

APPROVED MINUTES

University Wide Undergraduate Curriculum Committee

Tuesday, August 25, 2015

16A Leonard Hall

I. Call to Order

In attendance: Ali, Clewell, Deckert, Fair, Freda, Greenawalt, Hess, Killam, Lewis, McDevitt, Mocek, Pararai, Pistole, Racchini, Sechrist, and Wachter.

Excused: None Absent: None

II. Approval of Minutes from April 21, 2015 Curriculum Committee Meeting

On a Pararai/McDevitt motion, the minutes for April 21st 2015 were approved as amended.

III. Co-Chairs Report

What Happened Since Our Last Meeting (See attachment)

IV. Liberal Studies Committee Report

Minutes of April 10-20, 2015

Minutes of April 9, 2015

V. Items for Review/Possible Action:

a. 14-7 HOSP 346 Catering for Special Events, distance education

- Please provide 1-2 specific sentences that address each objective to help in differentiating how each objective is accomplished in an online format.
- Number of modules mentioned changes; making it not obvious how the modules, as a whole, assist to accomplish the particular objective.
- On a Clewell/Killam motion the proposal was returned.

b. 15-5 ASIA 200 Introduction to Asian Studies, course revision, catalog description change

- Catalog Description: Introduction to the study of Asian societies. The course examines several different parts of Asia and the different academic disciplines as to how knowledge is created on Asia.
- Suggest keeping old description wording.
- The proposal was postponed.

c. 15-28a GEOS 119 Geology of Energy Resources, new course

- LS needs to review.
- The proposal was postponed.

d. 15-28b GEOS 119 Geology of Energy Resources, distance education

- LS needs to review.
- The proposal was postponed.

e. 15-28c GEOS 409 Geology of Shale Gas-Field Workshop, new course

- Cat Description 2nd sentence starts with: Explores the
- Cat Descrip should have: Includes travel to field base locations.
- Can any of the student learning objectives be at a higher-level verbs. Can proposers include an objective that is specific to the field experience?
- Brief course outline jumps from Part E to G.
- On a Fair/Greenawalt motion the proposal was provisionally approved.

f. 15-29a RGPL 412 Community Planning Practicum, catalog description change, modify prerequisite, course revision

- On a Pistole/Wachter motion the proposal was approved. Sechrist abstained.

- g. 15-29b RGPL 464 Land Use Policy, course deletion
 - Check coversheet to make sure documents are correct.
 - On a Fair/Lewis motion the proposal was approved. Sechrist abstained.
- h. 15-29c RGPL 468 Planning Theory, catalog description change, modify prerequisites
 - On a Freda/Killam motion the proposal was provisionally approved. Sechrist abstained.
- i. 15-31 EDEX 114 Atypical Development in Infants, Children and Adolescents, new course
 - Start catalog description with Presents... Last sentence ... Provides..
 - “Will” to “is” in second sentence of Cat Descrip.
 - 5 objectives are understanding... suggest adding more variety or higher level verbs such as recognize and construct... understand and demonstrate.
 - As a result of this course a student will:
 - Provide brief outline including more than titles of topics. Titles are too vague and do not lend to easy explanations of topics.
 - On a Deckert/Ali motion the proposal was returned.
- j. 15-33 BIOL 200 Medical Terminology, new course
 - Cat Descrip: Provides a basic approach
 - On a Freda/Lewis motion the proposal was provisionally approved.

The meeting adjourned at 5:02 pm
Respectfully submitted Justin Fair

Co-chairs Report August 28th or What Happened Since Our Last Meeting

- 1) Last academic year the former chair of Hospitality Management told the registrar's office that HRIM 150 Principles of Hospitality Management, HRIM 212 Club Operations Management, HRIM 313 Food Production and Service, and HRIM 330 Applications of Food Production and Service were inactive; and this is why he had not done proposals to change those prefixes to HOSP. When the department had a meeting on June 15th they wondered why these four courses were not in the new catalog copy. They informed Marcy that there had not been a departmental approval to make these courses inactive. So when asked I had no choice but to approve the prefix changes and stated that I would send this on to Senate in September. These were added on to last year's docket with the email trail.
- 2) One of the HPED new courses approved in late March was accidentally left off of the April Senate Agenda; it is on the September agenda and was added to the new catalog.
- 3) Multiple other errors were caught in June as chairs were editing the new catalog copy—these are all grouped together at the beginning of the September Senate agenda.
- 4) Once again many chairs/dean's offices asked the catalog editor to revise items without going through the curricular process and in most cases I said no unless the changes were non curricular. In the cases where there were errors in the Senate agenda, the text was revised in the new catalog with the understanding that the corrections would be sent to Senate in September.
- 5) We had several programs approved last year that had new courses in them that were not approved.
 - John caught the Pre-Physician's Assistant program and it was not added to the April Senate Agenda—it is awaiting the approval of BIOL 200.
 - I scrambled to add the revised Special Education program to the April Senate Agenda—finding one course whose title was incorrectly entered into the Senate agenda several years ago and then after the Senate meeting finding out that the dept. had forgotten to submit a new course proposal that was in the program.
 - Then found out that the same thing happened in the Popular Music certificate.

Plan of action for Program Revisions/New Programs:

- 1) Check course numbers to make sure that they match the catalog (Ali, Clewell, Deckert, and Fair)
 - Course prefixes should appear in alphabetical order and course numbers in numerical order
- 2) Check course titles and credits to make sure that they match the catalog (Freda, Greenwalt, Killiam & Lewis)
 - Ensure that all courses listed are approved
 - Mark for revision any & or abbreviations that are not currently in the catalog
- 3) Check that the number of credits adds up correctly & check footnotes (McDevitt, Pararai, Racchini, Watcher)
 - Ensure that all footnotes have a reference above and that the footnote makes sense in that location
- 4) Check that the program makes sense overall, has the correct degree title (last year we put some programs on the Senate Agenda with the name of the new track without the name of the degree (such as the new HPED tracks had been submitted without HPED), that there are no sequencing issues, Liberal Studies has been addressed, etc. (Sechrist, Mocek, Pistole, students)
- 5) Later check the Senate Agenda to make sure that all of these items are correct on the Senate Agenda (Everyone)