University Committee on Courses and Curricula

Meeting Minutes - October 18, 2017

Present:

Connie Atkinson, Sarah Berry, Uttam Chakravarty, Janet Crane, Kimberley Echols, Erik Hansen, Dan Harper, Jan Janz, Linxiong Li, Caroline Noyes, Natalie Scott, Martin Smith, Rajni Soharu, Shante' Williams, Thomas Wright

Absent:

AbdulRahman Alsamman, Amanda Athey, Woohyun Cho, Kraig Derstler, Yvette Green, Natalie Scott, Whitney West

Quorum was established for undergraduate and graduate voting members in attendance.

The committee was asked to email Sarah Berry with nominations to fill the undergraduate student rep vacancy.

Starting with today's meeting, there will be a chair/vice-chair corner for matters that need to be brought before the committee. The committee was informed that Dr. Green emailed the college deans to request that UCCC committee members serve on their respective college level courses and curricula committee to ensure better communication. Prof Hansen indicated that he wants to improve the lines of communication between the UCCC and the college level curricula committee so that everyone is aware of the progress of proposals. Sarah Berry indicate that minutes will be emailed the UCCC committee, posted to the UCCC website, and emailed the college deans and the college curricula chairs. All suggestions are welcome in improving the lines of communication and efficiency.

Janet Crane has accepted the nomination to serve as this year's Syllabi Reviewer.

The committee unanimously approved the minutes from the 9-22-17 meeting. Minutes will be posted to the UCCC website and emailed to the college deans and college curricula chairs.

Starting with today's meeting, courses approved via the One Time Waiver or Reactivation process will be added to the agenda so that UCCC members are aware of these changes. These forms are approved by Academic Affairs but the committee was often unaware of these approvals.

The committee unanimously approved to add a print signature line to all forms so that the signers can be easily identified.

During the discussion of the proposals, Janet Crane asked if syllabi should be reviewed if included on course change forms. Sarah Berry indicated that in the past, only the syllabi of new courses have been reviewed. Syllabi are sometimes included in course change forms, but it is currently not a requirement. Dr. Noyes stated that the course change form could be the impetus to review the syllabi and should be a requirement. There is no current process in place to regularly review syllabi, so the change form could be a good start. Prof. Hansen indicated that the college committee are often frustrated when proposals are denied because they are unaware of the approval criteria, especially the syllabi checklist. The syllabi checklist will be posted on the UCCC website as well as emailed to the college deans and college curricula chairs. Janet Crane indicated that for the past 2 years, syllabi has been housed in a library repository, Scholarly Works. Dr. Noyes would also like syllabi to be housed in Faculty 180.

The committee unanimously approved that syllabi should be required as part of the course change forms. This will go into effect starting in Spring 2018. Proposals will be reviewed as submitted during this term.

Recommendations:

Dr. Wright volunteered to create a subcommittee to work on the frequently asked questions list to better inform the college/departments of UCCC expectations. Prof. Hansen will also serve on this subcommittee. Some recommendations including syllabi requirements, distinguishing 4000/5000 level courses via the student learning outcomes and assignments, as well discontinuing requests to change course numbers.

Proposals

Course/Number	Course Title	Action	Status
ENGL 4152	Technical Editing and Reporting *Syllabus, though not required, was attached but was missing information.*	Change	**APPROVED PENDING UPDATED SYLLABUS**
ENGL 5152	Technical Editing and Reporting *Syllabus, though not required, was attached but was missing information.*	Change	**APPROVED PENDING UPDATED SYLLABUS**
ENGL 4155	Professional Editing and Writing *Syllabus, though not required, was attached but was missing information.*	Change	**APPROVED PENDING UPDATED SYLLABUS**
ENGL 5155	Professional Editing and Writing *Syllabus, though not required, was attached but was missing information.*	Change	**APPROVED PENDING UPDATED SYLLABUS**
FTA 2510	Beginning Film Production *Course description included the addition of FTA 1665, which does not currently exist.*	Change	**DENIED**
FTA 2565	Introduction to Digital Technology *Course numbers cannot be changed. Forms must be submitted to drop FTA 2565 and add FTA 1665.*	Change	**DENIED**
FTA 4551	Spring Film Crew	Change	**APPROVED**
FTA 5551	Spring Film Crew	Change	**APPROVED**
FTA 4555	Spring Film Production	Change	**APPROVED**
FTA 5555	Spring Film Production	Change	**APPROVED**
EDCI 6410	Early Literacy Development	Fast Track Change	**APPROVED**
EDCI 6430	Information Literacy Instruction for Content Learning	Fast Track Change	**APPROVED**
EDCI 6530	Survey of Measurement in Grades PK-5	Fast Track Change	**APPROVED**
EDCI 6610	Elementary School Curriculum	Fast Track Change	**APPROVED**
ENME 2711	Materials and Processes in Manufacturing Laboratory	Fast Track Change	**APPROVED**
TRNS 6901	Transportation Capstone I	Fast Track Change	**APPROVED**