



University Courses & Curricula Committee 2022-2023

November 2, 2022
 Meeting hosted via Zoom
 12:45pm-2:45pm

Call to Order 12:45pm

Welcome from Chair Kanton Reynolds
 Remarks and Updates from OUCCAS/DASA
 Approval of UCCC October 19, 2022 Minutes

Old Business

College of Agriculture and Life Sciences			
Presenter	Reviewers	Action	Notes
Pratt Phillips	Schaffer, Morant, Rainey	CS 414 / CS 514 : Weed Science	Dual-Level Course, Grading Method, Contact Hours, Catalog Description, SLO, SEM

New Business

Consent Agenda		
Action	Type	Notes
Sociology (BA)	Minor	Plan Requirements: Addition of courses
Sociology (BS)	Minor	Plan Requirements: Addition of courses
SIP 114 : Wicked Problems, Wolfpack Solutions: Global Change	Minor	Course Prefix, College, Academic Org Code, Term Offering, Number of Offerings
World Cultural Literacy (Minor)	Minor	Plan Requirements: Addition of courses

College of Humanities and Social Sciences			
Presenter	Reviewers	Action	Notes
Knowles	Morant, Harrington, Bush	Anthropology (BA): General Anthropology Concentration	Plan Requirements: Addition and Deletion of courses
Knowles	Park, Duggins, Jones	Criminology (BA)	Plan Requirements: Addition, Deletion of courses
Croasmun	Schaffer, Krause, Monek	Sociology (Honors)	Plan Requirements
Croasmun	Duggins, Harrington, Levy	Sociology (Minor)	Plan Requirements

College of Natural Resources			
Presenter	Reviewers	Action	Notes
Bush	Park, Hessling, Rainey	FOR 150 : Critical Thinking and Data Analysis	Abbreviated Title, Term Offering, SEM

Division of Academic and Student Affairs			
Presenter	Reviewers	Action	Notes
Monek	Heckman, Krause, Pratt Phillips	MUS 350 : Music of Asia	Contact Hours, Catalog Description, GEP Update, Additional Information, Course Objectives, SLO, SEM

SLO= Student Learning Outcomes

SEM = Student Evaluation Methods

Discussion: Weeks, ranges, and class schedule best practices in CIM.

Notes:

- To view actions, please click on the hyperlink. You may need to use your Unity ID to log in.
- If you experience issues logging in, please go to <https://next-catalog.ncsu.edu/courseadmin/> and type the course prefix and number into the search bar.



University Courses and Curricula Committee 2022-2023

19 October 2022
Hosted Via Zoom
Call to Order: 12:45 PM

Members Present:

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Kanton Reynolds (Chair) | <input checked="" type="checkbox"/> Peter Hessling | <input checked="" type="checkbox"/> Renee Harrington |
| <input checked="" type="checkbox"/> Helmut Hergeth (Past Chair) | <input checked="" type="checkbox"/> Sarah Heckman | <input checked="" type="checkbox"/> Daniel Monek |
| <input checked="" type="checkbox"/> Shannon Pratt Phillips | <input type="checkbox"/> Tamah Morant | <input checked="" type="checkbox"/> Hannah Rainey |
| <input checked="" type="checkbox"/> Fravis Park | <input checked="" type="checkbox"/> Angela Allen | <input checked="" type="checkbox"/> Rachel Levy |
| <input checked="" type="checkbox"/> James Knowles | <input checked="" type="checkbox"/> Whitney Jones | <input checked="" type="checkbox"/> Terrell Robinson |
| <input checked="" type="checkbox"/> Anita Croasmun | <input checked="" type="checkbox"/> Jonathan Duggins | <input checked="" type="checkbox"/> Jodie Roberson |
| <input checked="" type="checkbox"/> Kristen Schaffer | <input checked="" type="checkbox"/> Wendy Krause | <input type="checkbox"/> Vanadeep Kaluvagunta |

Absent Members: Tamah Morant, Vandeeep Kaluvagunta

Guests: Gary Mathews, David Stokes, Robert Sandruck

Ex-Officio Members Present: Li Marcus, Lexi Hergeth, Annabel Breen, Kaitlyn Mittan, Bret Smith

WELCOME AND INTRODUCTIONS

- ❖ **Remarks from Chair Kanton Reynolds** – No opening remarks from Chair.
- ❖ **Remarks from OUCCAS/DASA** – Li and Chair asked if members had any questions/feedback about the new XNOV member; Members voted on recommendation of adding new XNOV member
- ❖ **Approval of the UCCC Minutes from 5 October 2022** – Approved
Discussion: No objections were shared.

NEW BUSINESS

- **Consent Agenda - Approved**
Discussion: No objections were shared.
- **HS 151 : Nursery Production – Approved Pending**
Discussion: This course was presented by Pratt Phillips. Reviewing member commented that the formatting was “a bit off” and made a friendly suggestion that the learning objections were “awkwardly written but understandable” and comprehensible. Kaitlyn Mittan from Assessment agreed that the learning objectives could be clearer. Members voted to approve pending changes to the first SLO and fixing the formatting.
- **HS 301 : Plant Propagation – Tabled**
Discussion: This course was presented by Park. Member stated that they had concerns with the SLOs and how they are measured and applied. The second and third SLO received feedback to change the active verb to “apply” in both. Kaitlyn Mittan confirmed that changes to the original verbs would be advisable. Member noted that the syllabus has not been approved at the college level. Member pointed out a formatting issue with the SLOs due to missing numeration. the fifth SLO was touted to be too vague by reviewing member and there were more concerns with “measuring understanding”. Members agreed that there were concerns with all five SLOs and members voted on tabling the action to the next meeting or until SLOs have been amended and the syllabus has been approved.
 - ❖ Li reminded members that if the course is removed from GEPs, then this is a process-related concern for CUE, not UCCC. Members entered a discussion about the UCCC process and SLOs. Member commented on how there seems to be excessive concern regarding making simple changes (i.e. to move a course term offering) with the implementation of CIM; Li assured members that such changes are minor changes and that the member’s comments rather imply major updates, which are consistent with the categorization of HS 301 at this meeting.
 - ❖ Member reiterated that if the SLOs need updating, then the course should go through more comprehensive and rigorous review due to the necessity to ensure SLO consistency and relevance. Members reiterated that

ensuring that the course was brought up-to-date now through the process of UCCC approving SLOs is better long-term for the overall “health” of the course.

- Member mentioned or the Graduate School requires completed CIM records for their actions.
- Members indicated CIM records should be completed with all up to date information
- Lexi explained the functional process of changing from a major to a minor action and how that would be reviewed.

- **French (Certificate) – Approved**

Discussion: This curriculum action was presented by Knowles. Presenter commented on this “fringe certificate” such that the certificate was rolled back last spring and has faced much revision and improvement. There were no objections from reviewers or other members.

- **ENG 265 : American Literature I – Approved**

Discussion: This course was presented by Croasmun. No objections or comments were shared.

- **MUS 360 / WGS 360 : Women In Music – Approved.**

Discussion: This course was presented by Monek. No objections or comments were shared.

- **Business Administration (BS): International Partner Business School - Incoming – Approved Pending**

Discussion: This curriculum action was presented by Heckman. Member suggested restructuring of a few areas in the term sequence: 1) In the term sequence section, ENG 101 is listed in first year fall and first year spring and so needs to be updated to “either/or” (for greater consistency/clarity), and 2) in third year fall, COM 112 is formatted improperly with the [3] on the incorrect line.

Discussion:

Chair Elect

Chair opened the floor for Chair Elect nominations. Members voted on Chair Elect nominations for Renee Harrington to become the next UCCC Chair Elect. Renee Harrington accepted the nomination for UCCC Chair Elect 2023-2024.

Weeks/Time Ranges and Points/Percentage Weights in CIM - Establishing Consistency

Member explained how in CIM, the form allows for the best practice of including a relative time frame for the topic outline and becomes a matter of accepting what is already in the CIM record and perhaps considering choosing between phrases such as “recommended for best practice vs. recommended but not required”. Member commented that it is not entirely clear if the CIM record terminology regarding SEM should be kept as “recommended” or if another term should be used for sake of clarity and consistency. The original commenting member suggested that there should be a percentage weight system only in CIM, not necessarily in individual syllabi, in order to maintain system consistency; in other words, the syllabus can use whatever point system is preferred, but the CIM record will show the relative percentage weight as a set standard, along with all other courses.

To clarify, member chatted “I don't want to deal with someone using 1472 points as a total and me having to do the math to figure out the relative weights. Percentage already solves that problem for us by using a common denominator”. Members discussed the benefits of using weighted percentages for courses, such as ensuring consistency in the culture of education domestically whereby a 100% percentage weight for a final exam is unusual if not unlikely.

Li confirmed with the committee that a ticket will be entered regarding how, on the CIM form, the language needs to be shortened for percentage relative weight, there is space also for points; the percentage weight categorization should change to “relative percentage weight” or “relative weight”. Members also agreed to change the term “best practice” to “recommended” to maintain consistency.

Members adjusted their discussion to time-frames; time frames are not currently required but they are recommended. Lexi explained that when calculating Contact Credit Hours, exactly 15 weeks must be specified, as final exams and breaks are not included to increase the sum. In addition, in the topic outline and other areas, the weeks must add up to 16 weeks, as assignments are considered to be in process during breaks/exams. To reiterate, only in the contact credit hours area will 15 weeks be listed and elsewhere it is 16 weeks.

Committee General Questions

Member responded to a new member’s question about the catalog description and course objectives and goals. These fields do not need to match and the objectives/goals field is not required for undergraduate courses. Members also responded to

questions about the S/U grading options for required courses and graduate courses. Members clarified that required courses need letter grading, with the exception of the HES courses.

Member asked other members about the process of certificates. Questions pertaining to the Data Science Academy and the general process of certificates were asked subsequently. Lexi stated that certificates are curricular programs that only go through UCCC. Li suggested that members are always welcome to try to make a test/example curriculum in CIM-P.

Meeting adjourned: 2:00 PM.

Respectfully submitted by Annabel Breen