**University Courses and Curricula Committee** February 12, 2020

 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, Peter Hessling, Wendy Krause, Peggy Domingue, , Jackie Bruce, Annie Carlson Welch, Melissa Merrill, Gary Blank, Kristen Schaffer, Coleman Simpson, Spencer Muse, Lisa Marshall, David Fitzpatrick, Peter Janca, Ashley Morrison (RR Proxy)
 **Members Absent**: Tej Shah, Rob Rucker

**Guests**: Andy Hale, Mia Self, Karey Harwood, Jason DeRousie

**Ex-Officio Members Present:** Li Marcus, Lexi Hergeth, John Harrington, Tracy Temple, Jordan Luzader, Charles Clift

**WELCOME AND INTRODUCTIONS**

* **Remarks from Chair** - Welcomed the committee members and introduced the guests and proxies and thanked everyone for participating in the electronic meeting and let the committee know the time and room were used to house the first UCCC subcommittee meeting.
* **Remarks from OUCCAS/DASA-** Li indicated all members should have received an email invitation to the May 8th end of year event.
* **Approval of the Minutes from January 29th 2019** – *Approved Unanimously*
	+ Discussion: Member moved to approve by Marta Klesath.

**NEW BUSINESS**

* **Consent Agenda** -*Approved Unanimously*Discussion: Member Peter Janca moved to approve.
* **THE 353 Fundamentals of Theatre Design –** *Approved Unanimously* Discussion: Member Annie Carlson Welch presented the new course action. Reviewers indicated the course looked well done.
* **HESD 228 African Dance II -** *Approved Unanimously* Discussion: Member Peggy Domingue presented the new course action.
\*Member asked if the makeup work for excused absences but four absences will come as a fail, members discussed that the withdrawl would be initiated by the student. This is for activity based classes, they cannot make up the activity. Presenter indicated the students are made aware of the number of absences throughout the course. Members discussed that the student could withdrawl or have an incomplete, depending on if the course is offered every semester, in a way that would not negatively impact the student.
* **ENG 320 Anatomy and Physiology of Speech-** *Approved with Suggestion*Discussion: Member Catherine Driscoll presented the new course action. Members discussed that this is an anatomy and physiology of speech course that is a historical course. Member asked if the college of sciences should be consulted. Member asked if there was a statement that there shouldn’t be any over lab with BIO 240 and BIO 245, as the majority of the course would be the same.
Member suggested a consultation with the Biology department, a representative from the college of sciences suggested a restrictive statement to limit overlap. This is a suggestion, based on this being an existing course.
* **COM 338 Speech Science -** *Approved Unanimously*Discussion: Member Catherine Driscoll presented the new course action.
\*Li indicated this could be done as an edit as opposed to creating a new course. Registration and Records indicated they will use the same course ID for this.
* **ENG 439 Studies in English Renaissance Literature-** *Approved Pending* Discussion: Member Catherine Driscoll presented the course action. Member asked if the course syllabus indicating “all assignments must be passed” is acceptable and not in violation of any rules. Member motioned to amend the motion to approved pending the inclusion of a schedule of topics in the CIM record.
Member indicated that extensions are requested in advance and asked if something came up the day of, if that would be acceptable. Members discussed that this would be discussed on a case by case basis.
* **ENG 467 American Colonial Literature –** *Approved Pending* Discussion: Member Daniel Gruehn presented the course action. Member brought attention to the CIM record schedule of topics should have the 16th week being in for finals.
\*Members motioned to amend the motion to pending the inclusion of the 16th week for finals in the CIM record to match the syllabus. Even though a final is not a topic, the 16th week is a part of the course schedule and this will keep in consistent.
* **SOC/GEO 220 Cultural Geography-** *Approved Pending* Discussion: Member Daniel Gruehn presented the course action. Member asked if there is an only and a face to face version and the syllabus is only online but this is acceptable as syllabi are samples.
The topic schedule is only 15 weeks, motion to amend the motion to pending the addition of the 16th week for finals.
* **SOC/WGS 304 Gender in Society -** *Approved with Suggestion*Discussion: Member Daniel Gruehn presented the course action.
Members looked at the percentages in the syllabus in the grade, however the participation is in points and indicated this is confusing on if the percentages are out of 100 points. Members indicated having the total number of points, or using percentages consistently, this would help to clear up the confusion.
* **WGS 390 Queer Theory -** *Approved with Suggestion*Discussion: Member Daniel Gruehn presented the new course action. Member asked about the relation to the syllabus with the evaluation method in CIM, specifically that the syllabus is in points, but there isn’t an indication about how the points relate to the grading scale. Member indicated the grade scale should be in points, not percentage and made the suggestion to translate the percentages to the 550 total points.
* **ANS 495 Special Topics in Animal Science-** *Approved Pending* Discussion: Member Jackie Bruce presented the course action. Member indicated this is a good example of ranges and asked if having “other” is acceptable. The committee discussed if ‘other’ is acceptable, it is fine and works in CIM.
Member made a suggestion to expand the abbreviated title to utilize the full character count.
Member asked if the component type ranges should be 0-3 instead of 1-3 to change in CIM. Member motioned to amend the motion to to 0-3 and 0-1 on the problem session.
The office of assessment indicated the student learning outcome is written quite broadly. Historically this is what the committee has approved for a special topics course.
* **BAET 200 Computer Applications in Biological and Agricultural Engineering Technology-** *Approved with Suggestion*Discussion: Member Jackie Bruce presented the new course action. Member asked why the syllabus document name had prefix was AES, guest Andy Hale indicated this was the prefix when the course was offered.
* **BAET 450 Biological and Agricultural Engineering Technology Capstone-** *Approved Unanimously* Discussion: Member Jackie Bruce presented the new course action.
* **BBS/FS 326 Brewing Practices and Analyses-** *Approved Pending*Discussion: Member Jackie Bruce presented the new course action. Member brought attention to the DRO statement, motion amended to approve pending to correct DRO statement be provided in the syllabus.
* **NTR 492 Professional Internship Experience in Nutrition Science -** *Approved Pending with suggestion*Discussion: Member Melissa Merrill presented the course action. Member indicated in lieu of a final, a summation for the course will happen in the 16th week. Member indicated the contact hours in the CIM record should be for 3-9.
Member suggested to extend abbreviated title.
Motion to pending the contact hour range and the addition of a vague topic outline such as “internship experience 1-16 weeks”.
* **NTR 493 Research Experience in Nutrition Science -** *Approved Pending with suggestion*Discussion: Member Melissa Merrill presented the course action as approve pending the inclusion of a vague topic outline in the CIM record and a range of contact hours for research.
Suggestion to expand the abbreviated title to use the full character length allowed.
* **Crop and Soil Science (BS) Crop Biotechnology (11CSSCBS-11CSSCPCB) -** *Approved*Discussion: Member Melissa Merrill presented the curricular action.
Presenter indicated there will be a number of curricula actions coming through with the change to the number of credit hours for a required course.
\*Members discussed the process for submitted actions with similar updates.
* **BIO 181 Introductory Biology: Ecology, Evolution, and Biodiversity-** *Approved Unanimously*Discussion: Member Marta Klesath presented the course action.
* **BIO 183 Introductory Biology: Cellular and Molecular Biology-** *Approved Unanimously*Discussion: Member Marta Klesath presented the course action.
* **CH 102 General Chemistry Laboratory-** *Tabled* Discussion: Member Marta Klesath presented the course action, pending the topic outline only having 12 weeks and should have 16 as is indicated in the syllabus.
Member asked if the lab portion indicating that students should be ready to stand or walk for the duration of the lab period may be discouraging to students with mobility disabilities. The committee discussed that this could be removed or provide an additional statement that if a student has a mobility issue they can discuss it with the disability resource office. Members discussed if they remove the statement, this would be approved pending, if they would like to revise the statement, the course would be tabled to return to the committee.
\*Members discussed if there is a study abroad course has a hike activity planned, if there needs to be an alternative activity for those students.
\*Chair provided explanation of the various types of votes for the benefit of the new and proxy members.

Member brought attention to the broken link in the attendance policy, indicating the consequences of absence(s) and what will happen after 2 excused absences. There seems to be a misleading indication of what excused absences are.
Member also brought attention to the use of points and percentages.
Member suggested that if missing the first two labs, the course could be incomplete, then also
Motion to amend the motion from AP to table based on the need for clarification of the attendance policy and aligning it with the university absence policy.
Under grading, in CIM percentages need to be approved. Member indicated the instructor may wish to clarify that weather policy may wish to have the conditions adjusted as condition 1 is that everything is all clear.
Member asked about the course topics, in the CIM the plan of 16 weeks, but in the syllabus the 16 weeks would indicate that labs only meet in weeks that are 5 days, so the contact hours won’t really be the full 16 weeks because of this.

\*Members and OUCCAS discussed that there can be ranges in contact hour and ranges for the topic schedule. The number of contact hours shows a minimum of the contact hours. This is a problem that is beyond the committee’s purview because this is an issue within CALS, COS and other colleges. There is a committee discussing the number of contact hours per credit and labs specifically have difficulty providing a plan for these.

* **CH 111 Preparatory Chemistry -** *Approved Suggestion*Discussion: Member Marta Klesath presented the course action.
Suggestion to use the full character length in the abbreviated title.

*Member motion to combined the six College of Sciences curricula actions. Motion approved.* All approved unanimously

* **Biological Sciences BA (17BIOBA) -** *Approved* Discussion: Member Marta Klesath presented the curricular action.
* **BS in Biological Sciences (no sub-plan) (17BIOSCBS)-** *Approved* Discussion: Member Spencer Muse presented the curricular action
* **BS in Biological Sciences: Ecology, Evolution, and Conservation Biology (17BIOSCBS-17BIOSCEEC) -** *Approved* Discussion: Member Spencer Muse presented the curricular action
* **B.S. in Biological Sciences: Integrative Physiology and Neurobiology (17BIOSCBS-17BIOSCIPN) -** *Approved Unanimously*Discussion: Member Spencer Muse presented the curricular action
* **B.S. in Biological Sciences: Molecular, Cellular, and Developmental Biology (17BIOSCBS-17BIOSCMCD) -** *Approved* Discussion: Member Spencer Muse presented the curricular action
* **B.S. in Biological Sciences (17BIOSCBS - all subplans except 17BIOSCEEC) & B.S in Zoology (17ZOOBS - all subplans) -** *Approved* Discussion: Member Spencer Muse presented the curricular action
* **CSC 433 Privacy in the Digital Age-** *Approved with Suggestion*Discussion: Member Lisa Marshall presented the new course action.
Suggestion to increase the font of the grading component table.
* **ISE/OR 433/(533) Service Systems Engineering-** *Approved Pending*Discussion: Member Lisa Marshall presented the new course action.
Member indicated the component type and credit hours are missing from the syllabus. Motion to amend the motion to approve pending the inclusion of the component type and the credit hours in the syllabus and a topic outline in CIM.
Member asked about the student evaluation method in CIM indicated grading component include undergrad and grad grading, this is explained in the syllabus.
* **ISE 447/(547) Applications of Data Science in Healthcare -** *Approved with suggestions*Discussion: Member Kanton Reynolds presented the new course action. Member indicated that it wasn’t clear why learning a program in computing foundations: Python basics, and indicated a programing language course would be a part of this, presenter explained that Python is used for data analysis. The schedule topic is to provide basics on python for students to use for data analysis.
Suggestion to fix the grad prereq as ISE 560 or permission by instructor.
Suggestion to correct typo in syllabus that course is 15 weeks to correct indication that the course is 16 weeks
Members indicated not having a required text is acceptable.

Discussion:

Meeting adjourned at 2:22 pm *Respectfully submitted by Lexi Hergeth*