



University Courses and Curricula Committee 2024-2025

August 21, 2024
 Hosted in Talley Student Union 3210
 Call to Order: 1:15 PM

Members Present: (Quorum 11)

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|---|--|--|
| <input checked="" type="checkbox"/> Jonathan Duggins (Chair) | <input checked="" type="checkbox"/> Igor Bolotnov | <input type="checkbox"/> Rachel Levy |
| <input checked="" type="checkbox"/> Renee Harrington (Past Chair) | <input checked="" type="checkbox"/> Sarah Heckman | <input checked="" type="checkbox"/> Mihai Diaconeasa |
| <input checked="" type="checkbox"/> Sunny Liu (Fall '24 Proxy) | <input type="checkbox"/> Kimberly Bush | <input type="checkbox"/> John Kuzenski |
| <input checked="" type="checkbox"/> Lynn Worley-Davis (Proxy) | <input checked="" type="checkbox"/> Joseph Roise | <input type="checkbox"/> GRAD |
| <input checked="" type="checkbox"/> Kami Kosenko | <input checked="" type="checkbox"/> Whitney Jones | <input type="checkbox"/> STUSEN |
| <input checked="" type="checkbox"/> Steven Lechner | <input type="checkbox"/> FAC TEX | <input type="checkbox"/> STU |
| <input type="checkbox"/> Kristen Schaffer | <input checked="" type="checkbox"/> Autumn Mist Belk | |
| <input checked="" type="checkbox"/> Sarah Gannon | <input checked="" type="checkbox"/> Hannah Rainey | |
| | <input checked="" type="checkbox"/> Zachary Lewis | |

Absent Members: Lexi Hergeth, Annabel Breen, Travis Park, Kristen Schaffer, Kimberly Bush, Ray Levy, John Kuzenski

Guests: Tom Koch, Fernanda Santos, Mark Walker

Ex-Officio Members Present: Li Marcus, Latasha Wade, Levent Atici, Tamah Morant, Kaitlyn Mittan

WELCOME AND INTRODUCTIONS

- **Remarks from Chair Jonathan Duggins** – Chair welcomed everyone and led the room in introductions.
- **Remarks and Updates from OUCCAS/DASA** – Marcus stated the function of their office within the function of these committees, welcomed everyone, and thanked them for their work.
- **Brief presentations from Assessment and OUCCAS** – Mittan presented regarding best practices for writing student learning outcomes and how those outcomes fit within the larger context of program outcome mapping and assessment. Members asked questions regarding why grades alone or instructor perceptions of student process were generally not sufficient markers, as well as how/where these best practices are shared. Mittan clarified the role of assessment of specific outcomes and how grades could measure overall success but not necessarily show student strengths and weaknesses in certain areas within the class itself. She also mentioned the [resource developed collaboratively with the Office of Faculty Excellence about Bloom's Taxonomy](#) and how it interacts with the writing of measurable student learning outcomes. Marcus also confirmed that this resource was [linked on the OUCCAS site](#) and the best practice surrounding double-barreled outcomes was specifically mentioned in a video about current questions/mistakes available on the OUCCAS website.
- **Establishment of Quorum as 11 members:** A
 Discussion: Motion made by Lechner and seconded by Roise
- **Approval of the UCCC Minutes from May 1, 2024** – A
 Discussion: Motion to approve made by Belk and seconded by Rainey. No discussion. 1 abstention (Roise)

NEW BUSINESS

- **Consent Agenda - Approved**
 Discussion: Motion to approve by Harrington, seconded by Kosenko. Members asked what the consent agenda is. Marcus clarified that the consent agenda reflects courses and curriculum that are pursuing actions defined as minor (information on the OUCCAS website for [courses](#) and [curricula](#)). Members asked how actions got on the consent agenda and whether those were reviewed by OUCCAS, and what expectations there were of members regarding these actions. Marcus shared that OUCCAS staff reviewed each action to confirm it is minor before adding to the consent agenda and that OUCCAS, as well as UCCC leadership, reviews all actions prior to the agenda being sent out. The expectation is that all members do a quick check of items on the consent agenda. Members also asked how to action results get communicated out to faculty, to which Marcus responded that the action information is available in CIM, that an approval memo is sent out after the meeting to a group that includes college liaisons, and that actions requiring followup go out from OUCCAS to initiators and include ccs to the member(s) of the group.
- **Livestock and Poultry Management (AAS) – Approved**

- Discussion: This curricular action was presented by Worley-Davis and seconded by Belk. Reviewer stated that he did not receive the agenda (Post-meeting note: OUCAS followed up to check if communication/e-mail change was needed). Another reviewer commented that it looked good but there was a consultation listed in CIM that was not filled out. Worley-Davis clarified that she was the person listed and also is the contact point for the program. She explained that the program was being updated to add flexibility for students within 64 units and gave some background regarding associates degrees. A member asked about the significance and impact of effective date in relation to items such as req terms. Marcus sought to answer from the Registration and Records perspective that if the change was adding more flexibility to students that it was likely that the same/existing req term could be used, but if the requirements became more stringent that a new req term would need to be used. XONV partners in Registration and Records receive the agenda and also have implementation steps at the end of the workflow, so if the effective date needed to change for implementation, they would reach out to OUCAS who would then reach out to the college/program as needed to ensure that the effective date was what it needed to be to be effective. Marcus also listed other effects that an effective date could have, including course scheduling and the catalog (and spoke on behalf of R&R that the 2024-2025 catalog was indeed published, so these changes would show up in the 2025-2026 catalog being worked on now).
- **BIT 456 / 556 : Next Gen Forensic DNA Analysis – Approved with Suggestions**
Discussion: This new course was presented by Liu and seconded by Harrington. Presenter brought up some suggestions for changes regarding the attendance policy within the syllabus and Marcus confirmed that that would be good information to share back with the college and that the UCCC doesn't review syllabi. Reviewer noted that the title could be elongated to 30 characters for clarity on student transcripts.
- **BIT 457 / 557 : Introduction to Biological Electron Microscopy Techniques – Approved**
Discussion: This new course was presented by Liu and seconded by Harrington.
- **HI 325 : Law and Society in European History – Approved**
Discussion: This new course was presented by Kosenko and seconded by Rainey. A reviewer asked whether information was required in the Additional Information box and Marcus confirmed that that piece of the CIM Courses form is vestigial and will not show in the next iteration of the CIM for Courses form.
- **Global Perspectives (Certificate) – Approved with Suggestion**
Discussion: This curricular action was presented by Lechner and seconded by Harrington. A reviewer made the suggestion that the Section II>Course Requirements section clarify whether students need to select one course from each of the three available categories and an additional one from any of the categories, or whether students are able to select all four courses from a single category. Members also discussed the benefits and drawbacks of the credential as a certificate versus a minor as they related to academic progress, federal financial aid, and access to degree-seeking/non-degree seeking students.
- **ET 470 : Environmental Forensics – Approved with Suggestion**
Discussion: This course was presented by Roise and seconded by Harrington. Members made the suggestion to elongate the abbreviated title to show more of the course content in student transcripts.
- **GIS 411 / 511 : Coding for Geospatial Applications – Approved**
Discussion: This new course was presented by Roise and seconded by Diaconeasa. Members discussed the design and intent behind dual-level courses, the requirement that dual-level courses must show additional outcomes for graduate students and evaluation methods, that dual-level courses are sometimes created for ease of scheduling, and that dual-level courses also go through the Administrative Board of the Graduate School (ABGS), which is the graduate body much like UCCC to review courses and curricula for graduate level requirements and best practices. Marcus illustrated the workflow available in CIM to the right-hand side of the action.
- **GIS 450 : GIS and Spatial Data Science in Practice – Approved**
Discussion: This new course was presented by Roise and seconded by Belk.
- **SMT 407 / SMT 507 : Sustainable Product Development Capstone – Approved with Suggestion**
Discussion: This new course was presented by Roise and seconded by Belk. A reviewer inquired whether the effective date for this course could be for Fall 2024. Members noted that the course began its approvals in Fall of last year. Marcus sought to clarify from the perspective of Registration and Records that when a new course is established that a prior effective date does not negatively impact anything and may enable some other related effective dates to align better, so it is likely not a problem. Another reviewer echoed the comment from Gremaud in the bottom of the form that the term “capstone” felt off for the course - that it looked like more of a senior design course, especially if it is a building block for the 500-level course. No suggestions or alterations to the motion were made. A reviewer suggested that the catalog description include some examples of the topics that the instructor may give the student to both provide more

information to students while preserving the future-proofing of the description.

- **ACC 440 : Enterprise Resource Planning Systems: Implementation, Risk, and Analytics – Tabled with Suggestion**

Discussion: This course was presented by Rainey with second from Belk. An XONV member noted that the course did not have ranges in the student evaluation methods, and Marcus confirmed that the suggestion had been made prior to the meeting and the instructor had confirmed that ranges would not be appropriate in this case for the course record. A reviewer noted that some of the student learning outcomes were not measurable and moved to approve the course pending (Moved by Heckman, seconded by Jones, approved). After further discussion, the members were not able to provide specific suggestions for the instructor due to not having expertise in the discipline, so the motion was changed to tabled (seconded by Roise). The outcomes specifically noted were those that begin with “Use” the software to “understand,” “Become familiar with,” and “Know, master..”

Members also discussed the function of the Course Objectives field. Marcus clarified that the field was not required, and is frequently used (and required) for Graduate courses and dual-level courses, and is frequently used by groups with specialized accreditation needs such as ROTC and Engineering. Members suggested that since the information is duplicated and the field is not required, that the objectives be removed from the CIM record.

- **ACC 458 : Accounting Analytics: From Data to Decisions – Tabled**

Discussion: This new course was presented by Rainey with a second from Harrington. Members noted similar issues with the outcomes of this course as with ACC 440, in addition to there being a larger-than-usual number of outcomes. Members speculated that the outcomes may have come from a task or action-based explanation of the topics taught in the course and suggested consolidating the outcomes and excising those that are not measurable as a possible solution. Motion to table made by Rainey and seconded by Lechner. Student learning outcomes #2 and #7 were specifically noted.

(Post-meeting note: This course was rolled back to the initiator by the college near to/during the meeting and is currently out of workflow. Feedback was given to the college as discussion had taken place at the meeting).

- **ACC 499 : Internship in ACC – Approved**

Discussion: This course was presented by Rainey and seconded by Harrington. A reviewer referenced the [UCCC Guidelines on Specialized Coursework](#), in the section regarding Internships, that UCCC suggests that a contract be noted in the course record. While it is not required for the contract to be attached to the course record, since the contract is mentioned in the description, the course could move forward. The members also discussed that some programs use the form created by Registration and Records while other programs use internal forms for this purpose. Members also discussed that the credit hours list a range of 1-6, while the contact hours list 10 without a range, which would indicate 3 credit hours. Marcus, drawing on information from Registration and Records as well as the [Contact Credit Hour information](#), relayed that different courses tended to list the maximum, the minimum or the mean contact hours since the contact hours field in SIS will not accommodate ranges. Members noted that whichever way the record read, it would be incorrect for some subset of students due to the nature of the internship course.

- **BUS 423 : Advanced Investments – Approved**

Discussion: This new course was presented by Liu and seconded by Lechner.

- **BUS 427 : Capital Markets Essentials – Approved**

Discussion: This new course was presented by Liu and seconded by Harrington.

Discussion: The Chair opened nominations for chair-elect next year and Marcus encouraged interested candidates to discuss with current and past chairs and/or OUCCAS. Motion to adjourn.

Meeting adjourned: 2:46 PM.

Respectfully submitted by Li Marcus