**University Courses and Curricula Committee** February 26, 2020

 Electronically Hosted

 Call to Order: 12:48 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, David Fitzpatrick, Tej Shah, Kristen Schaffer, Lisa Marshall, Katherine McKee (JB Proxy)
 **Members Absent**: Jackie Bruce,

**Guests**: Tremain Brittian, Amanda Beller, Sarah Heckman, Karey Harwood, Walter Robinson, Bala Rao, Danny Monroe

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

**WELCOME AND INTRODUCTIONS**

* **Remarks from Chair** - Welcomed the committee members and introduced the guests and proxies.
* **Remarks from OUCCAS/DASA-** Li let the committee know that we will be traveling immediately after the meeting for a conference.
* **Approval of the Minutes from February 12th 2020** – *Approved Unanimously*
	+ Discussion: Members Coleman Simpson moved to approve.

**Old Business**

* **BAE 486/(586) Aquacultural Engineering-** *Approved Unanimously*Discussion: Member proxy Katherine McKee presented the new course action. Previously tabled at the 29 Oct. 2019 UCCC meeting. Updated information looks good based on the reviewers’ comments.

**NEW BUSINESS**

* **Psychology (BA) General Psychology 16PSYCHBA-16PSYCHGEN -** *Approved Unanimously*Discussion: Member Daniel Gruehn presented the curricular action. Member brought attention to the semester display having HES as 3 credit hours, which will impact the total credit hours, members indicated this is formatting but the column should still be 15, not 16 credit hours in the Spring semester of Freshman year.
* **Interdisciplinary Studies (BS) Women’s and Gender Studies 16IDSBS-16WGSB -** *Approved Suggestion* Discussion: Member Catherine Driscoll presented the curricular action. Member brought attention to the second sentence in the justification statement discussing the dual degree program and the college program and asked what the relationship between this concentration and the double degree program is, is the plan suggested supposed to provide the requirements between CHASS and COS. Guest Karey Harwood confirmed. Member and guest discussed that there has been a consult with some members of COS and there were concerns about combining the two degrees in terms of the workload for the students, specifically the foreign language requirement.
Members discussed that this isn’t a double degree program, but the idea expressed in the justification statement for a double degree program is background for this Bachelor of Science program to have the WGS concentration.
This is not a double degree program, that is when the student would have a two degrees.
\*Li provided definitions of dual degree, double degree, etc.
Member discussed double degrees and what happens with students who are in the scholarship program.

Suggestion to clarify the justification wording that this is not a double degree. This is a scholarship program that requires a double major.

* **HS 303 Ornamental Plan Identification I-** *Approved Pending*Discussion: Member proxy Katherine McKee presented the course action. Member brought attention to the 5 lab hours and indicated there are 2 credit hours for a non-self-contained and 3 credit hour for a self-contained lab and asked if this should be 6 instead of 5. Motion to amend the motion to approve pending the clarification of a self-contained or non-self-contained lab and a clarification of 4 or 6 hours.
Member brought attention to the statement that students are responsible for providing their own transportation and asked if there should be an additional statement in lab safety. Since the statement is present this is within regulations.
* **HS 357 Landscape Grading and Drainage-** *Approved Pending with Suggestions*Discussion: Member Melissa Merrill presented the course action. Member indicated that there are inconsistencies in the syllabus and CIM, there are 17 weeks in the syllabus and the evolution in grading, a test is 25% in CIM and the participation grade in the syllabus isn’t specified but attendance is graded in the CIM record. The final exam/ final presentation are reversed in CIM and the syllabus.
Participation in the syllabus should potentially indicate attendance. Motion to amend the motion to pending the resolution of the participation grade (changing participation to attendance) and a suggestion to put ranges in CIM. If it isn’t their intent to change participation to attendance then the course will return to the committee.
Cost of textbook is requires and is added to the pending action.
* **Certificate in Regulatory Science in Agriculture -** *Approved Pending*Discussion: Member Melissa Merrill presented the course action. Member brought attention to the academic requirements with a total of 9 credits of required course courses, this should be 6, not 9. Member brought attention to page 5 where the wrong title is used. Motion to amend the motion to approve pending the updated paperwork with the correct credit hours and certificate title are provided.
* **BEC 425/(525) Molecular Biology for Biomanufacturing -** *Approved Pending with Suggestions*Discussion: Member Lisa Marshall presented the course action. Member brought attention to the lab credit hours being 2 for an 8-week course and the contact hour lab section is 5. Guest Bala Rao explained that this is the number of contact hours for the week. Both he and guest Danny Monroe explained that the lab contact hours are doubled during the week in order to be done in 8 weeks for a self-contained lab.
Member brought attention to schedule of topics, Li indicated the CIM instructions will be changed and guest indicated the schedule will be added. Member suggested making the evolution method consistent within the two documents, CIM has a limit to the number of dropdown options available. Suggestion to change “participation” to “attendance”.
Motion to approve pending an update to the DRO statement.
Chair clarified a self-contained lab vs a non-self-contained lab. Members discussed how a hour is 50 minutes and tried to identify if 5 or 6 contact hours, meaning the calculation by minutes would be 5, but in CIM this would need to be 6 hours.
Members also indicated the outline in CIM should have 8 weeks as it is in the syllabus.
\*Member indicated there should be a definition of participation and attendance. The committee indicated that participation is defined by the individual instructor and should identify how a student can achieve 100%. Attendance will be changed to participation in CIM and more details in the syllabus. Suggestion to include a range in CIM.
* **BEC 445/(545) Cell Line Development for Biomanufacturing-** *Approved Pending*Discussion: Member Lisa Marshall presented the course action and approve pending the update to the DRO statement, providing the topic outline in CIM, and updating the contact hours and changing the evaluation method from attendance to participation and adding details in the syllabus.
* **CSC 116 Introduction to Computing - Java-** *Approved Unanimously*Discussion: Member Lisa Marshall presented the course action.
* **CSC 297 Special Topics in Cybersecurity-** *Tabled* Discussion: Member Lisa Marshall presented the new course action. Member asked if there should be a special topic student learning outcome. Suggestion to create a student learning outcome in CIM that indicates special topics in cybersecurity. Members suggested using ANS 495 as an example.
Member suggested putting more student evolution methods with other optional ranges from 0-100 and the topic outline needs to have a range of topics and weeks.
\*Li explained that special topics
Motion to table the course in order for the course to provide learning outcomes, schedule of topics, and student evaluation methods, and changing the title to “Professional Topics in Cybersecurity”.
* **CSC 471 Modern Topics in Cybersecurity-** *Tabled*Discussion: Member Lisa Marshall presented the new course action. Member suggested providing clarification that the topics change each semesters in the CIM action. Members discussed that putting that the topics change semester by semester in the catalog description for students to be able to read during enrollment.
Members suggested a proforma syllabus instead of having to be determined in the syllabus.
Because this is a required course in the curricula there needs to be student learning outcomes, which this does.
Table to provide a syllabus with more detail and language about variation in topics in the evaluation methods and to add a statement that the topic will change by semester in the catalog description. Motion approved.
* **CSC 472 Cybersecurity Projects-** *Approved Pending*Discussion: Member Kanton Reynolds presented the new course action. Member brought attention to the “noncontributing individuals” and indicated the first reason is in conflict with the late drop policy. Guest Karey Harwood indicated she can remove this first option and change the information that the grade for the course would be a zero, this was the reason for the motion being amended to approved pending. Motion approved
* **MAE 413 Design of Mechanical Systems-** *Approved Pending*Discussion: Member Kanton Reynolds presented the new course action pending the course length from 15 weeks to 16 weeks in CIM and the syllabus in the topic schedule.
* **MAE 415 Mechanical Engineering Design I-** *Approved with Suggestion* Discussion: Member Kanton Reynolds presented the course action. Member suggested to extend the abbreviated title as this is what students will have displayed in their transcripts. Members asked for clarification that the commas in the requisites field indicates “and”s.
* **Computer Science Cybersecurity Concentration 14CSCBS-14SCSCYSEC -** *Approved Pending*Discussion: Member Kanton Reynolds presented the new concentration action pending the approval of the tabled and pending courses previously discussed. The college of engineering can have up to 128 total credit hour in an exception to the 120 credit hour rule.
* **BIO 140 Survey of Animal Diversity-** *Approved Pending with Suggestions*Discussion: Member Spencer Muse presented the course action. Member brought attention to the schedule of topics being 15.5 and amended the motion to approved pending. Members discussed if this should be amended because there are holidays.
Members indicated that parentheses would clarify the requisites and brought attention to the fact that BIO 350 is now ZO 350 and that ZO 150 does not exist as part of the pending motion. Member suggested providing a restrictive statement that Biology majors should not take this course.
Member brought attention to the statement that students who live more than 30 miles from campus may utilize a remote proctor that’s approved by Delta and suggested removing the distance as a reason for a remote proctor.
* **MB 479/(579) Microbial Symbiosis & Microbiomes-** *Approved Unanimously*Discussion: Member Spencer Muse presented the new course action.
* **MEA 260 Human Dimensions of Climate Change-** *Approved Unanimously*Discussion: Member Spencer Muse presented the new course action.
* **MEA 468/(568) Aquatic Microbiology-** *Approved with Suggestion*Discussion: Member Spencer Muse presented the course action. Member indicated that there appear to be 3-4 lab components in the course but that the component type indicates only lecture is used. Member suggested using lecture and lab as the component type, as there are not labs every week. There is a safety and risk option already in place for the lab portions.
Member brought attention to the late assignments and asked if there was an emergency would there be an exception.
Member suggested adding a statement that there could be exceptions based on the university approved absences policy. Member suggested providing week time ranges in the syllabus and CIM instead of days. Member suggested using lecture and lab as the component type.
* **Applied Education 13EDGENBS -** *Approved Unanimously*Discussion: Member Peter Hessling presented the curricula action.

Discussion:

Meeting adjourned: 2:42 PM  *Respectfully submitted by Lexi Hergeth*