



## University Courses and Curricula Committee 2023-2024

January 24, 2024  
Hosted Via Zoom  
Call to Order: 1:15 PM

### Members Present:

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Renee Harrington (Chair)     | <input checked="" type="checkbox"/> Sarah Heckman                  | <input checked="" type="checkbox"/> Rachel Levy      |
| <input checked="" type="checkbox"/> Kanton Reynolds (Past Chair) | <input checked="" type="checkbox"/> Tamah Morant                   | <input type="checkbox"/> Christopher Jadelis         |
| <input checked="" type="checkbox"/> Shannon Pratt Phillips       | <input checked="" type="checkbox"/> Kimberly Bush                  | <input checked="" type="checkbox"/> Mihai Diaconeasa |
| <input type="checkbox"/> Travis Park                             | <input checked="" type="checkbox"/> Whitney Jones                  | <input type="checkbox"/> Andy Fetch                  |
| <input type="checkbox"/> Cynthia Zuckerman Hyman                 | <input checked="" type="checkbox"/> Jonathan Duggins (Chair-Elect) | <input type="checkbox"/> Kelsey Jenkins              |
| <input checked="" type="checkbox"/> Kami Kosenko                 | <input checked="" type="checkbox"/> Helmut Hergeth                 |  |
| <input checked="" type="checkbox"/> Kristen Schaffer             | <input checked="" type="checkbox"/> Hannah Rainey                  |  |
| <input checked="" type="checkbox"/> Sarah Cannon                 | <input checked="" type="checkbox"/> Peggy Domingue                 |  |

**Absent Members:** Travis Park, Cynthia Zuckerman Hyman, Andy Fetch, Christopher Jadelis, Kelsey Jenkins

**Guests:** Amy Beasley, Seth Murray

**Ex-Officio Members Present:** Li Marcus, Lexi Hergeth, Lydia Christoph, Sahil Bendale, Kyle Pysher, Kaitlyn Mittan, Ontario Wooden, LaTasha Wade, Helen Chen

### WELCOME AND INTRODUCTIONS

- **Remarks from Chair Renee Harrington** – Welcome of guests.
- **Remarks from OUCCAS/DASA** – The Standing Committee Survey has gone out from the Provost's office. If faculty members are interested in joining CUE, they should notify OUCCAS staff. Also, the CIM for courses survey was recently sent out. New blogs are posted, and new blog topics are welcome. A. Hergeth will give Admin Save Memo feedback at the end of the meeting.
- **Approval of the UCCC Minutes from January 10, 2024** – Approved  
Discussion: The motion was seconded and approved.

### OLD BUSINESS

- **Arts Studies (Minor)** – Approved  
Discussion: This new course was presented by Kosenko. The motion was seconded. Rainey and Domingue said that it looked good. The motion carried.

### NEW BUSINESS

- **Consent Agenda** - Approved  
Discussion: A motion to approve the agenda was made and seconded. The motion carried.
- **Integrative Sciences** – Approved  
Discussion: This new course was presented by Jones. The motion was seconded, and Levy said it looked good. The motion carried.
- **DAN 281 : Pilates** – Approved  
Discussion: This course was presented by Domingue. The motion was seconded, and Cannon and Diaconeasa said it looked good. The motion carried.

Discussion: A. Hergeth asked if electives should be added to the Admin Save options. She mentioned the possibility of one person from every college being notified of schedule changes, and shared a link to the [Feedback](#) for [Admin Save Memo](#) Google

Doc. Marcus explained that scheduling should remain on or be removed deliberately from the Admin Save process, and that question needed to be answered. A further question was whether additions and subtractions to elective lists should be added to the Admin Save Memo. Levy discussed definition of terms and guidelines for the Memo that her college wanted to see, and A. Hergeth revised the Memo accordingly in real time. Heckman mentioned feedback from the College of Engineering regarding the dissemination of information related to Admin Save changes to courses. Levy agreed that some programs had a rhythm that depended on other programs, so clear communication about changes was essential. Jones asked how colleges were currently notified, and Marcus responded that it was in faculty meetings like this one, and via approval memos. A. Hergeth asked what communication method would be preferred, and with whom. Jones asked if an Admin Save memo each week could be disseminated to faculty. Marcus suggested a memo of Admin Saves being sent out simply in between meetings. A. Hergeth explained different workflow options and who was informed of current processes. Schaffer asked about types of notifications. Marcus mentioned adding a notifications section to the UCCC agenda to inform of scheduling faculty changes. Heckman asked for clarification. A. Hergeth inquired if a college-level step should be a meeting step or a dean step. Reynolds advocated a meeting step, and Schaffer proposed a dean step. A. Hergeth mentioned an FYI step notification possibility. Marcus suggested working with Registration and Records to update schedules by submitting the actions to the workflows as administrators, and leaving the FYI steps as set for the other types of Admin Saves. Levy asked about the dean step in the workflow, and Marcus and A. Hergeth clarified. Heckman asked for changes for her department to come to her. Cannon and Diaconeasa remarked that they were not outraged by the Admin Save Memo proposals thus far. A. Hergeth asked if anyone wished to further discuss elective lists. A poll showed that 56% of voters wished to add elective lists to the Admin Save Memo. A. Hergeth assisted the faculty in determining that a maximum of three elective list changes could be considered for an Admin Save, if the prefix was from the same department and not crosslisted. Any changes beyond that would necessitate approval through the workflow. Heckman stated that there were six possible scenarios for using Admin Saves, and gave examples of what might or might not be fine without going through approval processes. A. Hergeth created an Addition and Subtraction table on the Feedback document. Duggins, Harrington, and Morant agreed that they would want to know if other colleges were crosslisting classes from different colleges to their lists of course possibilities for their students. A. Hergeth would not be able to make these notifications, however. Marcus clarified that many seemed to want to see within and between college consultations. A poll showed that 90% voted to have only changes to the elective lists with prefixes from the home department. Any crosslisted courses, or prefixes outside of the department would go through the regular workflow.

Harrington summarized a discussion of ungrading and whether or not it was significant to the CIM record. The previous consensus was that some record of non-traditional grading should be evident in the CIM record, and that explanations should be put in the "Notes" section of CIM. In a future version of CIM, hopefully there could be better options for using ungrading methods. Harrington asked what the committee would prefer for ungrading terms and options. Duggins expressed his concern that not everyone would agree about the nature of ungrading. A motion to adjourn was made.

Meeting adjourned: 2:40 PM.

*Respectfully submitted by Lydia Christoph*