



## University Courses & Curricula Committee 2019-2020

September 25, 2019  
 Talley Student Union 5101  
 12:45pm-2:45pm

### Call to Order 12:45pm

- Welcome from Chair Rudi Seracino
- Remarks and Updates from OUCCAS/DASA
- Approval of UCCC September 11<sup>th</sup> 2019 Minutes
- Course and Curricular Business

### New Business

Consent Agenda		
Action	Type	Notes
<a href="#">EMS 471 Student Teaching in Mathematics</a>	Minor	Revisions: term offering, requisites
<a href="#">TDE 261 Digital Media Education</a>	Minor	Revisions: requisites
Business Essentials Certificate	Minor	Making available to NDS students

College of Agriculture and Life Sciences			
Presenter	Reviewers	Action	Type
Merrill	Schaffer, Reynolds, Hessling	<a href="#">ANS 303 Principles of Equine Evaluation</a>	Revisions: SLOs, description, reqs, hours, eval methods
Bruce	Domingue, Roise, Krause	<a href="#">BCH 454 Advanced Biochemistry Laboratory</a>	Revisions: SLOs, description, reqs, hours, eval methods

### SLO= Student Learning Outcomes

#### Discussion:

#### Notes:

- All linked course actions are viewable in CIM.
- To view actions, please click on the hyperlink. You may need to use your Unity ID to log in.
- If you experience issues logging in, please go to <https://next-catalog.ncsu.edu/courseadmin/> and type the course prefix and number into the search bar.

### SLO = Student Learning Outcomes



Division of Academic and Student Affairs  
Office of Undergraduate Courses & Curricula  
oucc.dasa.ncsu.edu  
courses-curricula@ncsu.edu

Campus Box 7105  
211A Park Shops  
Raleigh, NC 27695-7105  
P: 919.515.9769

## University Courses and Curricula Committee

September 11, 2019  
Talley Student Union 5101  
Call to Order : 12:45 pm

**Members Present:** Chair Rudi Seracino, Marta Klesath(past chair), Kanton Reynolds, Melissa Merrill, Daniel Gruehn, Catherine Driscoll, Kathleen Rieder, Peter Hessling, Wendy Krause, Peggy Domingue, Rucker Rob, Jackie Bruce, Annie Carlson Welch, John Kuzenski, Melissa Merrill, Kanton Reynold, Joseph Roise, Kristen Schaffer, Coleman Simpson, Chloe Shin

**Members Absent:** Spencer Muse, Lisa Marshall

**Guests:** Andrew Binder, Robert Hayes

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

### WELCOME AND INTRODUCTIONS

- **Remarks from Chair** - Welcomed the committee members and introduced the guests and proxies.
- **Remarks from OUCCAS/DASA**- Li thank
- **Office Of Assessment Presentation**
- **Approval of the Minutes from August 28<sup>th</sup> 2019** – *Approved Unanimously*
  - Discussion: Member Catherine Driscoll moved to approve.

### NEW BUSINESS

- **Consent Agenda** - *Approved Unanimously*  
Discussion: Member Wendy Krause moved to approve.
- **AFS/HI 455/(555) History of the Civil Rights Movement-** *Approved Pending with Suggestions*  
Discussion: Member Catherine Driscoll presented the new course action. Reviewer indicated the catalog description is not in complete sentences and suggested using complete sentences. Reviewer indicated that the third outcome “Become aware of the act of interpretation itself as a critical form of knowing in the Humanities...” is not a measurable outcome and suggested changing to “explain how or describe how”. Member moved to amend the motion from approved to approved pending amending the third learning outcome to be measurable, Amendment Approved.
- **HI 470/(570) Exploring World History -** *Approved Unanimously*  
Discussion: Member Catherine Driscoll presented the course action. Reviewer confirmed the course is fine.
- **ENG 249 Native American Literature-** *Approved Unanimously*  
Discussion: Member Catherine Driscoll presented the course action. Reviewer confirmed the course is fine. Member asked if the evaluation methods would be too specific for the future CIM updates, Li responded that the updates haven't gone through yet and the committee concluded the evaluation methods are fine as they are.
- **ENG/AFS 349 African Literature in English-** *Approved Unanimously*  
Discussion: Member Catherine Driscoll presented the course action. Member asked if he needed to motion before asking a question, committee confirmed he does not. Members discussed if the credit hours should be included in the syllabus. Members concluded the credit hours should be in the syllabus and are, just not in a commonly used format.
- **ENG/AFS 448/(548) African-American Literature -** *Approved Unanimously*  
Discussion: Member Catherine Driscoll presented the course action.
- **FLG 492 Senior Seminar in German Studies-** *Approved Pending with Suggestion*  
Discussion: Member Catherine Driscoll presented the course action. Reviewer indicated the DRO statement needs to be updated and the Policies Regulations and Rules link is also out of date. Member moved to amend the motion from approved to approve pending the correction to the PRR link and DRO statement. Amendment approved. Member suggested clarifying how rounding will be used for the grading scale.
- **HI 344 Dinomania: Dinosaurs in Culture and Science-** *Approved with Suggestion*  
Discussion: Member Daniel Gruehn presented the course action. Member brought attention to the divergence in the grade distribution in the CIM fields and the syllabus. Members discovered that the evaluation rubric for participation is a

subset of the 10% allocated for participation. Member made a suggestion bring attention to the evaluation rubric for participation totaling 10% of the final grade.

- **HI 390 Internship in History- *Approved Unanimously***  
Discussion: Member Daniel Gruehn presented the course action.
- **LPS 210 LPS Career Development- *Approved with Suggestion 2 abstentions (Coleman Simpson and Joseph Roise)***  
Discussion: Member Daniel Gruehn presented the course action. Member brought attention to the textbook cost and asked for clarification that all downloaded materials would be provided free of charge as a suggestion. Member brought attention to the course being referred to as a “senior level” class and asked if the course being 200 level would be confusing to students. The requisite would be coded by the number of credit hours taken by the student. Members discussed that the course numbering is something decided from the department. Member asked if it would be appropriate for OUCAS to send feedback about the numbering, Li explained this would not be an appropriate way for the office to provide feedback. The Chair suggested that the two college representatives could provide this feedback to the instructor if they so choose.
- **PS 314 Science, Technology and Public Policy- *Approved Unanimously***  
Discussion: Member Daniel Gruehn presented the course action. Member brought attention to the course goals and objectives in the CIM field has the course description and indicated that the course description can include the catalog description and extend on it. Member discussed a suggestion to expand on the catalog description to determine if there should be more information in the catalog description for students to read during enrollment. Member indicated the description is on par with other courses of the same nature. Chair explained the various votes available. No suggestions and no amendments were made to the course.
- **PS 361 Introduction to Political Theory- *Approved Unanimously***  
Discussion: Member Daniel Gruehn presented the course action.
- **SOC 212 Race in America- *Approved Unanimously***  
Discussion: Member Daniel Gruehn presented the new course action.
- **16LPSBA Leadership in the Public Sector - *Approved Pending***  
Discussion: Member Daniel Gruehn presented the curricular action. Member brought attention to the statement in the memo that if students wish to take courses on campus they would need to pay extra. Presenter indicated the program is targeted toward adults with full time jobs taking courses. Members discussed if it is appropriate to allow for students to take courses on campus. Members indicated this blocks a student from taking a class based on administrative/financial purposes. Member indicated that PS 415 is being taught this semester (and is full). Members clarified that this online program is removing courses from the elective list that are taught in person. Members discussed if the statement should indicate that the memo should say that all of the courses required for the course are online. The action to remove the courses that are taught in person, members discussed that if students cannot take the online classes they can have the option to take in-person classes for an additional cost. Member indicated that removing the courses is appropriate, but that the statement about cost “All of its courses are online....on campus without paying extra.” Should be removed. Motion to amend the motion from approve to approve pending the removal of the statement, amendment approved.
- **16SCM Science Communication - *Approved Unanimously***  
Discussion: Member Catherine Driscoll presented the curricular action. Chair introduced guest Andrew Binder who attended to answer any potential questions about the minor. Member asked who the faculty member deciding on the courses approved by the course, guest indicated he would work with students individually for this. Member asked if students will need to declare the minor before enrolling in one of the courses, guest confirmed yes, they would need to declare the minor first.
- **All H&SS BAs - *Approved Unanimously***  
Discussion: Member Catherine Driscoll presented the curricular action.
- **PY 131 Conceptual Physics - *Approved Unanimously***  
Discussion: Member Marta Klesath presented the course action. Member asked if actions initiated before September 1, 2019 would need to remove the “see syllabus”, Li confirmed
- **PB/ECE 488/(588) Systems Biology Modeling of Plant Regulation - *Approved Pending***  
Discussion: Member Jackie Bruce presented the course action. Motion amended to approve pending the DRO statement be updated, amendment approved. No further discussion.

- **AS 321 Leading People and Effective Communication I- *Approved Pending***  
Discussion: Member Annie Carlson Welch presented the new course action. Member looked at the comparison between the catalog description in CIM and the syllabus. Member moved to amend the motion to approve pending the inclusion of the catalog description in the syllabus (in addition to the provided course description).
- **ECE 465 / ECE 565 Operating Systems Design- *Tabled***  
Discussion: Member Catherine Driscoll presented the new course action. Chair introduced the guest Robert Hayes attending. Member suggested writing out the full title as opposed to OS in the abbreviated title. Member also brought attention to inconsistencies in the naming of student evaluation methods in the syllabus and CIM fields. Member brought attention to the paragraph about projects indicating that the grade on the project can be changed after the grades have been distributed for the project "The grade of a project can change if later quizzes, exams or discussion evidence that the student does not have a full understanding of the work submitted."  
Member asked if this could be pending, Li responded this would need to be tabled in order for the statement to be rephrased, and the consistency between the grading in the syllabus and CIM fields.
- **ECE 384 Practical Engineering Prototyping- *Tabled***  
Discussion: Member Kanton Reynolds presented the new course action. Member suggested making the abbreviated title longer. Member brought attention to differences in the catalog description in the syllabus and CIM field. Member also indicated that the contact and credit hours are calculated incorrectly. Members asked if the component type would be something that could be pending. Members discussed that the contact hours are correct for the lecture lab component type for a 10 week summer course. Members brought attention to the lab component schedule causing confusion. Member moved to amend motion from approved to tabled based on the component type clarity. Member also brought attention to the restrictive statement in the syllabus which differs from the CIM fields. The commas in the requisites should be clarified if they are and or 'or' indications. DRO Statement is out of date and the catalog description is not matching in the syllabus and CIM fields.
- **ISE 435/(535) Python Programming for Industrial & systems Engineers- *Approved Pending***  
Discussion: Member Kanton Reynolds presented the new course action. Member indicated the student learning outcomes should be updated to for the 1, 2, 3, 5, and 6<sup>th</sup> outcome based on "demonstrate" being used. Members confirmed that demonstrate is an appropriate word and the office of assessment confirmed that it is appropriate for topics that should be demonstrated or presented for a measure. Member confirmed that writing code would be considered demonstrating an ability to write code. Committee concluded the outcomes are fine as they are.  
Member indicated the pre-requisites in the syllabus are different from the one in CIM. Presenter confirmed that the ISE 110 needs to be replaced with ISE 135 (ISE/TE 110 can still be used as a pre-requisite). ISE 110 will remain because there still are some students in the pipeline that would have taken it instead of ISE 135 which just started this semester, additionally TE 110 is still a valid course for that discipline and can be used to satisfy the prerequisite requirement for that major. Member moved to amend the motion from approve to approve pending the update necessary to the pre-requisites lists to match what is in the syllabus.
- **NE 290 Introduction to health physics- *Approved Pending***  
Discussion: Member Kanton Reynolds presented the new course action. Member indicated the student learning outcomes in CIM differ from the outcomes in the syllabus. Member moved to amend the motion from approve to approve pending making the SLOs in the syllabus consistent with the information in the CIM fields. Guest asked if the course could be a GEP course and asked how go about doing that. Li explained that there is another committee that focuses on GEP attributes.  
Member brought attention to the course being repeatable for credit and suggested that this course should not be repeated for credit.  
Member asked for clarification that late assignments are 10% loss per week and that in a different place, there is an indication that there is a 10% loss per day for makeup work and asked for clarification.  
Member brought attention to the EHS and indicated there should be one of the two statements from the syllabus regulation page.  
Member brought attention to the text book being required but not having readings from the textbook outlined in the schedule, Li confirmed this is acceptable.  
Member suggested removing the blank space from the syllabus.
- **NE 431/(531) Nuclear Waste Management- *Approved Unanimously***  
Discussion: Member Kanton Reynolds presented the course action. Guest explained there is a research component for 531 that is not required for the undergrad students in 431.
- **NE 490/(590) Health Physics and Radiological Emergency Response- *Approved Pending***  
Discussion: Member Kanton Reynolds presented the course action. Member brought attention to the repeatable credits

and indicated this needs to be not repeatable. Abbreviated title should be elongated. Member indicated full sentences should be used in the catalog description. Member asked the two final exams and asked if this is because there is a different weight for the undergrad and graduate level students. Members indicated that the grading should be clarified that the quizzes for undergrad students should be worth 15% instead of 10% to equal a total of 100%. Member indicated the SLOs in CIM and the syllabus do not match. Member moved to amend the motion from approved to approved pending syncing the SLOs, Pre-requisites are inconsistent in the syllabus and CIM fields, Catalog description needs to be included in the syllabus. Member indicated the attendance policy seems in contradict themselves indicating there are allowances for university approved absences, suggested removing "on the date of exam, a student which does not show up will receive a grad of zero". Member also indicated the "additional cost" for the textbook should be removed from the CIM fields because the textbook cost is not considered an additional cost. Member indicated the "Judicial Affairs Officer" should be changed to reference the office of student conduct.

Discussion: Chair indicated the presenter and reviewers of an action that review the information ahead of time could be discussed amongst the reviewers before the meeting or at the beginning of the meeting to streamline things such as the DRO statement needing to be updated to present in an efficient manner. There was one nomination for chair elect, Wendy Krause, Wendy was approved unanimously as Chair Elect.

Meeting adjourned at 2:42 pm

*Respectfully submitted by Lexi Hergeth*

**MEMO**

Date: February 19, 2019

To: Bret Smith, Senior Associate Dean, Division of Academic and Student Affairs

From: Dr. Jason DeRousie, Director of Curriculum & Advising, Poole College of Management

Subject: Updates to Business Essentials Certificate

---

The Poole College of Management would like to request an update to the Undergraduate Certificate in the Essentials of Business that would allow non-degree seeking (NDS) students to pursue the certificate along with undergraduate students. The courses included in this certificate are all offered online so we believe that this would be an excellent opportunity for individuals not currently pursuing an undergraduate degree at NC State. There are no required changes to the objectives or requirements for the program, but we do propose that the description and admissions requirements be updated to the following:

**Description (current)**

This Certificate is designed for the non-business undergraduate student who...

**Description (proposed)**

This Certificate is designed for the non-business ~~undergraduate~~ student who...

**Admissions Requirements (current)**

A student must have a minimum of a 2.0 grade point average to be accepted into this program. The application deadline is 60 days prior to the date of the first course the student wishes to take.

**Admissions Requirements (proposed)**

Current NC State undergraduate students must have a minimum of a 2.0 grade point average to be accepted into this program. Non-NC State students must be registered with the university as non-degree seeking (NDS) students – see <https://registrar.ncsu.edu/nds/> for more information. NDS students will have up to 6 years from the date of the first course taken to complete the certificate program.

The application deadline is 60 days prior to the date of the first course the student wishes to take. Please to go the program website – [go.ncsu.edu/business\\_essentials](http://go.ncsu.edu/business_essentials) to apply.

**ENDORSED BY:**



CHAIR, COLLEGE COURSES & CURRICULA COMMITTEE

9/11/19  
DATE

COLLEGE DEAN

DATE

**APPROVED BY:**

CHAIR, UNIVERSITY COURSES & CURRICULA COMMITTEE

DATE

CHAIR, COUNCIL ON UNDERGRADUATE EDUCATION

DATE



DEAN OF UNDERGRADUATE ACADEMIC PROGRAMS

9/11/19  
DATE