

UNIVERSITY CURRICULUM COMMITTEE
2019-20 Meeting #1, September 9, 2019

Present: Lori Baker-Eveleth, Manoj Shrestha, Mark Adams, Julie Beeston (partial), Jim Connors, Aleksandra Hollingshead, Mark Nielsen, Steven Shook, Diane Prorak, Steven Shook, Sanjay, Sisodiya, Francesca Sammarruca, Linsey Brown, Dean Panttaja, Rebecca Frost.

Absent: Jean-Marc Gautier, Cher Hendricks, Jesse Smith, Hannah Spear, Stephen Fox.

Others present: Dwaine Hubbard.

The March 25, 2019 minutes were approved

Announcements & Communications

Council members introduced themselves. Lori Baker-Eveleth noted that many current members had not served on the UCC before. Manoj Shrestha is filling in for Bert Baumgaertner who is on sabbatical. Graduate and Undergraduate student representatives were not able to attend this first meeting.

New Business

UCC-20-007 Introductory Materials

Lori Baker-Eveleth reviewed the introductory materials with the Curriculum Committee members. Special note was given to the role of each member as a representative to their College. Each representative should review the agenda as early as possible to see if any information from your college is on the agenda. Representatives should be prepared to speak on the materials from their college if a departmental contact is not available.

Lori Baker-Eveleth also spoke to the role of the representative in reviewing curricular items. It was urged that representatives look at curricular proposals critically and ensure that the changes will make sense to the students. Lindsey Brown added that it is important to look at course pre-requisites and learning outcomes and to ensure that items were gone over with a fine-toothed comb before being passed.

Mark Nielsen raised concerns about the deadlines for curriculum submissions from the colleges. The deadline has changed multiple times over the past few years from October 15, to a difficult December 15, and is now the earliest it has been at October 1. Dwaine Hubbard spoke to the history of the changes and how it was moved back to ensure that the committee could hear and pass the information so that it could be included in the catalog before students begin to use it for registration. Mark Nielsen indicated that he would like more discussion on the deadline as October 1 is too early for the colleges and would like to move the deadline back to the October 15 date. Lindsey Brown indicated that a later date would impact the ability for changes to be published and available for the students prior to Fall registration. Lori Baker-Eveleth agreed that there should be more discussion on the timelines for Group A and B changes.

Sanjay Sisodiya brought up the difficulty that starting the term a week later may have brought to this year's deadline. Mark Nielsen did question that there might be issues outside the University Curriculum

Committee that were creating the difficulties in passing curriculum quickly and necessitating the earlier deadline. Lindsey Brown mentioned that another issue with later deadlines was coordinating the changes with scheduling so that correct information was available to students at time of registration.

Mark Adams brought up that the new deadlines meant that most departments needed to ensure their changes are made before the end of the prior spring term to ensure that they could follow the proper departmental and college approval workflows. This is difficult for a number of departments and with no one here during the summer many committees don't even begin to meet until early September.

Lindsey Brown mentioned a new curriculum management program that is currently being implemented that might help these items move more quickly. Implementation has been slowed due to issues with the vendor, but there is hope that a soft roll-out might be an option this December with full implementation by the next curriculum cycle. Rebecca Frost indicated that this might eliminate one of the most time consuming parts of curriculum approval which is errors in the paperwork that require a significant amount of time and effort between the Registrar's office and the departments to ensure accuracy in the submissions. The council agreed that more discussion should be had with regard to the deadlines for submissions at future meetings.

UCC-20-001 Department of Aerospace Studies

No representative was available to speak to the Aerospace studies changes. It was noted that this department operates out of WSU and makes it difficult to contact a representative. Dwaine Hubbard spoke to the fact that most of these changes are mandated by the Air Force for consistency across ROTC programs. Manoj Shrestha asked for clarification about the courses AERO 101 and AERO 102 as to whether they were being taught as a sequence as their titles would indicate that they were, but the course description is the same for both courses. Lori Baker-Eveleth mentioned that this is one of the reasons having a representative to speak to items is important, because it was confusing to committee members to know how the students would be expected to take these courses. Mark Nielsen pointed out that there was no prerequisite so they could be taken in any order. Rebecca Frost mentioned that ROTC students have separate advisors that would help these students.

Steven Shook asked if students needed to be in ROTC to take these courses, or if anyone could take them. It was discussed that given the absence of prerequisites it would appear that any student could take the course. Diane mentioned that it would be helpful to have more information that that the course changes were mandated by the Air Force.

The committee was left with questions on the content of the course as well as their sequential nature and pre-requisites. Francesca Sammarruca stated that it was confusing to have two descriptions be exactly the same but have to assume that different content is taught. Manoj Shrestha indicated that it was likely one might be a Fall course and one a Spring course taught at the different institutions, but no COOP statement was included so it was discussed that this was likely not the case. Rebecca Frost indicated that there are other instances in our curriculum where there may have been the same description for both courses but there was an expectation that different content would be covered. Jim

Connors moved to approve the changes to AERO 101 and 102, Mark Nielsen seconded. Motion was approved with one abstention.

Jim Connors brought up issues with the content of the other AERO courses. The 201 and 202 courses appear to be different courses using the same numbers. They also use the term leadership which has been an issue previously as there has been extensive discussion that no department should own the term. The Ag department was asked just last year to define leadership more narrowly and to avoid generic leadership usage. That in addition to the wholesale change of the courses was a problem.

Lindsey Brown asked if there was a change to the learning outcomes and it is not evident that there would be a change to that even with the new titles and content changes. Sanjay Sisodiya mentioned that leadership has been an issue between at least four departments in the past. Jim Connors indicated that their department had been required to more narrowly define leadership in their courses and other departments should be required to do this as well. Aleksandra Hollingshead asked what the options were for how to move forward with these courses. Lori Baker-Eveleth indicated that they could be passed, they could be returned, or they could be postponed. Jim Connors moved to table these items until next week, Steven Shook seconded. The vote was unanimous to postpone and table these items.

Mark Nelisen asked if the ROTC department had any control in the matter or were subject to Air Force ROTC mandates. There is a worry when content changes but numbers do not and whether that was just what they were given. Lori Baker-Eveleth mentioned that not approving could spur more action by the department and that they may be more forthcoming with the changes. Jim Connors expressed concern at keeping a number while changing title and description. Lindsey Brown indicated that it might be more difficult for the ROTC members to understand our curricular processes as these courses are separate and not taught by regular faculty. There is added difficulty as they are based out of WSU and difficult to contact. Lindsey Brown suggested that we contact the ROTC director on campus.

Manoj Shrestha asked if they were offered on different campuses, but even though the program is run through WSU the courses are offered on the UI campus and the courses need to exist for the student who are attending here. Lori Baker-Eveleth again pointed out how this was a good example of why having someone present to speak to items was important for better understanding and the ability to make changes.

Discussion

Jim Connors asked how long it took when things were approved to make it to the UCC. Specifically a new minor had been passed and he was hoping to see it soon. Rebecca Frost indicated that B changes were required to go to the Provost's office and it had been forwarded to that office and would take a longer time to pass. Rebecca Frost also indicated that there is currently not a lot of items that have been submitted so the volume will be less for these first meetings. Lori Baker-Eveleth added that volume would begin to increase in October through November when more changes have been submitted and that walking through the agendas will take more time as we move on and agendas should be looked at ahead of time to prepare.

Manoj Shrestha asked if they were responsible for informing their department when their items were on the agenda. Rebecca Frost replied that departments are notified and copied on UCC documents when they are sent out, so the representative should just be knowledgeable on the items in the event that a departmental representative is not available. Lori highlighted that as a representative you should be aware of the items and have at least some ability to discuss it to help move the process along and improve clarity and avoid bottlenecks.

Lindsey Brown mentioned that the first UCC item with the information materials was in response to a request for more training for UCC members. The Registrar's office is available if there are any questions. No specific policies are in place, but these items will work as a framework and guideline for curricular issues.

Lori Baker-Eveleth mentioned that there are a lot of instances where there are no specific policies such as in the area of cross-listings, where there have been numerous discussions about how these should be used but no action on codifying policy. Without a specific policy it is difficult for the committee to make any firm decisions regarding when to let cross-listings occur so most have been approved without much question. Lori suggested that we have a conversation regarding cross-listing and other policy discussions after we have completed the review of all curricular changes.

Hearing no additional questions, Chairperson Baker-Eveleth closed the meeting at 4:11pm. UCC will reconvene on Monday, September 16.

Rebecca Frost
Acting UCC Secretary