**University Courses and Curricula Committee** November 20, 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, Peter Hessling, Wendy Krause, Peggy Domingue, Rucker Rob, Annie Carlson Welch, Melissa Merrill, Joseph Roise, Kristen Schaffer, Coleman Simpson, Chloe Shin, Spencer Muse, David Fitzpatrick, Jeannette Moore (JB Proxy)  
 **Members Absent**: Jackie Bruce, John Kuzenski, Lisa Marshall,

**Guests**: Sarah Heckman, Tom Koch, Mia Self, Rodney Waschka, Michael Domeracki

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

**WELCOME AND INTRODUCTIONS**

* **Remarks from Chair** - Welcomed the committee members and introduced the guests and proxies.
* **Office Of Assessment Presentation**
* **Approval of the Minutes from November 6th 2019** – *Approved Unanimously*
  + Discussion: Member moved to approve.

**OLD BUSINESS**

* **ECE 384 Practical Engineering Prototyping-** *Approved Pending* Discussion: Member Kanton Reynolds presented the course action. Member indicated the number of weeks needs to be updated to be in sync with the syllabus. Member also indicated the information in the requisites should be moved to the description as they are not codable. Presenter amended the motion to approve pending the correction to the number of weeks and moving the non-code-able requisites to the catalog description. Updating the contact hours to 5 to equal 3 credit hours.
* **SLC 401 Independent Study in Leadership Theory Application-** *Approved Unanimously* Discussion: Member Peggy Domingue presented the course action. Member indicated there was no consultation with CALS. Member indicated that since the course had no pre-requisites it eliminates the courses on the list. Members asked if there is truly overlap if students outside of CALS are unable to enroll. Members decided it is not overlapping. Member indicated there is a way the instructor can waive the pre-requisite requirement for students.

**NEW BUSINESS**

* **Consent Agenda** -*Approved Unanimously*Discussion: Member moved to approve.
* **MUS 104 Theory and Musicianship Lab I -** *Approved Unanimously*Discussion: Member Peggy Domingue presented the course action. Member asked if the fee for the course needs to be in the CIM record. Li explained that will be removed from the CIM record, so if it is in the syllabus it doesn’t need to be in the CIM record. The point wishing to be highlighted is that students should be made aware so it should be in the syllabus.   
  Members discussed if there needs to be “will” or “may” because there are events on campus that are free, but they can go to other events up to $20.  
  Member confirmed the objectives and outcomes are different, Li indicated course objectives are required.   
  Member brought attention to the requisites section indicating MUS 103 should be taken prior or at the same time. Members looked back at the MUS 103 and 104 records have the same statement for co-requisites. Guest Tom Koch indicated 104 is a lab for 103. They cannot take MUS 104 before taking 103. Member brought attention to the additional comments stating that the co-requisites can drop 103 while taking 104, but 104 will be dropped along with 103. Members determined this is codable.
* **MUS 153 Theory and Musicianship II -** *Approved Pending*Discussion: Member Peggy Domingue presented the course action. Member asked in the syllabus there is a textbook listed by name and that it is available as a PDF in Moodle. Professor indicated the textbook is online and the publisher has been suing universities for providing the full text online. Guest and member discussed if this should be pending making sure this is a free resource.   
  Libraries offered to put the instructor in touch with legal to provide information.  
  Motion to amend the motion from approved to approve pending confirmation that the text online is legal. Members included speaking with Kyle from R&R for appropriate coding of the co-requisites as part of a pending motion

XONV member asked why the numbers indicated a shift, guest confirmed. Member indicated these should disappear in the future because that is how they indicate ag institute courses.

* **MUS 154 Theory and Musicianship Lab II -** *Approved Pending*Discussion: Member Peggy Domingue presented the course action.   
  Professor indicated the textbook is online and the publisher has been suing universities for providing the full text online. Guest and member discussed if this should be pending making sure this is a free resource, same as the MUS 153.   
  Member indicated the DRO statement needs to be updated. Members included speaking with Kyle from R&R for appropriate coding of the co-requisites as part of a pending motion.
* **MUS 203a Theory and Musicianship III -** *Approved Pending with suggestion*Discussion: Member Peggy Domingue presented the new course action. Member indicated the prefix and number on the syllabus should match the CIM record. Member asked how homework is sent in via email, if the students are required to do homework via pencil how do they get it turned in. Guest indicated generally this   
  Make up test policy how this would need to be taken within 48 hours, member asked if this should be more flexible. Members indicated because it says “unless otherwise warranted” this is fine. Suggestion to match syllabus and course number by adding 203a. Motion to amend motion to pending speaking with Kyle from R&R for appropriate coding of the co-requisites as part of a pending motion.
* **MUS 204a Theory and Musicianship III -** *Approved Pending with Suggestion*Discussion: Member Peggy Domingue presented the new course action pending speaking with Kyle from R&R for appropriate coding of the co-requisites as part of a pending motion. Member indicated this also doesn’t have an ‘a’ indication on the syllabus. Li explained at this is a system issue and the members agreed this works for now.
* **MUS 253 Theory and Musicianship IV-** *Approved Pending with Suggestion.* Discussion: Member Peggy Domingue presented the new course action pending speaking with Kyle from R&R for appropriate coding of the co-requisites as part of a pending motion.   
  Member asked if this is for a curricula, guest responded this will if the Music curricula passes.   
  Member asked if this needs an electronically hosted statement, if there is no online requirement, this is not needed. Suggestion to remove the statement if not required.
* **MUS 254 Theory and Musicianship Lab IV -** *Approved Pending*Discussion: Member Peggy Domingue presented the new course action pending speaking with Kyle from R&R for appropriate coding of the co-requisites.
* Member brought up that there should be a consultation with CHASS before the motion moves forward. This would be a tabled action. Members asked for some examples of the overlap. Examples were provided by the college of Humanities and Social Sciences. Guest indicated the ARS 306 course is actually UC’s course. Guest Rodney Waschka indicated he teaches some of these courses and did not receive any consultation. Motion to table the rest of the courses.   
  Li explained procedurally they would combine the actions before tabling.
* Motion to combine MUT 303, MUT 304, MUT 315, MUT 403, MUT 431, MUT 432, MUT 461, MUT 462.- Approved. Guest Daniel Monek asked for more specific guidance as to why certain courses are needing to be consulted. Member explained because there are existing courses they are concerned about overlap. Guest Tom Koch asked if there is a way to look at the syllabi to see if there is overlap. Member indicated the consultation still needs to happen. Members and guests discussed timelines and how this will impact when students can enroll in courses.   
  Li discussed how combining them, if the courses are pending as a group, if even one of the courses are tabled it would holdup the all the courses.   
  \*Li broke down situation in which these courses could proceed. – Withdrawal motion to table.   
  Motion to separate all the MUT courses on the agenda. -Approved
* **MUT 303 Introduction to Audio Technology I -** *Approved Pending*Discussion: Member Annie Carlson Welch presented the new course action pending consultation with CHASS and the other previously consulted colleges.
* **MUT 304 Introduction to Audio Technology II -** *Approved Pending*Discussion: Member Annie Carlson Welch presented the new course action pending consultation with CHASS.
* **MUT 315 Music Perception and Cognition-** *Approved Pending*Discussion: Member Annie Carlson Welch presented the new course action pending consultation with CHASS. Member indicated the syllabus needs a 16th week in the schedule of topics.
* **MUT 403 Music Recording & Mixing -** *Approved Pending*Discussion: Member Annie Carlson Welch presented the new course action pending consultation with CHASS.
* **MUT 431 Music Technology I-** *Approved Pending*Discussion: Member Annie Carlson Welch presented the new course action pending consultation with CHASS.
* **MUT 432 Music Technology II-** *Approved Pending*Discussion: Member Annie Carlson Welch presented the new course action pending consultation with CHASS.
* **MUT 461 Music Technology Senior Project I-** *Approved Pending*Discussion: Member Annie Carlson Welch presented the new course action pending consultation with CHASS and a 16 week (finals week) in the syllabus.
* **MUT 462 Music Technology Senior Project II-** *Approved Pending*Discussion: Member Annie Carlson Welch presented the new course action pending consultation with CHASS.
* **BS in Music Technology -** *Approved Pending*Discussion: Member Annie Carlson Welch presented the curricular action pending the approval of the above MUS and MUT courses. Bret indicated the degree proposal was approved by the deans and associate deans from the letter of intent. Members discussed that the degree goes to the associate deans for comment.   
  Chair indicated that since each of the courses are approved pending.   
  Guest asked if a course is crosslisted, should both departments be crosslisted.   
  Guest asked is there consideration for a degree program that is the same as another.   
  Guest indicated there are MUS courses that are elective options for Arts Studies CHASS programs.   
  Member indicated that there is a miscount of the number of house in the a Format B being 98 hours, not 120, including in pending.
* \*Discussion of the procedure that the Associate Deans had the chance to consult before coming to UCCC.
* **ET 460 Practice of Environmental Technology-** *Approved Pending*Discussion: Member Joseph Roise presented the course action. Update to the DRO statement and indication of field trips should be brought to students’ attention earlier. Member indicated fieldtrips are mentioned. Member motioned to amend the motion from approved to approve pending.
* **FOR 353 GIS and Remote Sensing for Environmental Analysis and Assessment-** *Approved Pending with Suggestion*Discussion: Member Joseph Roise presented the course action. Member indicated the DRO needs to be updated, the credit hours are needed on the syllabus, and no electronic hosting statement. Member motioned to amend the motion from approved to approve pending.   
  Under Credit only- the syllabus indicates this is 80%, however the university policy is a C- or higher.   
  Pre-requisites are not codable, change to junior and seniors and indicate in the catalog description should include  
  In the first outcome “Demonstrate an understanding…” what would constitute understanding, exchanging for “identify” “apply” or “define” provides more structure.   
  Member asked if students are required to have a computer microphone or if these kinds of technology requirements are available in the library. Presenter indicated that there is a computing lab that these students will have access to and added this as a suggestion.
* **CSC 216 Software Development Fundamentals-** *Approved Unanimously*Discussion: Member Kanton Reynolds presented the course action. Page 4 indicates recordings cannot be done without instructor’s permission. Members discussed that NC law indicates that if the people in the class know that there is a recording, there is protection.   
  In Regulation 02.20.11 there is explicit language about recording in the classroom. In this context, the committee decided this is acceptable.
* **CSC 217 Software Development Fundamentals Lab-** *Approved Pending* Discussion: Member Kanton Reynolds presented the course action. Member asked if CSC 216 should be a co-requisite. The instructor indicated students who needed to drop or repeat one of the courses. Members suggested setting up the course as a co-requisite so that if a student drops one but not the other they can remain in the course. Motion to amend the motion form approved to approved pending the introduction of CSC 216 as a co-requisites.
* **ISE 413/(513) Humanitarian Logistics-** *Approved Pending*Discussion: Member Kanton Reynolds presented the course action. Member indicated the year offering should drop the year altering. And in the syllabus the homework grad should be 5% to add to 100%. Motion to amend the motion to approve pending the update to the syllabus grading scale and the year offering.   
  Member brought attention to the attendance indicating there is a minimum of two excused absences.
* **Motion to combine the next four curricular actions. Approved.**All 4 combined actions were Approved Unanimously.
* **14CPCTU Certificate in Computer Programming-** *Approved Unanimously*Discussion: Member Lisa Marshall presented the curricular action.
* **14CPM Minor in Computer Programming -** *Approved Unanimously*Discussion: Member Lisa Marshall presented the curricular action.
* **14CSCBS Computer Science (BS) -** *Approved Unanimously*Discussion: Member Lisa Marshall presented the curricular action.
* **14CSCBS-14CSCGAME Computer Science (BS) Game Development-** *Approved Unanimously*Discussion: Member Lisa Marshall presented the curricular action.
* **BCH 220 Role of Biotechnology in Society-** *Approved Unanimously*Discussion: Member Jackie Bruce presented the course action.
* **11LPMAAS Livestock & Poultry Management (AAS) -** *Approved Unanimously*Discussion: Member Melissa Merrill presented the curricular action.
* **ENG 377 Fantasy-** *Approved Unanimously*Discussion: Member Daniel Gruehn presented the course action.
* **ENG 390 Classical Backgrounds of English Literature-** *Approved Pending with suggestion* Discussion: Member Catherine Driscoll presented the course action. Motion to amend the monition to approve pending the update to the DRO statement. Approved. Member asked if saying offered alternate years should be amended to even years as it would be more explanatory. “Offered alternate years and even years” would be offered every 4 years. Suggestion to bring this to the instructor’s attention.
* **TOX 201 Poisons, People and the Environment-** *Approved Unanimously* Discussion: Member Spencer Muse presented the course action.

Discussion: Outcome of 493 special topics discussion. Rudi brought up that we are interested in Special Topics subcommittee with a time line would be in the Spring to bring a suggestion to committee then the provost. The charge of this committee would be to look at past best practices and have boundaries. Or there could be CIM fields that could have different information for special topics.   
Li indicated if you haven’t served on a subcommittee before. OUCCAS will assist with any information gathering and such.

Meeting adjourned at 2:49 pm *Respectfully submitted by Lexi Hergeth*