**University Courses and Curricula Committee** April 15, 2020

Electronically Hosted

Call to Order: 12:45 PM

**Members Present:** Chair Rudi Seracino, Marta Klesath (past chair), Kanton Reynolds, Melissa Merrill, Daniel Gruehn, Catherine Driscoll, Peter Hessling, Wendy Krause, Peggy Domingue, Rucker Rob, Annie Carlson Welch, Peter Janca, Gary Blank, Coleman Simpson, Spencer Muse, Tej Shah, Lisa Marshall, Jackie Bruce, Kristen Schaffer,

**Members Absent**: David Fitzpatrick

**Guests**: Lisa Bullard, Kasey Harris, Michela Becchi, Melissa Pasquinelli, Anna Gibson, Robin Clements, Michael Kanters, Jason DeRousie

**Ex-Officio Members Present:** Li Marcus, Lexi Hergeth, Tim Petty, Kyle Pysher, Bret Smith, Stephany Dunstan

**WELCOME AND INTRODUCTIONS**

* **Remarks from Chair** - Welcomed the committee members and reestablished the Zoom standards for voting.
* **Remarks from OUCCAS/DASA-** Lexi informed the committee that the room reservations for Fall 2020 will be confirmed on July 1, 2020.   
  Li updated the committee on the syllabus regulation.
* **Melissa Pasquinelli shared information about the ADAA Independent Study and Special topics courses.** She would like a defined guidelines for accreditation among other impacts and reminded the committee and subcommittee of a few thing to keep in mind about oversight and guidelines. Members discussed that the individual colleges may have different struggles.
* **Presentation of the UCCC Special Topics Subcommittee** – Chair provided a summary of the information provided in the Google folder.   
  A comment or recommendation may not be enough and indicated that best practices and absolute practices will have different situations.
* **Approval of the Minutes from** **April 1st 2020** – *Approved Unanimously*
  + Discussion: Member moved to approve by Catherine Driscoll.

**OLD BUSINESS**

* **CSC 297 Cybersecurity Topics** – *Tabled with two opposed votes Spencer and Wendy. One abstained Marta*

Discussion: Member Lisa Marshall presented the new course action.

Members discussed that “TBD” is used in the syllabus and this made a few members uncertain. Members discussed that while there is a best practice to not use 0-100% for the schedule of topics. Members believe this is the type of class that needs that flexibility and that while it is not a best practice, this would still be acceptable.

Members and Bret Smith discussed that there has to be a balance between having flexibility and being able to explain what the course will teach.

Pending a change to the attendance, participation and discussion to a lower range than 0-100%

Motion to Table the course based on the need for more detail in the student evaluation methods. Spencer and Wendy are opposed to tabling the motion and Marta, Jackie, and Lisa abstained. Motion to Table passes.   
Motion is Tabled based on the need for the evaluation methods to be an accurate reflection of this course and that the evaluation methods seem somewhat inappropriate, for example, having some limits so that things such as participation are not 0-100%. Members would like to see reasonable limits of what percent of the final grade things like attendance, discussion forum posts, readings, and participation don’t have a maximum of 100%

Evaluate what are reasonable evaluation methods and remove the methods that are inappropriate. Suggest replacing topic list with “Topic outline specific to the course content will be available in the section syllabus”.

The committee had difficulty understanding the ranges included in CIM. As it was written, it looked like a student would be able to gain 100% of their grade from attendance alone.  
  
In order to help the faculty on the committee understand and review the intent of the design of this course, they recommended that when it comes back it should  
Include only those student evaluation methods that are likely to be used for the course (these can be changed in the future more easily than this initial creation)  
Include minimum and maximum range caps where appropriate (for example, if a student is only really likely to get 10-20% of their grade from attendance, put that in).

The topic outline provided in CIM should provide a bit more information about likely subjects. While content that relates to these topics may differ, there should be a general idea of the topics covered as they relate to cybersecurity.   
  
All of this will provide them with a clearer sense of the role that this class plays as a part of the Computer Science degree.

* **CSC 471 Modern Topics in Cybersecurity** – *Tabled with two opposed votes Spencer and Wendy.*

Discussion: Member Lisa Marshall presented the new course action as Tabled, based on similar evaluation methods as the previous course. Member commented that the attendance and late assignments (TBD) policies in the syllabus are vague and should have examples of how this course will use the late assignments.

* **ECE 465/(565) Operating Systems Design** – *Approved Pending*

Discussion: Member presented the new course action. Member indicated the topic outline in the syllabus is perfect, but in CIM this is incomplete. Guest Michela Becchi spoke on her course and indicated the syllabus was updated. Motion to amend motion to pending copying the topic schedule from the syllabus into the CIM record.

Member brought attention to the grading and indicated that the course structure in the syllabus indicates that there may be quizzes that aren’t graded. Guest indicated she will remove this statement from the syllabus.

**NEW BUSINESS**

* **Consent Agenda** -*Approved Unanimously*Discussion: Member Wendy Krause moved to approve.
* **AFS/REL 343 African American Religions-** *Approved with Suggestion*Discussion: Member presented the course action. Member brought attention to the GEP outcome “student will develop” instead of being framed as “students will be able to”. Suggestion to copy the GEP information from into the SLO section in CIM. The topic outlines in the syllabus and CIM don’t max, the presenter indicated the final exam is a final paper. Further discussion lead the committee to believe the schedule of topics make sense.
* Motion to extend meeting until 3PM. Motion passed.
* **ANT 370 Introduction to Forensic Anthropology-** *Approved with Suggestions*Discussion: Member presented the course action. In page 2 of the syllabus “policies” is misspelled and the link for student conduct is broken, so remove “This link will open in a new window”. Make hyperlink functional.
* **COM 200 Communication Media in a Changing World-** *Approved with Suggestion*Discussion: Member presented the course action. Members suggested removing the cost of the textbooks from the CIM record, but keeping it in the syllabus as it is.
* **ENG/FL 406 Modernism-** *Approved Unanimously*Discussion: Member presented the new course action.
* **ENG/FL 407 Postmodernism-** *Approved Unanimously* Discussion: Member presented the new course action.
* **HI 410 Italian Renaissance -** *Approved**Unanimously*Discussion: Member presented the course action.
* **HSS 120 Introduction to Humanities & Social Sciences-** *Approved Unanimously*Discussion: Member presented the course action.
* **HON 360 Music and Oppression-** *Approved Pending*Discussion: Member presented the course action. Syllabus needs an updated DRO statement and the committee amended the motion to pending based on this need. The Anti-Discrimination statement should be update for an appropriate link.
* **BEC/CHE 488/(588) Animal Cell Culture Engineering-** *Approved Pending*Discussion: Member presented the course action. Members asked if the commas are ‘ors’ or ‘ands’, guest confirmed all the commas should be “ors”, The catalog description is not in the syllabus and needs to be included. Include a statement about the outside time requirement. Grading should be points or percentage and be consistent.   
  Motion amended to pending. Pending DRO statement
* **CHE/BEC 448/(548) Bioreactor Design-** *Approved Pending*Discussion: Member presented the new course action. Guest Lisa Bullard indicated the difference in graduate student evaluation methods is in the syllabus and will be added to the CIM record to meet the pending requirement.
* **CHE 452/(552) Biomolecular Engineering -** *Approved Unanimously*Discussion: Member presented the new course action.

Meeting adjourned before all actions were discussed.

* **Professional Golf Management (15SPMGTBS – 15SPMGTPGM)**
* **Global Perspectives Certificate**
* **ARE 121 Agricultural Finance**
* **ARE 290 Professional Development in Agricultural Business Management**
* **PB 407/(507) Medical Ethnobotany**
* **PB 450/(550) Plant Ecology**
* **BIO 323 Paleoecology**

Discussion: No further discussion.

Meeting adjourned: 3:00PM.  *Respectfully submitted by Lexi Hergeth*