GEP information. Friendly suggestion to communicate to the instructor to update the DRO statement and confirm updates needed to prerequisites for related higher level courses.
* **Discussion**- Members discussed the pending but incomplete editorial changes to the DRO statement. Faculty initiated a number of these actions before office, location, and building names changed and they put in the work that they needed to do at the time; however, students who receive these syllabi and use them as reference will be looking for an office and a building that no longer exist under those names. This will cause major issues if left alone. The committee is also bound by the syllabus regulation for required wording, and since the wording hasn’t been updated there it is difficult to enforce. Li clarified that she has been working with the Provost’s Office and that the editorial change had been approved by the provost but she is waiting on further workflow and implementation information. Member made a motion to have the Chair send an e-mail in an appropriate amount of time to all Department Heads and appropriate parties informing them of the correct location as approved by the provost of the university. This motion is to indicate that the rest of the course actions today will not address the slightly incorrect Disability Resource Office statements for the remainder of the courses on this agenda. The chair and members confirmed this statement will be sent before the next term begins. -Approved with one nay from Kanton Reynolds.
* **Linguistics Minor (16LIM) -** *Approved Unanimously*Discussion: Member Scott Despain presented the curricular action. Member brought attention to the old format of the minor students were required to take a 400-level course and currently seems to allow for students to complete the minor using only 200 and 300-level courses.
* **16ARTSTBA –All Subplans (16ARTSTFLM, 16ARTSTMUS, 16ARTSTTHE,16ARTSTVIS) -** *Approved with Friendly Suggestions* Discussion: Member Scott Despain presented the curricular action. Member brought attention to ADN 202 course which is only available to students within the studio major and made the friendly suggestion to change this to ADN 292 or 492, which are not restricted to student.
* **AES 135 Introduction to Precision Agriculture -** *Approved with Friendly Suggestion*Discussion: Member Jackie Bruce presented the new course action. Member made the friendly suggestion extending the abbreviated title and to update the DRO statement. Member suggested syncing the first student learning outcome “apply” and “utilize” and choosing one. Member brought attention to the syllabus grading portion indicated assignments more than one week late would not be accepted. Member asked if full participation points are earned through attendance, members clarified that TopHat will record attendance and participation. Members made the friendly suggestion to clarify how participation and attendance will make up 100% of the total participation points.
* **BAE 451 Engineering Design I-** *Tabled*Discussion: Member motioned to approve the course action along with BAE 452.
* **BAE 452 Engineering Design II-**Discussion: Member presented the course action. Member brought attention to the second page of the syllabus, discussing (meeting notes) when common project time is offered but also seems to indicate (should this statement that students shouldn’t sign up for other classes as the common practice time. Member indicated it is acceptable to have additional time available but indicating the statement that students should not schedule class time during common practice time is inappropriate. Members discussed that the students in the program are aware they will be required to complete a design project. Members discussed how the contact hours and component type of the contact hours to address the common project times available. Member made the friendly suggestion to include a statement of when the labs will be available for project work. Li Marcus explained that contact hours are defined as instructional time. Member suggested an hour of problem session work should be included, because they technically require students to be at a specific place at a specific time, and suggested XONV member indicated the 110 classroom would not be guaranteed every semester. Members indicated they need clarification of if the time is optional or not and if it’s not optional using the 50 minutes of problem session contact hours.
Motion to amend the motion from approved to tabled for both courses until the use of the laboratory room during specific times is clarified. XONV member indicated the outcomes need to be looked at and a friendly suggestion to clean up the language about the lab, updating the DRO statement. Members asked the discussion surrounding the scheduling conflicts be relayed to the instructors.
* **Clarification of votes
Return Action- rolledback to the beginning through the college and department.
Tabled Action- rolledback to the college level for their decision.**
* **HS 420/(520) Green Infrastructure-** *Approved with Friendly Suggestions*Discussion: Member Jackie Bruce presented the course action. Member brought attention to the course’s dependency on group work and made the friendly suggestion to provide a statement about how group work will be graded and the expectations of the individual students. Member brought attention to the student learning outcome indicating “discover” and suggested changing it to measurable language. Member clarified the friendly suggestion that the instructor provided information about how the group grade and individual grades are combined.
* **HS 476/(576) Crop Physiology and Production in Controlled Environments-** *Approved Pending with Friendly Suggestions* Discussion: Member Melissa Merrill presented the course action. Member brought attention to the contact hours not calculating correctly and motioned to amend the motion from approved to approved pending the correction of the contact hours. Member brought attention to the second page of the syllabus under ‘Instructors’, and asked if the instructor’s office hours should be specifically listed or should indicate they are “by appointment” in order to ensure that students know that they can contact the instructor for appointments. Member brought attention to the third page of the syllabus indicating the safety and risk assumptions and asked if it is complete. Member brought attention to page four, indicating more clarity is required to identify how 100% participation points are earned, asking how many absences are required to move from 15% or 5%. Member brought attention to page six of the syllabus making the friendly suggestion combining the rubric for attendance and participation and a typo after the professionalism section using the word “breech”. Pending adjustments to the contact hours and clarifying the office hours and clarification of the number of absences acceptable. Friendly suggestion to look at the safety and risk statement, consolidating the participation and attendance statements, and correcting typos.
* **Horticultural Science (BS) Science -** *Approved Unanimously* Discussion: Member Melissa Merrill presented the curricular action (revised concentration title: Plant Breeding and Biotechnology in Horticulture).
* **Horticultural Science (BS) Technology, General Horticulture -** *Approved Unanimously*Discussion: Member Melissa Merrill presented the curricular action (revised concentration title: Production Systems and Entrepreneurship in Horticulture). Members asked if the revised title is “production systems and entrepreneurship in horticulture” or “horticulture production systems and entrepreneurship”, presenter clarified the “production systems and entrepreneurship in horticulture”

.

* **Horticultural Science (BS) Technology, Landscape Design -** *Approved Unanimously*Discussion: Member Melissa Merrill presented the curricular action (revised concentration title: Landscape Design, Gardens & Urban Environments).
* **CHE 450 Chemical Engineering Design I -** *Approved Pending*Discussion: Member Kanton Reynolds presented the course action. Member indicated the co-requsite in CIM is not in the syllabus, the academic integrity statement needs adjusting because student conduct will provide the repercussions, not the instructor. Pending: co-requisite sync, required for elective or required for curricula, and integrity statement.
* **CSC 415 Software Security-** *Approved Unanimously* Discussion: Member Kanton Reynolds presented the new course action.
* **ISE 352 Fundamentals of Human-Machine Systems Design-** *Approved Pending with Friendly Suggestion*Discussion: Member Rudi Seracino presented the course action. Member moved to amend the motion to approved pending the catalog descriptions need to match as does the grade method (pass fail or graded) which differs in CIM and the syllabus and correcting inconsistency in the grading of the quizzes. Friendly suggestion to adjust the student learning outcome by removing “understand and be able to” and starting with “Apply”.
* **Sustainable Energy Minor Change in ownership from University College to Natural Resources-** *Notified*

Meeting adjourned at 2:45 pm *Respectfully submitted by Lexi Hergeth*