**University Courses and Curricula Committee** September 26, 2018

 Talley Student Union 5101

 Call to Order: 12:44 pm

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

**Guests**: Sarah Heckman

**Ex-Officio Members Present:** Lexi Hergeth, Li Marcus, Bret Smith, Jordan Luzader, Tim Petty, Lindsey Mihalov, Charles Clift, Daniel Monek (UCCC Chair)

**WELCOME AND INTRODUCTIONS**

* **Remarks from Chair Elect** - Welcomed the committee members introduced guests.
* **Remarks from OUCCAS/DASA-** Li Marcus reminded the committee that we are in a scheduling period and encouraged communicating with their scheduling officers.
* **Approval of the Minutes from September 12th 2018** – *Approved Unanimously*
	+ Discussion: Member Catherine Driscoll moved to approve.

**NEW BUSINESS**

* **Consent Agenda**(ANS292,CSC Courses,PB405,11AGEVTS,14CPCTU,14CPM) -*Approved Unanimously*Discussion: Member Rudi Seracino moved to approve. No discussion
* **CSC 453 Introduction to Internet of Things (IoT) Systems -** *Approved Pending with Friendly Suggestion*Discussion: Member Rudi Seracino presented the course action. Reviewer indicated the syllabus description and CIM don’t match and the course length should be16-weeks. Motion to amend the motion from approved to approved pending adjusting the description in the syllabus and CIM to match. Member pointed out the grading method in CIM is letter grade only and part of pending motion. Friendly suggestions were made by members to correct the misspelling of calendar and to update the letter grading which currently has D twice and doesn’t include D+. Member looked at the attendance policy and said the policy is the only thing referenced. Members discussed that attendance is not considered an element of the course as a 400 level course it doesn’t have to require attendance. Member asked about the ‘clean board policy’ in the syllabus and asked why the students cannot write down what was written on the board. Members discussed that the syllabus points out that ‘collaboration is different from collusion’ and reached the conclusion that the statement is to prevent students from copying code from one another. Member pointed out the CIM field stated the course doesn’t have additional fees but the course materials required are at the students’ expense. Li Marcus confirmed the catalog description, CIM field, and Syllabus should all confirm that there are additional student fees for the course. Member asked guest Sarah Heckman if the required Lennox computer would be used for other courses, guest responded it wouldn’t be required but could be used. Member asked if this is a specific fee is needed, Li Marcus said she will look into clarification for this.
* **AFS 240 African Civilization-** *Approved Pending with Friendly Suggestion*Discussion: Member Catherine Driscoll presented the course action. Li Marcus made the administrative comment that if there are no requisites for a course the initiator can leave the CIM field blank. Member asked about the attendance policy s “after 4 unexcused absences students will get an F” which contradicts the previous statement four absences would be equal to 0. Motion to amend the motion from approved to approved pending- motion approved. Member asked how “positive attitude” is measured in the portion of the final grade (10%) for participation. Members discussed that the requirement is for a student to be able to see how the full participation is met, member made friendly suggestion to clarify participation.
* **PHI 330 Metaphysics-** *Approved Unanimously*Discussion: Member Catherine Driscoll presented the course action. Member said this sounds like a fun class that they would be interested in taking and confirmed they did not find any issue with the course.
* **PHI 331 Philosophy of Language-** *Approved Unanimously*Discussion: Member Catherine Driscoll presented the course action. Reviewer complimented the course.
* **PHI 333 Knowledge and Skepticism-** *Approved with Friendly Suggestion*Discussion: Member Catherine Driscoll presented the course action. Chair read the reviewer comments from absent member discussing the student learning outcomes asking if the first is specific and if the third is measurable. For the first outcome, Jordan Luzader from the office of assessment indicated this is measurable, but is broad, presenter responded that this is purposeful due to the nature of the course. Members discussed if the third outcome is measureable, Jordan said the statement in question, “develop reasoning skills, becoming better” is extra, but doesn’t make the outcome unmeasurable. Friendly suggestion to removed becoming better. Class participation was discussed by members, while it is not the most common standard it is acceptable. Member asked if the ISBN is required for required text books, Li Marcus brought up the policies page and confirmed the syllabus provides the required textbook information which does not include the ISBN.
* **PHI 375 Ethics-** *Approved with Friendly Suggestions*Discussion: Member Catherine Driscoll presented the course action. Member pointed out there is a discrepancy in the syllabus saying the final exam is 30% while in CIM it indicates 25%, friendly suggestion to match to 25%. Member brought attention to the red text in the syllabus indicating this could be an issue for colorblind individuals. Friendly suggestion to make all red text bolded (in schedule) to bring attention to the text for all students.
* **PHI 376 History of Ethics-** *Approved with Friendly Suggestions*Discussion: Member Catherine Driscoll presented the course action. Reviewer commented that the second outcome saying “students will be able to reconstruct the arguments offered by the philosophers” would benefit from adjustments to the wording made the friendly suggestion to add some clarification for a measurement scale. Li Marcus clarified that because the GEP outcomes are the general course learning outcomes. Member pointed out the link on page 4 of the syllabus is broken and suggested correcting. Member commented that if just the form of assessment is using that outcome and indicated other courses have more vague assessment.
* **Member commended the Philosophy department on the changes coming through as smoothly as they have.**
* **PS 305 The Justice System in the American Political Process-** *Approved with Friendly Suggestions*Discussion: Member Scott Despain presented the course action. Member indicated that the syllabus and CIM have different people and asked, following up with the text comment from the other syllabus, if DELTA reviews what instructors have in CIM. Members commented that the catalog description in the syllabus and CIM are different and need to match verbatim in both, as this is what will be coded into SIS (MyPack) for students to read during enrollment. Members discussed that the syllabus can have the catalog description and an additional course description, this will not be coded into SIS. Members confirmed the catalog description in CIM and the syllabus now match. Member made the friendly suggestion on page nine, which indicates that the syllabus is a contract, member indicated the syllabus is not a contract and indicated the sentence should be a flexible document instead of a contract or that the syllabus should be flexible, removing the word contract.
* **PS 335 International Law-** *Approved with Friendly Suggestion*Discussion: Member Scott Despain presented the course action. Member brought attention to the syllabus under course requirements the 10% participation portion, members discussed and concluded that students are able to see how they will earn full participation points but made the friendly suggestion for the instructor to clarify “attend regularly” and how many absences are acceptable.
* **PS 345 Governments and Politics in the Middle East-** *Approved with Friendly Suggestion*Discussion: Member Scott Despain presented the course action. Member brought attention to the student learning outcome 3, “demonstrate an appreciation” and suggested adjusting to “describe the value” as appreciation is a difficult to measure. The office of assessment suggested the same for the first outcome as well, “a working familiarity” is difficult to measure, members agreed this should be a friendly suggestion.
* **Presenter commented that these 3 courses have been in the process for a long time (almost 2 years) and expressed joy that they are moving forward.**
* **PS/WGS 418 Gender Law and Policies-** *Approved Unanimously*Discussion: Member Scott Despain presented the course action. Member asked if in the additional information section of CIM, members discussed that because these are in the syllabus this section of CIM is acceptable as it is.
* **REL 200 Introduction to the Study of Religion-** *Approved Pending with Friendly Suggestions*Discussion: Member Scott Despain presented the course action. Member commented that in the general course student learning outcomes and on the third page of the syllabus there seem to be objectives for the course and suggested clarifying the syntax. Member commented the 10% attendance grade in the syllabus isn’t in CIM making the CIM course total 90%. Member brought attention to the participation explanation in the syllabus. Motion to amend the potion to approved pending the clarification of the percentage of participation, and participation within an assignment in the syllabus. Member made the friendly suggestion to clarify if assignments that are ‘a day late’ would mean a weekday or if the weekend of holidays would also count against the student.
* **BBS/FS 325 Introduction to Brewing Science and Technology-** *Approved with Friendly Suggestions*Discussion: Member Melissa Merrill presented the course action. Member suggested changing the first student learning outcome to change demonstrate to describe. Member suggested including a statement on the topic schedule indicating the schedule is subject to change. Member suggested fixing the broken student conduct link in the syllabus.
* **HS 491 Sustainable Agriculture Entrepreneurship Study Abroad-** *Tabled with Friendly Suggestions with one opposed vote*Discussion: Member Melissa Merrill Presented the course action. Chair read the comments from absent reviewers indicating the syllabus and CIM have conflicting information about students being able to repeat the course for credit. Member suggested adjusting the first outcome in the syllabus and then copying the new version into CIM for consistency. Member brought attention to the student eval methods in CIM and suggested limiting the details in CIM to encompass all offerings of this course without needing to update all information in CIM. Member suggested adding letter grade, statement indicating the schedule is subject to change. Motion to amend motion to approved pending clarification of the repeatability in CIM. Member brought attention to the contact/credit hours in CIM. Member discussed the component type indicated and discussed that lecture is not an accurate reflection of the study abroad trip, there seems to be some field work or labs included toward the contact/credit hours. Li Marcus provided an explanation of what generally calculates for contact/credit hours and reminded the committee OUCCAS is available to assist.
Pending: Repeatability clarification, adjusting the first student learning outcome in CIM to be measurable. Credit/Contact hours need to calculate correctly.
FS: Member brought attention to the link in the safety and risk assumption in page 5 in the syllabus. Member suggested clarifying the evaluation. Member discussed there could be a rigorous assessment that allows for assessment while abroad. Member made the friendly suggestion to correct the spelling of some of the locations on page four Telotitan (teotitan) and Tlacochachuaya (Tlacochuaya) in the syllabus. Add a rounding statement to your grading scale & add a "subject to change with sufficient notice" or similar to your course schedule (in case something happens and the schedule needs to change)
Members discussed amending the motion form approved pending to **tabled**. Motion approved, four opposed, 11 approved as tabled wanted to see information regarding Contact/Credit hours and component type as well as the activities students will participate in while abroad. Repeatability clarification, adjusting the first student learning outcome in CIM to be measurable.
* **PB 277 Space Biology -** *Approved Unanimously* Discussion: Member Melissa Merrill presented the course action. Member complimented the course and asked what is changing in the description, Li Marcus clarified the description is adding an oxford comma.
* **BS Agricultural and Environmental Technology: Agricultural Systems Management (11AGEVTBS-11AGEVTASM)-** *Approved Unanimously*Discussion: Member Melissa Merrill presented the curricula action.
* **BS Plant and Soil Sciences- Crop Biotechneology (11PSSBS-11PSSPCB)-** *Approved Unanimously*Discussion: Member Melissa Merrill presented the curricula action. Complimented the clarity of this and the Turfgrass Science curricular action.
* **BS Plant and Soil Sciences- Crop Production (11PSSBS-11PSSPAC)-** *Approved Unanimously*Discussion: Member Melissa Merrill presented the curricula action.
* **BS Plant and Soil Sciences-Soil Science (11PSSBS-11PSSSST)-** *Approved Unanimously with Friendly Suggestion*Discussion: Member Melissa Merrill presented the curricula action. Member commented that the footnotes on the pages have not been updated because E in the GEP requirements is no longer Physical Education.
* **BS Natural Resources- Soil and Water Systems(11NATRLBS-11NATRLNRW)-** *Approved Unanimously*Discussion: Member Melissa Merrill presented the curricula action.
* **BS Turfgrass Science (11TFGBS) -** *Approved Unanimously*Discussion: Member Melissa Merrill presented the curricula action.

**Discussion**:

Meeting adjourned at 2:27 pm *Respectfully submitted by Lexi Hergeth*