**University Courses and Curricula Committee** September 12, 2018

 Talley Student Union 5101

 Call to Order: 12:46 pm

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

**Guests**: Chester Miller, Carolyn Rauch,

**Ex-Officio Members Present:** Lexi Hergeth, Li Marcus, Bret Smith, Jordan Luzader, Tim Petty, Jason Duke, Kyle Pyser

**WELCOME AND INTRODUCTIONS**

* **Remarks from Chair** - Welcomed the committee members introduced guests.
* **Remarks from OUCCAS/DASA-** Li Marcus explained that Dr. Mullen is unable to attend as he is serving in the command center for the anticipated incoming storm and thanked the committee for their quick responses to the inquiring of attendance email sent yesterday.
* **Approval of the Minutes from August 29th 2018** – *Approved Unanimously with one abstention from Joseph Roise*
	+ Discussion: Member Wendy Krause moved to approve.

**NEW BUSINESS**

* **Consent Agenda**(CS216,FLC201,FLE101,FS351,FS353,FS407,HS400,11ANSCBS,11BIOCHBS,16ITM,16SPM)-*Approved Unanimously*Discussion: Member Catherine Driscoll moved to approve.
* **USC 116 Introduction to Sustainability for EcoVillage-** *Approved Unanimously*Discussion: Member Annie Carlson Welch presented the course action. Member discussed the participation grade asking how active engagement in the assigned student learning happens, guest Carolyn Rauch explained the peer project has active engagement and the supervisors provide feedback on service learning.
* **ID 244 History of Industrial Design -** *Approved Pending with Friendly Suggestions*Discussion: Member Kathleen Rieder presented the course action. Member stated the service learning outcomes are not measurable, friendly suggestion to tweak the student learning outcomes to make the general learning outcomes measurable. Member commented there are some inconsistencies with CIM and the syllabus such as the restrictive statement, working with instructor to make the restrictive statement codable. In the syllabus under course materials member brought attention to the materials section “Sketchbook/Notebook is at student’s discursion and removing this material is required. Members discussed that in the college of Design students both sketch and write to take notes. Motion from Scott Despain to change the motion form approved to approve pending consistency in the syllabus, SLO adjustment, materials clarification and the grading component. Members discussed the grading component, adjusting the midterm being 20 points in the syllabus and 25 in CIM and the final being 30 points in the syllabus and 25 points in CIM and specifying this in the rows in CIM. Member discussed the syllabus needing the academic integrity statement and academic honesty having “none” after the statement. Pending: making learning objectives measurable, clarifying the restrictive statement, clarifying required material, Friendly suggestion to clean up syllabus.

* **ALS 494 International Learning Experience in Agriculture and Life Sciences -** *Approved Unanimously*Discussion: Member Melissa Merrill presented the course action.
* **CS 218 Southern Row Crop Production - Corn, Small Grains and Soybeans -** *Approved Unanimously*Discussion: Member Melissa Merrill presented the course action.
* **CSSC 492 Professional Internship Experience in Crop and Soil Sciences -** *Approved Pending*Discussion: Member Melissa Merrill presented the course action. Member asked about the internship grading component asking if the work the students do in their internship is graded, presenter indicated it is not for the most part to prevent the student from not having a grade because an internship partner doesn’t provide feedback when requested. Members discussed if this has ever been an issue and the presenter responded it has not. Member asked if “Other” is the Contract indicated in the syllabus, members confirmed. Member asked how short is a short paper, member responded it seems to be about 8 pages.
* **CSSC 493 Research Experience in Crop and Soil Sciences -** *Approved Pending*Discussion: Member Melissa Merrill presented the course action and explained multiple courses are coming through from CALS restructuring. Member and Li Marcus complimented the additional documentation provided.
* **CSSC 495 Special Topics in Crop and Soil Sciences -** *Approved Unanimously with Friendly Suggestion*Discussion: Member Melissa Merrill presented the course action. Member stated the sample syllabus for the special topic could adjust the student learning outcomes to make them measurable.
* **HS 272 Landscape Design/Build -** *Approved Unanimously with Friendly Suggestions*Discussion: Member Melissa Merrill presented the course action. Member indicated the wording of the student learning outcomes could be tweaked suggesting removing “operation” from the first student learning outcome. Members and XONV members discussed the motions and what each mean. Member brought attention to the grade component where it indicates there can be more than 1300 points in the grading table (1300+) suggesting removing the + sign.
* **HS 492 Horticulture Internship -** *Approved Pending*Discussion: Member Melissa Merrill presented the course action.
* **HS 493 Research Experience in Horticultural Science -** *Approved Pending with Friendly Suggestion*Discussion: Member Melissa Merrill presented the course action. Member commented that the contact hour indicate 45 hours of field experience of credit in the syllabus, in the syllabus it appears only one credit hour is shown but should potentially be three credit hours. Member commented that the contact hour indicate 45 hours of field experience of credit in the syllabus, in the syllabus it appears only one credit hour is shown but should potentially be three credit hours. Members and XONV members discussed the contact hours should be 3-9 instead of 1-3 per week with the credit hours remaining as 1-3. Member Andreas Orphenedis moved to amend the motion to approve pending clarification and calculation of the credit/contact hours. Member made the friendly suggestion could use clarification on the S grade requirements indicating the students “must earn at least 70% on the assignments” if this means each assignment must be 70% or if the average grade of assignments should be 70%. Member asked about due dates for the topic schedule, members discussed indicating materials are due by some landmark, such as “assignments are due by the date of the final exam”.
Li Marcus provided clarification that the university standard is a C -
Members indicated the other courses had these grading and contact and credit hours similar to this HS 494.

Member moved to approve the changes mirroring the HS 494 course, including CSSC 492, CSSC 493, & HS 492 to make approve pending the calculations of the contact to credit hours. Members voted and approved the motion to revisit the motions for CSSC 492, 493, & HS 492. Member asked if the contact hour were truly contact hours, member asked if a research course should be considered field work, members discussed that research hours are different.
* **HS 494 Teaching Experience in Horticultural Science -** *Approved Pending*Discussion: Member Melissa Merrill presented the course action. Member asked if the component type should be student teaching, presenter clarified that this is not a student teaching course. Li Marcus provided the definition of student teaching for clarification. Presenter explained this is for undergraduate teaching assistance and this is how many courses of this nature are titled. Members discussed if the title is misleading, members discussed that there is no rule at the university level about undergraduate TAs not being paid and paying tuition. Member proposed this is pending the contact hour changes and a friendly suggestion to the college that students maybe mislead by the title of the course. Presenter indicated they were asked to provide three separate courses for these experiences. Member asked if there should be classroom facetime with students, presenter clarified they teach review sessions and some instructors will allow the students to grade assignments. Motion to amend the motion from approved to approved pending. Members discussed that the committee for academic affairs. Li Marcus explained it is not in the purview of the committee to state that a title is incorrect after it has been approved by the college. Member indicated he does not see the benefit to the students, presenter and members indicated that students who will like to teach will have teaching experience, members compared this to research. Member indicated there are practicum courses which provide an experience for students to discover if this is the career path they would like to take. Member asked if the Ag Ed students will take this course, presenter responded, no they have separate courses for licensures.
* **Horticultural Science (11HSM) -** *Approved Unanimously*Discussion: Member Melissa Merrill presented the curricula action. Member indicated this is a straightforward motion.
* **Plant Biology (11PBBS) -** *Approved Unanimously*Discussion: Member Melissa Merrill presented the curricula action. Member complimented how they handled the LSC 101 course for transfer students.
* **Member Scott Despain** explained there have been changes to many of these courses from the GER>GEP review from CUE and we are seeing these with adjustments to the student learning outcomes. Li Marcus explained the discussion at CUE about the potential use of a short form for review. Members discussed this is just a notification that multiple courses are coming through.
* **ANT 251 Physical Anthropology -** *Approved Pending*Discussion: Member Catherine Driscoll presented the course action. Member indicated the student learning outcomes in the syllabus and CIM did not match. Member indicated the SLOs for GEP were not listed for the SLOs for the general course in a batch of these courses coming forward for GER>GEP review. Members discussed that GEP student learning outcomes and general course student learning outcomes can be combined or separate. Member made the motion to amend the motion from approved to approve pending the inclusion of a participation rubric showing how a student will earn the 10% of the final grade.
* **ENG 326 History of the English Language-** *Approved Unanimously with Friendly Suggestion*Discussion: Member Catherine Driscoll presented the course action. Member stated the syllabus indicated ENG 101 as a prerequisite is indicated in the syllabus and not in CIM. This could be ENG 101 or ENG 105, Li Marcus indicated she will adjust this in CIM for the factulty to match the syllabus.
* **Catherine Driscoll moved to combine the motions for FLF 302 and 315. Members vote 7 yay 6 nay, to combine.**
* **FLF 302 Survey of French Literature from Romanticism to the Contemporary Period -** *Approved Unanimously with Friendly Suggestion*Discussion: Member Catherine Driscoll presented the course action. Member made the friendly suggestion in the attendance statement which discusses the electronic devices and suggests moving this to a separate section of the syllabus. Member made the friendly suggestion saying “subsequent absences will result in a grade of zero for those absences”. Member indicated the course is missing an electronic hosting statement as the course.
* **FLF 315 French Civilization and Culture-** *Approved Unanimously*Discussion: Member Catherine Driscoll presented the course action.
* **Member Catherine Driscoll moved to batch the PHI courses together for the revisions for the GER>GEP Review.** Members and XONV members discussed pulling actions from batch from vote before voting to combine the courses or after. Members discussed how to combine courses. Li Marcus explained if any reviewers found a course that would potentially be approved pending or tabled from the batch but the friendly suggestions can be discussed as a batch. Member moved to pull PHI 310 from the batch. Members voted to approve batch without PHI 310.
* **PHI 205 Introduction to Philosophy-** *Approved Unanimously with Friendly Suggestions*Discussion: Member Catherine Driscoll presented the course action. Member asked if “become familiar with” is a measurable outcomes, members discussed adjusting this to “Identify a variety of the”. Member asked if the quizzes are combined, presenter explained that there are short papers and a longer paper as the final, stating that the longer paper is the final.
* **PHI 214 Issues in Business Ethics -** *Approved Unanimously with Friendly Suggestions*Discussion: Member Catherine Driscoll presented the course action. Member indicated page 5&6 of the syllabus has inconsistencies discussing the length of the paper. Member asked if the students should be submitting 2 copied, providing and email and hard copy of the final and made friendly suggestion to clarify this.
* **PHI 221 Contemporary Moral Issues -** *Approved Unanimously with Friendly Suggestion*Discussion: Member Catherine Driscoll presented the course action. Member commented that class participation and attendance, stating “which you attend and in which you show an active interest”, asking how active interest is measured.
* **PHI 300 Ancient Philosophy-** *Approved Unanimously*Discussion: Member Catherine Driscoll presented the course action.
* **PHI 301 Early Modern Philosophy-** *Approved Unanimously*Discussion: Member Scott Despain presented the course action.
* **PHI 302 19th Century Philosophy-** *Approved Unanimously*Discussion: Member Scott Despain presented the course action.
* **PHI 305 Philosophy of Religion -** *Approved Unanimously*
* **PHI 310 Existentialism-** *Approved Unanimously with Friendly Suggestion*Discussion: Member Catherin Driscoll presented the course action. Member indicated that the student learning outcomes in the syllabus and CIM do not match. Member asked if there is a maximum number of credits. Member indicated the presentations would take a significant amount of time. Presenter commented that in practice, students rarely take up a significant portion of class time, this is just an opportunity for extra credit. Member asked if extra credit should be called out explicitly and asked if there is some quantification of the value of participation and extra credit, requesting clarification of how much extra credit is available in percentage terms to quantify it.
* **PS 312 Introduction to Public Administration-** *Approved Pending*Discussion: Member Scott Despain presented the course action. Member indicated the student learning outcomes do not match and a participation rubric. Member moved to amend the motion from approved to approved pending. Member indicated an electronic hosting statement is needed. Members discussed the scheduling and made the friendly suggestion for the faculty to confirm the desired scheduling. Member asked if the range of participation, members discussed that each student needs to choose how the grading components are broken down. Members asked for clarification of when students will get to choose the distribution of the grading components, can this be down at the end of the semester or the beginning. Pending earning full credit for participation and discussion, inclusion of the electronic hosting statement. Friendly suggestions to clarify when students will select the grade distribution.
* **PS 320 U.S. Environmental Law and Politics-** *Approved Unanimously*Discussion: Member Scott Despain presented the course action.
* **PS 341 European Politics-** *Approved Unanimously*Discussion: Member Scott Despain presented the course action.
* **Teaching English as a Foreign Language Minor-** *Approved Unanimously with Friendly Suggestion*Discussion: Member Scott Despain presented the new curricula action. Member asked if this is a minor in teaching English as a foreign language and made the friendly suggestion to correct the typo “minor studies plan: Jewish Studies Minor” (P. 43 pdf).

**Discussion**: Chair elect nominee Rudi Seracino. Member motioned to close nominations. Committee approved closing the nominations, motion to appoint chair-elect as Rudi Seracino, committee approved Rudi as chair-elect.

Meeting adjourned at 2:44 pm *Respectfully submitted by Lexi Hergeth*