**University Courses and Curricula Committee** February 17th, 2021

Hosted Via Zoom

Call to Order: 12:XX PM

**Members Present:**

Wendy Krause (Chair) Rudi Seracino (Past Chair), Helmut Hergeth (Chair Elect), Shannon Philips, Melissa Merrill, James Knowles, Catherine Driscoll, Kristen Schaffer, Peter Hessling, Kanton Reynolds, Peter Janca, Joseph Roise, Spencer Muse, Jonathan Duggins, Renee Harrington, Peggy Domingue, Rob Rucker, Kenneth Zagacki, Jorden Rabasco, Lara Pacifici

**Absent Members**: Thomas Walsh

**Guests**: Erin McKenney, Travis Park, Alyson Wilson, Helen Krause, Rodney Washcka, Michael Struett, Bill Fortney, Daniel Gruehn, Elsa Yongsteadt

**Ex-Officio Members Present:** Li Marcus, Lexi Hergeth, Kyle Pysher, Stephany Dunstan, John Harrington

**WELCOME AND INTRODUCTIONS**

* **Remarks from Chair** – The chair welcomed the members and introduced the guests and proxies.
* **Remarks from OUCCAS/DASA –** Li explained that the weeks provided are a best practice, not a requirement, which has been corrected in the CIM help bubbles.
* **Approval of the Minutes from** **February 3, 2020** – *Approved*

Discussion: Move to approve by Helmut Hergeth.

**NEW BUSINESS**

* **Consent Agenda** – *Approved with one abstain*Discussion: The consent agenda was moved to approve.
* **AEC 470/570 Urban Ecology –** *Approved Pending*

Discussion: This new course was presented by Shannon Pratt Phillips. Member asked where the syllabus is. Motion to amend the motion pending the approval of the syllabus by the college.

* **AEC 350 Personal Leadership Development in Agriculture and Life Sciences –** *Approved Pending*

Discussion: This course was presented by Shannon Pratt Phillips. Member brought attention to the syllabus and 15 weeks instead of the usual 16 weeks in the course length, the topic schedule seems fine.

* **BS Agricultural Science** **–** *Approved with abstain.*

Discussion: This curricular action was presented by Melissa Merrill. On page nineteen, under section five resources indicates all courses included in this degree, guest Travis Park clarified that this is not just during covid, but moving forward all the courses will be online and the sentence is to indicate that students would be able to complete the information without stepping onto Campus. Li confirmed this an additional step to the program that is going through the proper channels. Member asked if there has been a consideration about proctoring exams, but the college assured members that they are already teaching these courses online and have that under control.

* **Horticultural Science Minor (11HSM)**  **–** *Approved*

Discussion: This curricular action was presented by Melissa Merrill.

* **DSC 495 Special Topics in Data Science –** *Approved*

Discussion: This new course was presented by Spencer Muse, but came through under the provost’s office. Member asked for follow up on how this approval process works for these courses but primary how these courses will function out of the provosts’ office. Guest Alyson Wilson and Spencer Muse explained these courses would be for a minor, not a degree program. Member asked who is responsible for reviewing the syllabus, Alyson Wilson explained a committee of faculty members is responsible for the course proposal and the syllabus.

Members asked if there are more specific student learning outcomes, but in alignment with what the subcommittee thought a few years ago, this is a true shell and the outcomes are fine as “varies by topic”.

Member returned to this course to let the instructor know that the grading in the sample syllabus is outside the ranges provided in CIM for a few of the elements and noted this causing inconsistency.

* **Applied Sociology Minor (11SAM) –** *Approved*

Discussion: This curricular drop was presented by Catherine Driscoll.

* **Art Studies Minor (12ARTM) –** *Approved*

Discussion: This curricular action was presented by Catherine Driscoll.

* **Law and Justice Minor (16LJM) –** *Approved*

Discussion: This curricular action was presented by Catherine Driscoll.

* **CSC 498 Independent Study in Computer Science –** *Approved*

Discussion: This new course was presented by Kanton Reynolds.

* **MES 300 Systems Engineering –** *Withdrawn*

Discussion: This course was presented by Kanton Reynolds. Member asked if the course is taught in New Bern, and if the course needs to be in person and how that will work, the presenter responded that the course would not need to be in person. Member made a comment that the syllabus, while reviewed by the college, seems to have multiple issues including the description and other required items. Presenter indicated there college meeting is tomorrow and they will bring that up. Guest Bill Fortney indicated he used the syllabus tool and asked the member for specific information on what is different in the syllabus and CIM record. The member went through theses and realized the current syllabus in CIM might not be the most recent version of the syllabus. Lexi and Li offered the newly revised syllabus checklist. Presenter withdrew the motion to rectify the syllabus and update any issues before returning.

Discussion:

Meeting adjourned: 1:28 PM.  *Respectfully submitted by Lexi Hergeth*