**University Courses and Curricula Committee** September 9, 2020

Hosted Via Zoom

Call to Order: 12:4**6** PM

**Members Present:** Chair Wendy Krause, Rudi Seracino (past chair), Kanton Reynolds, Melissa Merrill, James Knowles, Catherine Driscoll, Peter Hessling, Peggy Domingue, Rucker Rob, Renee Harrington, John Kuzenski, Kristen Schaffer, Joseph Roise, Kenneth Zagacki

**Absent Members**: Thomas Walsh, Andy Hale (Proxy for SP), Spencer Muse, Grad Student (Not assigned), Undergrad Student (Not Assigned)

**Guests**: Erin McKenny

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

**WELCOME AND INTRODUCTIONS**

* **Remarks from Chair** - Welcomed the committee members and guests and discussed postponing the chair elect decision until later in the semester to give people time to decide.
* **Remarks from OUCCAS/DASA-**Li welcomed the committee and informed the committee that the topic outline should be fixed. Graduate level courses do not need a topic outline, but undergrad and dual level courses do. The instructor is required for dual level and graduate level courses, but not undergraduate level courses.
* **Approval of the Minutes from** **August 26th 2020** – *Approved*
  + Discussion: Member moved to approve.

**NEW BUSINESS**

* **Consent Agenda** -*Approved*Discussion: The consent agenda was moved to approve by member Rudi Seracino

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* **AEC 495: Advanced Special Topics in Applied Ecology -** *Approved*

Discussion: The course was presented by Melissa Merrill.

* **BBS 427 / FS 427 Brewing Equipment, Controls and Operations** -*Approved*Discussion: The course was presented by Melissa Merrill.
* **FS 492 External Learning Experience** -*Approved Pending with Suggestions*  
  Discussion: The new course was presented by Melissa Merrill. Member asked about the contact hours for learning experience and asked if the contact hours should be 3:10, but the committee confirmed the contact/credit hours are correct. The catalog description is different from the description in the syllabus.   
  Melissa Merrill moved to amend the motion from approved to approved pending the inclusion of the catalog description.   
  Members brought up the video production requirements in FS 492 and 493 that the video quality needs to be high quality and suggested that adding information about a video shot on a phone would suffice and that a rubric can be helpful to qualify what a high quality video would be. Members agreed this information could be kept in the syllabus, not in the CIM form.
* **FS 493 Research Experience in Food Science** -*Approved Pending with Suggestions*Discussion: The course was presented by Melissa Merrill.   
  Member asked why there was a $20 liability insurance fee and asked if the course is taught on campus why there would be an insurance fee and pointed out the confusion that the course is on campus, but maybe taught as an internship as well. Members asked if there should be an additional statement in the justification that the insurance fee is for external use only instead of the on campus.   
  Motion to amend the motion from approved to approved pending (approved with one nay from Melissa Merrill) to include the information in the justification standpoint. Member from R&R indicated the internship liability insurance is $12, not $20 for the year and confirmed with the cashiers’ office.   
  Members brought up the video production requirements in FS 492 and 493 that the video quality needs to be high quality and suggested that adding information about a video shot on a phone would suffice and that a rubric can be helpful to qualify what a high quality video would be. Members agreed this information could be kept in the syllabus, not in the CIM form.   
  Member made a suggestion to elongate the abbreviated title to utilize the available characters since this is what will display on students’ transcripts.  
  Suggestion to correct the syllabus to sophomore standing, or remove the restrictive statement in the syllabus.
* **FS 494 Teaching Experience in Food Science** -*Approved pending with Suggestions*Discussion: The new course was presented by Melissa Merrill.  
  Motion to amend the motion from approved to approved pending (approved with one nay from Melissa Merrill) to include the information in the justification standpoint. Member from R&R indicated the internship liability insurance is $12, not $20 for the year and confirmed with the cashiers’ office.   
  Members brought up the video production requirements in FS 492 and 493 that the video quality needs to be high quality and suggested that adding information about a video shot on a phone would suffice and that a rubric can be helpful to qualify what a high quality video would be. Members agreed this information could be kept in the syllabus, not in the CIM form.

Discussion:

Meeting adjourned: 1:26 PM.  *Respectfully submitted by Lexi Hergeth*