

## Minutes

University Wide Undergraduate Curriculum Committee

Tuesday, September 5, 2017

### 103 Humanities and Social Sciences Building

#### I. Call to Order

In attendance: Ali, Fair, Greenawalt, Irani, Killam, Kissel, Kleinman, Miller, Mocek, Pararai, Racchini, Reilly and Sechrist Excused: Black and Cooper Guest: Robertson

#### II. Approval of August 29, 2017 Minutes

The following corrections were made: item a changed to returned for motion, for item f. Kleinman abstained, for item g add credit hour change, for item j change an to and plus add may want . . . , for item e the following were asked to be Revised: rationale, add an outline and the SLOs; for item k add improve rationale; for item m add make SLOs upper level, add more detail to the course outline; for item q add that it is a catalog description change; for item s add that it is a course revision, title change, credit hour change.

-On a Greenawalt/Mocek the minutes were approved as corrected, Irani abstained.

#### II. Co-Chairs Report

Shari Robertson, Assessment Committee

- Introduced herself to the group.
- Spoke on the changes coming to IWiki about assessment. This was an informative session.
  - o Middle States dinged us for not really being able to say “we are attaining student learning outcomes” because we can’t gather and show the data.
  - o Ad hoc Assessment Committee or “AHA” committee was made up with representatives from all of the colleges, union etc. to come up with a way to better measure quantitatively our SLO both for programs and Liberal Studies courses. (Reilly and Mocek are on the committee)
    - AHA proposed changes to IWiki (they have not been made yet); will be made after the various groups have all been informed and feedback has been received.
    - Changes are coming at program level and for liberal studies. (two handouts passed around), 1. Made up example of what it will look like, 2. New infographic to visualize liberal studies EUSLOS better and other information on SLO.
- Changes on Iwiki. Looking at SLO at the program level.
  - o As new programs or program revisions come through the committee we need to make sure that SLO are measurable, student centered (the student will be able to . . . ), and that they have developed an assessment plan
    - These are the skills and expectations we have of students when they leave the program.
  - o Recommendation that there are no more than 4-6 program outcomes (because they will need to actually measure all those listed). This is for all programs, tracks, minors, or certificates.
    - Noted that not all programs need that many. A track or certificate may only need 1 or 2. Each track will need at least 1 unique outcome from another track.
  - o Suggestion from committee member, Greenawalt – “Program outcomes should be put into the catalog.” Suggestion taken very favorably by Robertson.
  - o Assessment Sherpa’s will be available to come and help departments come up with outcomes and other resource links will be provided.
- As the UWUCC our responsibility to make sure programs have SLO and they are measureable. Program level outcomes are different from student-centric outcomes (which is what they are looking for).
- LIBERAL STUDIES

- Middle States said we had to operationalize “informed,” “empowered,” and “responsible” Learners (which is stated that IUP graduates will be).
- Conceptualizations and operationalizations have been modified and beefed up. Now there are strong conceptualizations of the terms and there are 19 operational outcomes.
- On the IWiki in the Liberal Studies section you will need to fill out a table showing which SLO fulfills which of the 19 operational outcomes proposed.
  - Section 1 will be identifying outcomes, section 2 will map them to the operational outcomes, and section 3 will be a description.
- The goal is to have students eventually graduate with all 19 operational outcomes checked off.
- UWUCC debated whether our job was to assess the proposed assessment plans vs. just identifying that they are present.
  - Seems to be consensus that UWUCC’s job is to make sure they have outcomes and a plan, but not UWUCC’s job to assess whether the outcomes and assessment plans are appropriate for said department.
- Rousing discussion on our role as UWUCC to actually have a say or influence in our value at assessing them.

### III. Liberal Studies Committee Report—See above

### IV. Items for Review/Possible Action:

- a. 17-11 BLAW 336 Law of Business Organizations, distance education
  - i. Was returned last week because college outcomes were used not course outcomes. Course outcomes were now added and proposal was resubmitted.
    1. Concerns with the number of outcomes but since it is not a course revision . . .  
On a Pararai/Greenawalt motion was approved.
- b. 17-18m HOSP 470 Hospitality Business Model, course revision, course title change (was Hospitality Business Planning), distance education
  - i. Proposal for distance education.  
On a Killam/Ali motion unanimous approval.
- c. 17-18c HOSP 325 Hotel Sales, course revision, course number change (was 420), modify prerequisite
  - i. Technically this is a course revision not just a prerequisite change (fixed in meeting)
  - ii. Both the old and new outcomes have been included now.
    1. The rationale does not explain why the outcomes are changing. Furthermore, a new course outline is missing. There is also not a revised catalog description. Looking for better wording to match the catalog style such as “identifies the functions and activities of sales...”
    2. Proposed prerequisites have changed. The current proposal has one prerequisite, however, last week when this was reviewed there were two prerequisites.  
On a Fair/Greenawalt motion provisionally approved.
- d. 17-18e HOSP 341 Professional Wedding Planning and Consulting, modify prerequisite, course number change (was 270)
  - i. Catalog description does not match description in the proposal.
  - ii. Fix rationale and A, B, C, and H.
  - iii. Question brought up if there is a need to change the number. Course number being changed but we are not sure why this is the case.
  - iv. Need to have focus of rationale more clear.
  - v. Proposer does not need a course outline.  
On an Ali/Fair motion provisionally approved.
- e. 17-18f HOSP 347 Meeting and Convention Management, catalog description change, modify prerequisite, course number change (was 272)
  - i. Letter C is the same as A and B.

- ii. Need a course outline and a description. [Our records were incorrect this is not a course revision]
  - iii. Catalog description doesn't match and needs to be revised in style.
  - iv. Fix rationale, description, etc.  
On a Killam/Ali motion to return.
- f. 17-18g HOSP 352 Destination Management, new course
  - i. Question raised if a letter of support is needed from business? (relative agreement that this isn't needed).
  - ii. Attachment needs to be removed it doesn't fit.  
On a Fair/Racchini motion to provisionally approve.
- g. 17-18x HOSP 101 Introduction to the Hospitality Industry, course revision, change in credit hours
  - i. Being revised from 4 credits to 3 credits—remove in first new outcome “be able to”  
On Fair/Pararai motion to provisionally approve.
- h. 17-18y HOSP 408 Hospitality Strategic Management, course title change (was Hospitality Contract Operations)
  - i. Needs a senate rational. And needs more of a rationale than just “meets the needs”
  - ii. Needs a prefix and the number for this name change.
  - iii. Need for explaining better how this is the same course despite the name change. Needs a description of why this title change is needed.  
On a Pararai/Miller motion to return.
- i. 17-18w HOSP 494 Internship, new course
  - i. The second internship course for the department.
  - ii. Requiring 493 as a prerequisite for 494 which are both internships.
  - iii. Need a catalog description
  - iv. Suggestion to reduce the number of outcomes.  
On a Pararai/Irani motion to return.

The meeting adjourned at 4:59

Respectfully submitted by Steven Kleinman