UNIVERSITY CURRICULUM COMMITTEE
2016-17 Meeting #1, September 12, 2016

Present: Patricia Hart, Dan Eveleth, Joe Law, Jeanne Stevenson, Don Crowley, Kenton Bird, Rick Stoddart, Heather Chermak, Robert Heinse, Jerry Long, Tara Hudiburg

Absent: Matthew Brehn, Taylor Raney, Dinara Storfer

Others present: Rebecca Frost, Dwaine Hubbard, Sarah Nelson

Call to order: A quorum being present, the Chair called the meeting to order at 3:33 p.m. in the Pitman Cataldo room.

Introductions for the first meeting were made. Pat Hart talked about the purpose of UCC and its importance. She brought up the fact that the Chair can appoint alternates but they must have served on the UCC before and be appointed at the beginning of the year, or they must be the head of your college curriculum committee. She would like to make sure that representatives for the agenda items are present at the meeting. She also mentioned that just before or after Thanksgiving break we will be working with a large body of materials from CALS involving curricular and departmental reorganization so keep that in mind when making holiday/break plans.

There are no proxy votes allowed in the committee, so if we are near the end of an agenda and wish to allow email votes on small items, it needs to be decided at this first meeting. A motion that should one or two small items be left for a meeting there may be a vote by email made by Dan Eveleth, seconded by Joe Law. If the committee member was present for the debate/discussion of the items in question, they may cast email vote and this vote must be unanimous for the item to pass. Jerry Long asked what would happen without a unanimous email vote. Pat Hart replied that anything without a unanimous email vote would be tabled and come to the next meeting and be represented. The motion passed unanimously.

The April 16th minutes were approved with one abstention.

UCC-17-001 College of Graduate Studies

Pat Hart suggested we address the changes by subheading. Rick Stoddart asked about whether the changes were substantive or clarifying. Pat Hart said it looks as though it’s mostly updating the current requirements.

Don Crowley asked about the dropping of the term centers but understood it was for clarity. A number of copy errors were noted and will be added to the document.

Some of the wording was edited for clarity with regard to attendance after admission on page 4.

On page 7 Joe Law pointed out the wording of “may” in the assessment of graduate fees. The committee would like COGS clarify when the fees would be assessed as they changed the wording from “will” to “may.”
Jerry Long and Dan Eveleth both brought up the confusion created in the transcript requirements and the statements that unofficial transcript copies could be submitted on page 8. The purpose of this was unclear to the committee. Jeanne Stevenson offered the explanation that it was for quickness in turnaround for admissions decision, but Jerry Long and Dan Eveleth still pointed out that this caused confusion and lacked clarity. Jeanne Stevenson also pointed out that the admissions department often uses unofficial transcripts for an initial assessment and is mirroring existing undergraduate processes. Pat Hart asked what kind of wording should be recommended to help to clarify this process. It was suggested that this portion of the requirements be expanded to explain the purpose of an unofficial transcript in the application process. Jerry Long suggested that the sentence be changed to “At the beginning of the application process applicants may …; however official transcripts must be submitted after admittance into COGS.”

Dan Eveleth asked about enrollment requirements section on page 10, and if there is something we can refer them to as these seem to be provided by an outside agency and not maintained by the institution and could change outside of the catalog year. Heather Chermak explained these federal requirements have remained unchanged for 4-5 years. Dan Eveleth pointed out that by referring to the parent agency rather than listing the requirements in the catalog that it would keep the institution from having to change the catalog entry when the parent agency changed requirements. Don Crowley suggested that we perhaps change the wording to allow for a reference. Pat Hart concurred that the item should be sent back to the department for clarification. Don Crowley also pointed out that this would make this item shorter and prevent the university from being out of alignment with federal guidelines. The committee asks that the graduate department approve/re-look at the changes. Joe Law offered that it should be made clear that this section refers to federal standards. Heather Chermak also pointed out that in the past week there had been a number of petitions from students who were not following these federal procedures. Pat Hart asked if we should add where it officially resides. Jerry Long suggested that a sentence assigning responsibility for following these guidelines to the students could be added. Pat Hart ascertained that there were too many queries that the item should be returned to COGS for clarification to the committee to why the item was arranged in this way and the requirements contained.

Motion by Dan Eveleth to return to COGS for clarification on issues raised. Seconded by Jerry Long. Unanimous vote.

**UCC-17-002 College of Letters, Arts and Social Sciences**

**Journalism and Mass Media**

Pat Hart explained that the change to add JAMM 122 to the core JAMM prerequisites was approved by the CCC last year but coming to the UCC this year. Dan Eveleth asked if this would add this to any JAMM courses 200 or above and whether this would include seminars, workshops, and special topics courses. Pat Hart explained that these three courses essentially unlock the JAMM upper-division curricula and would be applied across the board. Rick Stoddart asked how often these three courses were offered. Pat Hart responded that these were offered every term with multiple offerings. Robert Heinse asked how often students got held up in their curriculum by not taking or being able to take these courses. Pat Hart said that this does not often happen but was a problem in the past particularly because the C grade requirement is higher than other units in the college. Motion by Dan Eveleth to approve the addition, seconded by Rick Stoddart. Don Crowley had question as to how someone outside the JAMM major who wants to enroll into higher level course would do so if they had not taken these courses as some have wider applications than for just JAMM majors. Kenton Bird explained that if it is not a skills-based course but a concept course, then the student would look for an override from the instructor. Don Crowley asked if it would this be useful to add an instructor permission statement to the prerequisites. Pat Hart
explained that the problem with this approach is that it is unusual for the JAMM curriculum to have many students from outside the major. Kenton Bird added that it might be appropriate for JAMM faculty to look at adding this to any non-skills based courses as there is often space available. Courses that are shared among departments and cross-listed do not contain these requirements, but any JAMM degree requires that all of these be taken. Pat Hart further explained that the addition of JAMM 122 does not include those courses that do not already require JAMM 100 and JAMM 121. However, any of JAMM’s required sequences need these. JAMM will work with the Registrar’s office to identify any of the courses that do not need these prerequisites. Shared courses and cross-listed courses would not be included. Rick Stoddart asked what sequence the students take these courses in. Pat Hart says they will often bundle the courses if students are transfer or upper level students who change their major, and this is done on the recommendation of faculty looking at audits. Kenton Bird added that first year students often take JAMM 100 their first semester and JAMM 121 and JAMM 122 in their second semester. This addition will not change any existing additional prerequisites. Unanimous approval.

MODERN LANGUAGES AND CULTURES

Sarah Nelson was present to answer any questions on the modern languages and cultures changes. New courses were addressed individually.

FLEN 325. Pat Hart asked how the 1-3 credits worked in practical terms. Sarah Nelson explained that the purpose was likely to give the instructors the option to offer different topics under this title. This the topic offered could vary the credits but Sarah Nelson did not know how this would be applied. Pat Hart asked if the course was repeatable as this had not been indicated. Sarah Nelson did not know. Dwaine Hubbard offered that as the course was submitted it would not be repeatable. Sarah Nelson explained that this may be because it was something that did not occur to the instructors offering the course. Jerry Long asked if this might be similar to the 2-3 credit law courses where it would depend on the credit loads of the faculty teaching the course. It was pointed out the normally a repeatable course description would include the maximum number of credits allowed. If the course is to be repeatable the maximum number of credits a student could earn in this course would need to be determined. Pat Hart asked what kind of clarification we need should be determined so that it can be referred back to CLASS before approval. Jeanne Stevenson made a point that if it is a content-based course how would you know which credits to take when. Sarah Nelson explained that the course would likely focus on one aspect or idea each time and Jeanne Stevenson said this would further complicate the situation. Sarah Nelson thought it was likely that this would be a special topics class. Jeanne Stevenson responded that if this was the case then that should be included in the title of the course. It was determined that the item should be referred back to the department as a query prior to UCC approval. Sarah Nelson will take this back to the department.

FLEN 327. Rick Stoddart was concerned that the course description was calling out one specific work. Don Crowley asked if the example of the one piece of classical work really need to be in there as taking it out was sufficiently descriptive of the course. Rick Stoddart motioned to pass the course, Dan Eveleth seconded. Unanimous approval with the omission of the example work in the course description.

CHIN 414. Rick Stoddart motioned to approve, Dan Eveleth seconded. Unanimous vote.

CHIN 410. Joe Law motioned to approve, Jerry Long seconded. Unanimous vote.

CHIN 498. Dan Eveleth motioned to approve, Joe Law seconded. A question was raised as to whether this internship might be taken more than once, and if so would the course be 3 credits 6 credits max? Robert Heinse added it would be helpful to have a course description. Pat Hart noticed that there was a rationale but no course description for the course. Rebecca Frost commented that it was common practice to have no description on internships. Dan Eveleth pointed out that most of the other language internships specified the language, but this just says “language,” but that this wording may not need to
be put in there. The committee wanted to clarify the credits of the course and change to a more standard internship title language. Heather Chermak offered that the standard wording is to put (cr arr) for internships. Rick Stoddart questioned that the rationales all said the course additions would be no more workload for the department. Heather Chermak responded that they have already been teaching them but these changes make it more codified. The UCC agreed that this course should go back for clarification.

French and Spanish Language labs being dropped. Sarah Nelson explained that Ashley Kerr thought that all of this was completed last year but for some reason this did not occur. Pat Hart answered that these were delayed and while they made it through the CCC, they did not make it all the way through the process and reach the UCC. The only language labs dropped last year were for the German courses. Sarah Nelson explained the department was working on some reorganization on how they were dealing with labs and what works the best for the students taking lower division courses. The department has chosen to discontinue requiring a one hour mandatory lab, and has instead created a course separate from the regular course. Rather than requiring a designated lab section, they are grouping 100- and 200-level classes into optional practice courses. This change makes it easier for students to take lower division courses as it is 4 rather than 5 credit commitment. This also makes it possible for anyone to sign up for 1 credit oral practice course which can allow students unable or not wanting to take the next series course to keep in contact with the language and have some practice. Don Crowley asked if the oral practice courses had already been created and Sarah Nelson answered that the practice courses were already created the department was trying eliminate the now unnecessary labs. The UCC voted unanimously to drop the requested courses.

**Other Business:** Jeanne Stevenson announced a session was available Wednesday, September 14 from 8-9:15 in Albertson 311 on how to go through the processes for curriculum changes and deadlines presented by Mary Stout. This session was intended for Department chairs as well as those in departmental roles dealing with curriculum. Jeanne Stevenson asked those present to pass this message along. Joe Law asked whether the dates and deadlines for the more involved curriculum changes were on a website or would be sent out. Jeanne Stevenson said that Mary Stout will likely do this shortly. This session was particularly for department chairs, and this announcement was a reminder and the meeting should already be on the chair’s individual calendars.

Meeting was adjourned at 4:42 pm. UCC will meet again on September 26, 2016.