**University Courses and Curricula Committee** August 28, 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, Rob Rucker, Jackie Bruce, Annie Carlson Welch, Spencer Muse, Joseph Roise, Kristen Schaffer, Korukona Murty, Lisa Marshall
 **Members Absent**: John Kuzenski

**Guests**: Sarah Cannon, Mia Self, Katie Marron, James Tuck, Amber MacGregor

**Ex-Officio Members Present:** Li Marcus, Bret Smith, Tim Petty, Jordan Luzader, Kyle Pysher, Lindsey Mihalov, John Harrington, Charles Clift

**WELCOME AND INTRODUCTIONS**

* **Remarks from Chair** - Welcomed the committee members and introduced the guests.
* **Remarks from OUCCAS/DASA-** Bret Smith provided some updates on curricular process improvement.
* **Office Of Assessment Presentation –** Jordan Luzader provided a presentation covering student learning outcomes.
* **Establish Quorum** – 10 – approved unanimously
* **Approval of the Minutes from April 24th 2019** – *Approved Unanimously*
	+ Discussion: Member Wendy Krause moved to approve.

Approved unanimously

**NEW BUSINESS**

* **Consent Agenda** -*Approved Unanimously*Discussion: Member Marta Klesath moved to approve.
* **ED 104 Intro to University Education II-** *Approved Pending* Discussion: Member Peter Hessling presented the new course action. A member noted that the measurements in CIM and the syllabus do not match. The faculty member was present and agreed to match up these sections. As the requirement in the catalog description would not be enforced, members recommended that this be moved to the “Requirements” section in CIM.
* **ED 204 Introduction to Teaching in Today’s Schools –** *Approved with Suggestion* Discussion: Member Peter Hessling presented the course action. Members noted that outcome 6 is worded more as an objective rather than a learning outcome. “Students will participate..” can be measured if it’s by attendance. The faculty member explained that this outcome is there because it’s observable based on a contract created by the student regarding what a successful PLT looks like and they are held to that. Members noted that there could be more information about the liability insurance. Faculty clarified that it is the common $12 insurance as set by an attribute from R&R, but students are allowed to select their insurance source as well.

* **ED 311 Classroom Assessment Principles and Practices-** *Approved Pending* Discussion: Member Peter Hessling presented the course action. Registration and Records requested clarification regarding the commas in the prerequisites. Faculty clarified the correct wording and members voted to amend the motion to approved pending the implementation of this clarification. Member also noted that “Course Objectives” in the syllabus should be renamed “Student Learning Outcomes” for clarity.
* **ED 312 Classroom Assessment Principles and Practices Professional Learning Lab-** *Approved* Discussion: Member Peter Hessling presented the course action. Members discussed the component type – is the course a laboratory? Self contained (3:1 contact/credit hours) or non-self-contained (2:1 contact/credit hours)? The justification for revision includes information that travel time is included in the contact hours, but the faculty member clarified that students are doing outside preparation and follow up work that contributes to the contact time. Members concluded that the course can move forward as-is.

* **EMS 470/(570) Methods and Materials for Teaching Mathematics -** *Approved* Discussion: Member Peter Hessling presented the course action.
* **ID 102 Basic Industrial Design Studio-** *Approved Pending* Discussion: Member Kristen Schaffer presented the course action. Members asked for clarification in the requirements. Members unanimously voted to change the action to approved pending. Discussion continued with members asking about the cost of materials, which the member from Design clarified is a part of the programmatic cost rather than a cost associated specifically with the course. Members stated that the last student learning outcome reads more like a course objective rather than a measurable action and added to the pending list that the sentence be removed or added to the course objectives field as deemed appropriate by the instructor. Questions also arose about the grading scheme, which describes instructor expectations but does not include further specifics on those expectations. The member from Design clarified that this grading scheme is common in design programs. Members also noted that there was a statement about health and safety but no information about how students are introduced safety in the use of tools for the course – they suggested adding such a statement. A member brought up that while including a statement of identity is good, the way it’s currently written requires members of the marginalized group to out themselves to the instructor. Discussion followed regarding best practices in different colleges and departments to support students in their preferred names and pronouns, including the suggestion that time be taken in/around class for all students to write down their preferred names/pronouns so that all students are included.

* **AS 121 Heritage and Values I and AS 122 Heritage and Values II –** *Approved Pending* Discussion: Member Peggy Domingue presented the course action. Members complimented the work put into this courses and the responsiveness to past discussions. Members noted that the catalog description between CIM and the syllabus don’t match and moved to approved pending the alignment of these as well as confirming that all syllabus regulation PRRs are included in the syllabus.
* **AS 201 Freshman and Sophomore Leadership Laboratory-** *Approved* Discussion: Member Peggy Domingue presented the course action. Member asked for clarification about the zero-contact-hour problem session. Guest confirmed that was left over in error and OUCCAS removed it. Members asked how students are graded for this class, to which guest clarified that most grading is attendance-based.
* **AS 221 Team and Leadership Fundamentals I-** *Approved Pending* Discussion: Member Peggy Domingue presented the course action. Motion to approved pending the inclusion of PRRs in the syllabus, credit hours in the syllabus, and matching up the catalog descriptions between the syllabus and CIM. A member also asked about the listing of the course as “revision” in CIM and in the agenda. OUCCAS clarified that departments have the power and purview to essentially reuse course numbers for changing needs of their programs. Such reuse will look like a “revision” in CIM and therefore also in the agenda. Either way, members should review the entirety of a course as it is presented, whether new or revised.
* **AS 222 Team and Leadership Fundamentals II-** *Approved Pending* Discussion: Member Peggy Domingue presented the course action. Motion to approved pending the inclusion of PRRs in the syllabus, credit hours in the syllabus, and matching up the catalog descriptions between the syllabus and CIM. Members also asked whether the requirements as listed needed to be hard-coded or if they were covered programmatically. As the guest confirmed that these courses were either in sequence for cadets or open as an elective for other students, they suggested that the requirement language be either removed or shifted into the catalog description as deemed appropriate by the instructor.
* **AS 322 Leading People and Effective Communication II-** *Approved Pending* Discussion: Member Annie Carlson Welch presented the course action. Members asked whether the requirements as listed needed to be hard-coded or if they were covered programmatically. As the guest confirmed that these courses were either in sequence for cadets or open as an elective for other students, they suggested that the requirement language be either removed or shifted into the catalog description as deemed appropriate by the instructor. The motion was amended to pending the alignment of the catalog description between the syllabus and CIM.
* **AS 401 Junior and Senior Leadership Laboratory-** *Approved Pending* Discussion: Member Annie Carlson Welch presented the course action as pending alignment of the catalog description and the inclusion of course credit hours in the syllabus. Member also asked for clarification about the zero-contact-hour problem session. Guest confirmed that was left over in error and OUCCAS removed it.
* **AS 421 National Security Affairs/Preparation for Active Duty I-** *Approved Pending* Discussion: Member Annie Carlson Welch presented the course action. . Members asked whether the requirements as listed needed to be hard-coded or if they were covered programmatically. As the guest confirmed that these courses were either in sequence for cadets or open as an elective for other students, they suggested that the requirement language be either removed or shifted into the catalog description as deemed appropriate by the instructor. Members moved to approve this course pending the catalog description matching between CIM and the syllabus.
* **AS 422 National Security Affairs/Preparation for Active Duty II-** *Approved Pending* Discussion: Member Annie Carlson Welch presented the course action. Members asked whether the requirements as listed needed to be hard-coded or if they were covered programmatically. As the guest confirmed that these courses were either in sequence for cadets or open as an elective for other students, they suggested that the requirement language be either removed or shifted into the catalog description as deemed appropriate by the instructor. Members moved to approve this course pending the catalog description matching between CIM and the syllabus. Members also made the suggestion to use more whole words in the abbreviated title of the course.

* **HON 202 Inquiry, Discovery, and Literature** – *Approved*

Discussion: Member Annie Carlson Welch presented the course action.

* **THE 340 African American Theatre-** *Approved Pending* Discussion: Member Annie Carlson Welch presented the course action. Members amended the motion to pending the inclusion of the most updated DRO statement. Members also made the suggestion to move the prerequisite into the catalog description as the prerequisite is only recommended and not required, and also to include a statement in the syllabus regarding consequences for a student missing more than 25% of the classes. Members sought clarification regarding the application of excused versus unexcused absences to this attendance requirement, and OUCCAS confirmed that the instructor is able to set the number of acceptable absences for their course, meaning the number of absences after which a student would no longer be able to successfully complete the course.

Notification: 11NATRLBS Change in Ownership from 11ARE & 11SSC to 11CS Effective Summer I 2019

Meeting adjourned at 3:00 pm *Respectfully submitted by Li Marcus*