**University Courses and Curricula Committee** October 10, 2018

 Talley Student Union 5101

 Call to Order: 12:45 pm

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

**Guests**: Jason DeRousie, Cynthia Edgington, Natalie Bullock Brown, Karey Harwood, Leigh Shamblin, Brian Mathis (Pack the Polls)

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

**WELCOME AND INTRODUCTIONS**

* **Remarks from Past Chair** - Welcomed the committee members introduced guests.
* **Remarks by Vice Chancellor and Dean Dr. Mike Mullen**- Mike Mullen expressed his appreciation for the faculty serving on the university level committees. He expressed his pride in NC State particularly because of involvement of NC State staff and faculty in helping UNC system schools affected by Hurricane Florence. He also informed the committee that the US Postal Service has chosen NC State as an example and recommended looking at the Kwanza festivities on Facebook. He reminded the committee that the UCCC/CUE reception will be on May 3, 2019. Mike Mullen also informed the committee that the system office (BOG) passed a policy this summer that any senior high school students who take AP courses and receive a score of a 3, 4, or 5 will get college credit. He explained the individual colleges will decide what a score of a 3, 4, or 5 will equate to, if it will be a required course in the program or a free elective.
Members inquired about efforts being made to assist students affected by the hurricane. Mike explained that a number of resources are available to students and said that if there are students of concern to go to the NCSU cares website or reach out to him or Mike Giancola.
* **Remarks from OUCCAS/DASA-** Li Marcus reminded the committee that the 120 credit hour project is still underway and that the curricular changes signed by departments and colleges are due to OUCC by the end of this month (October). Li and Bret are compiling a memo to be sent to the system office informing them programs are doing to respond to the 120 credit hour mandate. If actions will be late, please send an e-mail summary of planned action to Li lamarcus@ncsu.edu. Li also reminded the committee that actions sent to courses-curricula@ncsu.edu should be ready to be put on the university level committee after being approved by the college committee. She also reminded the committee of the e-mail sent out which included the update that the office will no longer be able to make changes/updates to actions for departments/colleges after the agenda has been sent out. Guest asked if the suggestions from OUCCAS are included in the deadlines, Li explained that the 120 credit hour deadline is October 31, 2018, any actions with suggestions will have a deadline indicated by Lexi or Li for suggestions to be made before coming to the university level committee
* **Presentation: Pack the Polls-** Brian Mathis presented information about early voting location on campus. The purpose of pack the polls is to increase the awareness of voting opportunities and explained the early voting site for NC State is in Talley Student Union from October 17 through November 3, 2018 open weekdays 7AM- 7PM, Saturdays 8AM-1PM and Sundays from 1PM – 6PM. Brian explained that the goal is to help students register and learn the process of voting. He also showed the website packthepolls.dasa.ncsu.edu/nc-state-community/. Brian said they have reached out to the department of political science to help explain and understand the first six amendments. Member asked if they have already registered in their home county but want to register for Wake County, can they? Brian responded yes, they can or they can request and absentee ballot. Brian also indicated in the future they hope to use MyPack to help assist students to be able to register to vote while residing in Raleigh while enrolled. Brian told the committee his office is reminding students to only vote once and to check that students are US citizens before registering them to vote as this could potentially impact students studying at NC State on student visas.
* **Approval of the Minutes from September 26th 2018** – *Approved Unanimously*
	+ Discussion: Member Catherine moved to approve. Minutes HS 491 in the record of the vote it has an ‘a’ where an ‘o’ should be in apposed in the vote line and in the last paragraph in this action in the minutes.

**NEW BUSINESS**

* **Consent Agenda** (EC404,410,413,431,436,449,480,490,HESF282,HESR248,HESS230,237,279,280,STS304,403,405,490,THE236,403,16IDSWGS&16WGM,16LPSBA,CNRMemo) -*Approved Unanimously*Discussion: Member Kathleen Rieder moved to approve.
* **BAE 401/(501) Sensors and Controls -** *Approved with Friendly Suggestions*Discussion: Member Melissa Merrill presented the revised course action. Member commented that in the student evaluation methods the graduate items add up to 115 percent instead of 100 percent. Presenter indicated there is a comment in CIM addressing this so that it would be fixed at the ABGS level. Member made the Friendly Suggestion to include the cost of the electronic copy of the text book in addition to the hardcopy.
* **BUS 280 Business Essentials -** *Approved Pending with Friendly Suggestions* Discussion: Member John Kuzenski presented the new course action. Guest Leigh Shamblin indicated that they will add the cost of the textbook. Member commented the syllabus doesn’t indicate the course is letter grade grading basis only. Member indicated the last student learning outcome is not measurable. Guest indicated the students have feedback form survey questions. Member indicated an attendance statement is needed; however, guest responded this is a virtual distance education, asynchronous course. Member retracted the attendance statement. Member indicated the disabilities statement goes beyond the ADA and suggested titling it as “Students with Disabilities”. Member suggested that CIM and the syllabus need to match to one credit hour course. Guest indicated this should be a 3 credit hour course with 8 contact hours in CIM. Member moved to amend the motion from approved to approve pending the correction of the credit hours. Friendly suggestions to provide the grading basis in the syllabus.
* **BUS 469 Digital Marketing Practicum -** *Approved Pending with Friendly Suggestions*Discussion: Member John Kuzenski presented the new course action. Member moved the motion to approved pending the inclusion of the correct disability resources statement. Member indicated that the cost of the textbook should be added in CIM as it is listed in the syllabus. XONV member from the office of assessment brought attention to the immeasurability of the student learning outcomes. Pending the inclusion of the correct disabilities recourses statement and updating the learning outcomes to make them measurable. Members suggested including the cost of the textbook in CIM.
* **Certificate in the Essentials of Business -** *Approved Pending*Discussion: Member John Kuzenski presented the new certificate action. Guest Jason DeRousie explained this is a new certificate for students to take within the summer semesters or during the academic year. Li Marcus explained that certificates have approval beyond the university level and that the certificate will not move forward until the course is approved forward. Member moved to amend the motion to approved pending the approval of BUS 280. Chair asked if BUS 280 would take place of some other courses, guest responded it could count as a substitute for some courses, but the college isn’t advertising the substitution for all students.
* **HI 385 Introduction to Public History -** *Approved Unanimously*Discussion: Member Scott Despain presented the new course action. Chair asked if there’s additional information but “see syllabus” is in all of the CIM fields, Li indicated this is under discussion with the associate deans.
* **PSY 208 Psychobiology of Success -** *Approved Unanimously*Discussion: Member Scott Despain presented the new course action. XONV member asked if this is a required course, presenter responded it isn’t at this time. Member brought attention to his interpretation that the course is about stress but is marketed as “success”. Presenter explained that while the course discusses stress, the idea is to successfully manage stress.
* **WGS/AFS 380 Black Feminist Theory -** *Approved Unanimously*Discussion: Member Catherine Driscoll presented the new course action. Member indicated the catalog description in the syllabus has an additional two sentences. Member asked what the difference between “black feminism” and “feminism generally” is. Guest Karey Harwood indicated black feminist theory is specific while feminism in general is broader. Member complimented the syllabus’s participation breakdown in the syllabus and indicated the syllabus prompted further learning for her personally. Member brought attention to requisites and scheduling, in CIM indicating the course will restrict seating for WGS and AFS majors, Li Marcus confirmed this section is for scheduling and doesn’t need to be put in the description as the restriction will be set up in the schedule of courses and will show up during enrollment.
* **Film Studies Minor (16FSM) -** *Approved Unanimously*Discussion: Member Catherine Driscoll presented the revised curricular action.
* **Jewish Studies Minor (16JSTM) -** *Approved Unanimously*Discussion: Member Catherine Driscoll presented the new curricular action.
* **EMS 472/(572) Teaching Mathematics Topics in Senior High School -** *Approved Unanimously*Discussion: Member Peter Hessling presented the revised course action. Member brought attention to the rubric in the syllabus and suggested separating the communication with students vs. communication with the faculty member. Member brought attention to the syllabus in the participation grade and asked if there was a feedback loop and does the student receive an interim grade for participation. Guest responded that the participation is graded throughout the year. Member suggested providing some kind of feedback for the student to be provided during the semester for a chance for improvement. Member suggested correcting spelling errors in the syllabus. Member suggested removing the additional grading method statements for clarity in the syllabus and the instructional resources statement should indicate something like “no additional resources are needed, course is in instructor’s regular rotation” or other resource statement. Member suggested removing the word none in the syllabus under academic honesty. Member suggested in the field placement portfolio to add the clarification to the statement in the last statement that a “full project description and rubric will be shared” at the beginning of the class.

**Discussion**: No further discussion

Meeting adjourned at 2:05 pm *Respectfully submitted by Lexi Hergeth*