

Undergraduate Curriculum Council (UCC)

March 14, 2019 – 3:00-5:00 p.m. in AA102, Meridian 680D, Bennion Conference Room

Volume XXXV, Meeting 1 (21-01)

MINUTES – *Approved by Curriculum Council via email vote on May 3, 2019; Approved by Academic Affairs on August 2, 2019*

A. PRELIMINARIES

1a. Attendance:

Members: Carmen Febles, Deidre Caputo-Levine, Steven Byers, Joanne Toevs, Cathy Gray, Wenxiang Zhu, Geoffrey Bennett, Weldon Hill, Susan Belliston (Chair), LaVona Andrew, Barb Mason

1b. Excused: Lisa Goss; JoAnn Hertz, Chris Hunt; Emily White, Corey Zink

Ex-Officio: Alan Frantz (for Joanne Tokle)

Admin. Asst: Catherine Read

1c. Absent: none

1d. Guests: Matt Wilson (GERC)

2. Council approved its Minutes for UCC's 'virtual' meeting on **January 17, 2019** when Change Memos were approved

3. Report from the Executive Committee:

- Catalog cleanup letter was sent to each department chair/program director along with spreadsheet(s) showing how many sections of each course have been offered annually since 2010-11. Courses not offered in last 4 years were highlighted; letter encouraged departments to either incorporate those courses into the current program or delete them from catalog.
- Chris Hunt is working on documenting several last minute catalog changes, will be forthcoming after spring break.
- Deadlines for proposal approvals will be moving up to accommodate new Faculty Senate routing.

4. Information from Academic Affairs:

- ISU's 2019 Three-Year Plan was submitted to OSBE yesterday – includes all proposed program changes for the next three years.
- Provost asked Frantz to relate to UCC that our catalog publishing date is similar to our sister institutions, so no changes are required based on that.

5. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC) update

Council **accepted** GERC Minutes for **January 22, 2019** and **February 12, 2019**

GERC has met several times this semester. Ongoing assessment, ORCs meeting for Objective 3 and 4 for 5-Year Review reports. Revised bylaws; had similar discussions this council will have regarding Faculty Senate and new DHS colleges. Main change in bylaws was to rein in the power of a potential rogue chair. GERC plans to revisit Objectives 7, 8 and 9; welcomes UCC's input. Do the courses and outcomes really account for the spirit of the gen ed program? Some interest in possibly incorporate critical thinking into all objectives, or expand categories, or something else? Discussions will continue this semester.

b. BAS Committee update

Council accepted BAS Committee Minutes for **October 2018** and **February 2019**

6. Information from the Chair: nothing to report

7. Information from the Faculty Senate and other Councils: none

8. Other related information or questions: none

B. INFORMATION ITEMS

Problematic Proposals: none this week

C. CONSENT CALENDAR – none this week

D. REMAINS TABLED

1. [Proposal #56](#) from **Teacher Education Studies: CHEM** to clean up the catalog, reduce credits, and align curriculum with state certification requirements. This is the fourth of eight sub-proposals created from the [original comprehensive proposal](#) and includes only changes to the **Chemistry** portions of the TES curriculum in the catalog. Has been **tabled** pending resolution of curriculum with Chemistry department. *Contingent upon approval of [TES Proposal #53](#) courses.*

E. UNFINISHED BUSINESS

State Proposals for Review: none this week

Curriculum, Course, and Program Change Proposals: none this week

F. NEW BUSINESS – Council accepted new business for discussion today

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes): none this week

State Proposals for Review: none this week

Curriculum, Course, and Program Change Proposals: none this week

Other Business:

1. [UCC Bylaws revisions](#)

Councils' DHS membership comparison spreadsheet was provided to members for discussion. Members discussed proposed revisions and made a few more suggestions regarding duties of officers and executive committee. Workload of each rep based on their constituent groups and programs was discussed. Suggestions ensuring one Health Sciences rep be from the College of Health Professions, one from Meridian, and one from Pocatello. Add ex-officio non-voting faculty per College if the Colleges want to send Council still awaiting guidance from Faculty Senate regarding whether Senate will mandate additional Health Science representatives be assigned to each council.

G. ADJOURNMENT: 4:58 p.m.

APPENDICES: none

Undergraduate Curriculum Council (UCC)

March 28, 2019 – 3:00-5:00 p.m. in REND 301, Meridian 683, Bennion Conference Room

Volume XXXV, Meeting 2 (21-02)

MINUTES – Approved by Curriculum Council via email vote on May 3, 2019; Approved by Academic Affairs on August 2, 2019

A. PRELIMINARIES

1a. Attendance:

Members: Carmen Febles, Steve Byers, Joanne Toevs, Cathy Gray, Lisa Goss, Wenxiang Zhu, Geoffrey Bennett, Weldon Hill, Susan Belliston (chair), LaVona Andrew, Barb Mason, Camdon Kay (ASISU)

Ex-Officio: Chris Hunt, Alan Frantz (for Joanne Tokle), Emily White, Corey Zink

Admin. Asst: Catherine Read

1b. Excused: Deidre Caputo-Levine, JoAnn Hertz

1c. Guests: Matt Wilson (GERC)

2. Minutes for UCC's 'virtual' meeting on **January 31, 2019**, and **March 14, 2019 -- forthcoming**

3. Report from the Executive Committee:

Met and discussed SBOE's desire to consider state proposals over two Board meetings, which means proposals will need to be on the mid-October Board agenda. That timeline entails state proposals and corresponding catalog proposals must be approved by the end of the preceding spring semester.

4. Information from Academic Affairs:

SBOE's subcommittee IRSA met recently. As they review state proposals they are most interested in the justification for why each proposed program is needed, workforce need and student demand, projected enrollments and graduate data, and sunset clauses for closing programs that do not meet projections after a few years. They are also strongly encouraging Open Educational Resources (OER), especially in General Education courses. Selected GEM common courses are expected to have at least one section using OER by Spring 2020.

5. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC) update

Wilson reported GERC is reviewing the gen ed assessment reports submitted last fall.

Compliance is still an issue – departments are not reliably submitting reports, are not always following their assessment plans, and confusion clearly persists among faculty and chairs as to what is expected and what the procedure is. Objective Review Committees are reviewing the 5-Year Reports for Objectives 3 and 4.

i. Council **accepted** GERC Minutes for **February 26, 2019**

b. BAS Committee update – none

6. Information from the Chair: none

7. Information from the Faculty Senate and other Councils:

Faculty Senate met and discussed health sciences representation, but have not mandated any changes for the subcouncils to implement.

8. Other related information or questions: none

B. INFORMATION ITEMS

State Proposals in the Approval Chain: none yet

State Proposals and Letters of Notification known to be in the Works:

MUST be submitted to Academic Affairs (Catherine and Joanne Tokle) no later than April 8, 2019:

New Certificate in **Cultural Resources Management (CAL)** – **CANCELLED** by department

32-credit Endorsement for **Family Consumer Sciences** – Letter of Notification request received, needs Dept. of Education approval too. Catherine to contact department to finish up details. [UCC proposal](#) was already approved.

New Minor in **Applied Behavior Analysis (CAL)** – Letter of Notification Request received by Academic Affairs; [UCC catalog proposal](#) in the works.

Program Name Change: from Dietetics Program to **Department of Nutrition and Dietetics (CoHP)** -- needs LON -- Letter of Notification Request received by Academic Affairs, Catherine to contact department to finish up details.

Program Name Change: from **Sport Science & Physical Ed** to ... (COE) -- needs LON

Expansion to Twin Falls: BS Degree and Post-Bac Certificate in **Pre-Speech Language Pathology (CRCS)** -- needs LON

Interprofessional Minor in **Healthy Aging (CoHP)** – needs LON

[UCC catalog proposal](#) is in the works

New B.S. in **Applied Mathematics (COSE)** – needs full proposal – initial draft rec'd by Academic Affairs, more info requested. [UCC catalog proposal](#) in the works.

New B.S. in **Computer Engineering (COSE)** – initial draft rec'd by Academic Affairs, more info requested. [UCC catalog proposal](#) is in the works

New B.S. in **Respiratory Therapy (COT)** – needs full proposal

[UCC catalog proposal](#) is in the works

New Academic Certificate in **Land Surveying (COT)** – needs full proposal

[UCC catalog proposal](#) is in the works

New BAS in **Cyber Physical Systems Engineering Technology (COT)** – needs full proposal

New ITC in **Basic Electronics (COT)** – needs full proposal + CTE

[UCC catalog proposal](#) is in the works

Discontinue: Post-bac Certificate in **Informatics (COB)** – needs Discontinuance proposal -- initial draft rec'd by Academic Affairs, more info requested.

[UCC catalog proposal](#) is in the works

Discontinue: BBA in **Health Informatics (COB)** – needs Discontinuance proposal -- initial draft rec'd by Academic Affairs, more info requested.

[UCC catalog proposal](#) is in the works

New BS in **Health Informatics (CoHP)** to replace the BBA – needs full proposal

Revise MS in **Health Informatics (CoHP)** to enhance curriculum and change delivery method to online – needs full proposal

New B.S. in **Investigative Forensics (CAL)** – needs full proposal

[UCC catalog proposal](#) is in the works.

New AAS in Pharmacy Technology (COT) – needs full proposal + CTE – on 3-Year Plan for 2021-22

[UCC catalog proposal](#) is in the works – for 2021-22

Problematic Proposals: none this week

C. CONSENT CALENDAR – none this week

D. REMAINS TABLED

1. [Proposal #56](#) from **Teacher Education Studies: CHEM** to clean up the catalog, reduce credits, and align curriculum with state certification requirements. This is the fourth of eight sub-proposals created from

the [original comprehensive proposal](#) and includes only changes to the **Chemistry** portions of the TES curriculum in the catalog. Has been **tabled** pending resolution of curriculum with Chemistry department. *Contingent upon approval of [TES Proposal #53 courses](#).*

E. UNFINISHED BUSINESS

1. Proposed [UCC Bylaws revisions](#)

Council reviewed and discussed the proposed changes. A major change was to add optional non-voting ex-officio faculty representatives in case colleges want to send an extra person to participate in council discussions without skewing the vote ratio. Andrew suggested modifying the Health Sciences representation to specify of the three reps, one must be from the College of Health Professions, and two must be from the remaining three colleges. Of those two, one representative be from Meridian, and the other be from Pocatello.

Mason requested the minutes reflect that although this Council acknowledges College of Pharmacy programs' curricula change constantly and the prolonged timeframe for approvals could cause accreditation problems, the catalog publishing deadline in mid-Spring and volume of required reviews, approvals, and catalog production process impose time constraints that cannot be condensed.

Council rearranged the paragraphs describing officers, duties of officers, and executive committee and made several edits to those and other sections.

Council discussed current and prospective council representation with Tony Seikel from Health Sciences administration. A spreadsheet showing the number of programs and gen ed courses per college, with current and prospective membership data, for each of the known faculty councils and committees was reviewed. The data showed it would be neither feasible nor fair if all four colleges in the Division of Health Sciences were to have their own representative on each council.

No action was taken since bylaws amendments cannot be approved in the same meeting in which they were made.

F. NEW BUSINESS –

1. Council Officer Nominations/Elections for 2019-20

Council nominated **Geoffrey Bennett** to be Chair next year, he accepted the nomination.

Council unanimously **elected** him as Chair for 2019-20.

Council nominated **Deirdre Caputo Levine** as Vice Chair; she was not here to accept the nomination.

Vote deferred until next meeting.

Council nominated **LaVona Andrew** to be Executive Secretary; she accepted the nomination.

Council unanimously **elected** her as Executive Secretary for 2019-20.

2. Council reviewed the status of each of the State Proposals and Letters of Notifications that have been requested and are in the works. They will monitor and follow up with their constituents.

G. ADJOURNMENT: 4:48 p.m.

APPENDICES: none

Undergraduate Curriculum Council (UCC)

April 4, 2019 – 3:00-5:00 p.m. in AA102, Meridian 680D, Bennion Conference Room

Volume XXXV, Meeting 3 (21-03)

MINUTES – Approved by Curriculum Council via email vote on May 3, 2019; Approved by Academic Affairs on August 2, 2019

A. PRELIMINARIES

1a. Attendance:

Members: Carmen Febles, Deidre Caputo-Levine, Steve Byers, Joanne Toevs, Cathy Gray, Lisa Goss, Wenxiang Zhu, Geoffrey Bennett (vice chair), Weldon Hill, Barb Mason,
Ex-Officio: Chris Hunt, Alan Frantz (for Joanne Tokle), JoAnn Hertz, Emily White, Corey Zink
Admin. Asst: Catherine Read

1b. Excused: Susan Belliston, LaVona Andrew, Camdon Kay (ASISU); Corey Zink

1c. Guests: Matt Wilson (GERC)

2. Minutes for UCC's 'virtual' meeting on **January 31, 2019**, and **March 14, 2019** and **March 28, 2019--forthcoming**
3. Report from the Executive Committee: did not meet, no report
4. Information from Academic Affairs:
 - Corey Zink cannot attend today's meeting; he has his oral defense tomorrow.
 - Please follow up with departments and have them finish and submit their State Proposals and corresponding catalog proposals.
5. Current Subcommittee Activities:
 - a. General Education Requirements Committee (GERC) update -- none
GERC Bylaws revisions forthcoming for consideration next week
 - b. BAS Committee update -- none
6. Information from the Chair: none
7. Information from the Faculty Senate and other Councils: none
8. Other related information or questions: none

B. INFORMATION ITEMS

State Proposals in the Approval Chain:

2019-01 Program Name Change: from Dietetics Program to **Department of Nutrition and Dietetics (CoHP) – Admin/Instruction Unit change** – awaiting UCC's endorsement, ready for approval chain. No catalog proposal necessary.

2019-03 Discontinue: Post-bac Certificate in **Informatics (COB)** – needs Discontinuance proposal -- awaiting UCC's endorsement and approval of [UCC catalog Proposal #2](#)

2019-04 Discontinue: BBA in **Health Informatics (COB)** – needs Discontinuance proposal awaiting UCC's endorsement and approval of [UCC catalog Proposal #2](#)

State Proposals and Letters of Notification known to be in the Works:

MUST be submitted to Academic Affairs (Catherine and Joanne Tokle) no later than April 8, 2019:

2019-02 Program Name Change: from Electrical Engineering Program to **Department of Electrical and Computer Engineering** – initial draft rec'd by Academic Affairs, more info requested. No catalog proposal necessary.

New Emphasis in **Data Analytics** – needs LON

[UCC catalog Proposal #2](#) under review by UCC

32-credit Endorsement for **Family Consumer Sciences** – Letter of Notification request received, awaiting approval of endorsement by Dept. of Education Professional Standards Committee. *UCC proposal was already approved.*

New Minor in **Applied Behavior Analysis (CAL)** – Letter of Notification Request received by Academic Affairs; [UCC catalog proposal](#) in the works.

Program Name Change: from **Sport Science & Physical Ed** to ... (COE) -- needs LON

Expansion to Twin Falls: BS Degree and Post-Bac Certificate in **Pre-Speech Language Pathology (CRCS)** -- needs LON No catalog proposal necessary.

Interprofessional Minor in **Healthy Aging (CoHP)** – needs LON

[UCC catalog proposal](#) is in the works

New B.S. in **Applied Mathematics (COSE)** – needs full proposal – initial draft rec'd by Academic Affairs, more info requested. [UCC catalog proposal](#) in the works.

New B.S. in **Computer Engineering (COSE)** – initial draft rec'd by Academic Affairs, more info requested. [UCC catalog proposal](#) is in the works

New B.S. in **Respiratory Therapy (COT)** – needs full proposal

[UCC catalog proposal](#) is in the works

New Academic Certificate in **Land Surveying (COT)** – needs full proposal

[UCC catalog proposal](#) is in the works

New BAS in **Cyber Physical Systems Engineering Technology (COT)** – needs full proposal

[UCC catalog proposal](#) is in the works

New ITC in **Basic Electronics (COT)** – needs full proposal + CTE

[UCC catalog proposal](#) is in the works

New BS in **Health Informatics (CoHP)** to replace the BBA – needs full proposal

[UCC catalog proposal](#) is in the works

Revise MS in **Health Informatics (CoHP)** to enhance curriculum and change delivery method to online – needs full proposal

New B.S. in **Investigative Forensics (CAL)** – needs full proposal

[UCC catalog proposal](#) is in the works.

New AAS in Pharmacy Technology (COT) – needs full proposal + CTE – on 3-Year Plan for 2021-22

[UCC catalog proposal](#) is in the works – for 2021-22

Problematic Proposals: none this week

C. CONSENT CALENDAR – none this week

D. REMAINS TABLED

1. [Proposal #56](#) from **Teacher Education Studies: CHEM** to clean up the catalog, reduce credits, and align curriculum with state certification requirements. This is the fourth of eight sub-proposals created from the [original comprehensive proposal](#) and includes only changes to the **Chemistry** portions of the TES curriculum in the catalog. Has been **tabled** pending resolution of curriculum with Chemistry department. *Contingent upon approval of [TES Proposal #53](#) courses.*

E. UNFINISHED BUSINESS

1. Council unanimously approved the [UCC Bylaws revisions](#) to reflect the new reporting line to Faculty Senate in accordance with the recently approved Faculty Constitution. Catalog change reporting line to

Academic Affairs is retained to ensure compatibility with strategic planning. Other minor changes were made to update membership, eligibility requirements, and duties of officers. (Appendix A)

2. Vice Chair Nominations/Elections for 2019-20
Deirdre Caputo-Levine formally accepted last week's nomination as Vice Chair. Council unanimously **elected** her to serve as Vice Chair for next year.

F. NEW BUSINESS –

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes): none this week

State Proposals for Review/Endorsement:

1. Council voted unanimously to **endorse** the State Proposal **2019-01 CHP Dietetics: change Instruct/Admin Unit**: change unit name from **Dietetics Program** to **Department of Nutrition and Dietetics** – no catalog proposal required (Appendix S-1)
2. Council voted unanimously to **endorse** the State Proposal **2019-03 COB Informatics: Discontinue** Post-Baccalaureate Academic Certificate in **Informatics** *Corresponds to UCC AY2020 Proposal #2* (Appendix S-2)
3. Council voted unanimously to **endorse** the State Proposal **2019-04 COB Health Informatics: Discontinue** BBA in **Health Informatics** *Corresponds to UCC AY2020 Proposal #2* (Appendix S-3)

Curriculum, Course, and Program Change Proposals:

1. Council voted unanimously to **approve Proposal #1** from **Marketing and Management** to create new course MGT 4432 as equivalent to MKTG 4432, and to add CMP 2261 as a pre-requisite for MKTG 4428. (Appendix 1)
2. Council voted unanimously to **approve Proposal #2** from **Informatics** to discontinue the Post-Baccalaureate Academic Certificate in Informatics (State Proposal #2019-03), discontinue the BBA in Health Informatics (State Proposal #2019-04), create new emphasis in Data Analytics (#2010-LON-xx), create new courses INFO 3320 & INFO 4485, delete INFO 1182, update courses and curriculum. *Requires SBOE approval of new Emphasis (2019-LON-xx) and two Discontinuances (State Proposals 2019-03 & 2019-04).* (Appendix 2)

G. ADJOURNMENT: 3:40 p.m.

APPENDICES

ACTIONS APPROVED:

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes): -- none this week

STATE PROPOSALS ENDORSED:

- S-1. 2019-01 CHP Dietetics: change Instruct/Admin Unit**: change unit name from **Dietetics Program** to **Department of Nutrition and Dietetics** – no catalog proposal required

- S-2. [2019-03 COB Informatics: Discontinue](#)** Post-Baccalaureate Academic Certificate in **Informatics**
Corresponds to [UCC AY2020 Proposal #2](#)
- S-3. [2019-04 COB Health Informatics: Discontinue](#)** BBA in **Health Informatics** *Corresponds to*
[UCC AY2020 Proposal #2](#)

CURRICULUM PROPOSALS APPROVED:

- 1. [Proposal #1](#)** from **Marketing and Management** to create new course MGT 4432 as equivalent to MKTG 4432, and to add CMP 2261 as a pre-requisite for MKTG 4428.
- 2. [Proposal #2](#)** from **Informatics** to discontinue the Post-Baccalaureate Academic Certificate in Informatics (State Proposal #[2019-03](#)), discontinue the BBA in Health Informatics (State Proposal #[2019-04](#)), create new emphasis in Data Analytics (#[2010-LON-xx](#)), create new courses INFO 3320 & INFO 4485, delete INFO 1182, update courses and curriculum. *Requires SBOE approval of new Emphasis (2019-LON-xx) and two Discontinuances (State Proposals 2019-03 & 2019-04).*

BYLAWS AMENDMENTS:

- A. [UCC Bylaws revisions](#)** to reflect the new reporting line to Faculty Senate in accordance with the recently approved Faculty Constitution. Catalog change reporting line to Academic Affairs is retained to ensure compatibility with strategic planning and program. Other minor changes were made: updating membership, eligibility requirements, and duties of officers.

Undergraduate Curriculum Council Bylaws

Approved by UCC: Revised and Approved March 5, 2015;

Approved by UCC: Amended and approved October 10, 2015

Approved by UCC: Amended 4/26/2018 and approved May 3, 2018

[Approved by UCC: Amended 3/28/2019 and approved April 4, 2019](#)

Approved by Academic Affairs: Approved November 18, 2015

Approved by Academic Affairs: Amendments approved May 23, 2018

Article I -- Name

The name of this body is the Undergraduate Curriculum Council (UCC). The UCC reports to the [Faculty Senate, Provost and Vice President for Academic Affairs](#).

Article II -- Purpose

The UCC exercises, at the University level, the faculty's primary responsibility for the fundamental area of undergraduate curricula. The UCC's approval is required for all curricular and program changes that are to appear in the Undergraduate Catalog. The UCC's functions include, but are not limited to:

- Identification of potential confusion with existing programs, courses, and degrees due to the proposed title of the new program, course, or degree
- Identification of potential dilution of existing programs, courses, or degrees
- Prevention of duplication with existing programs, courses, or degrees

- Detection of possible conflict with accrediting standards applying to existing programs, courses, and degrees
- Evaluation of transfer policies and standards for award of Idaho State University credit
- Continued clarification of the Undergraduate Catalog

Article III -- Membership, Selection, and Recall

A. Committee Composition

The UCC consists of thirteen (13) voting members:

- one (1) faculty member from each of the two (2) divisions in the College of Arts and Letters:
 - one (1) representing Fine Arts/Humanities
 - one (1) representing Social and Behavioral Sciences
- one (1) faculty member from the College of Business
- one (1) faculty member from the College of Education
- two (2) faculty members from the College of Science and Engineering:
 - one (1) faculty member representing Biological Sciences, Chemistry, and Geosciences
 - one (1) faculty member representing Computer Science, Mathematics, Physics, and Engineering
- three (3) faculty members from the Division of Health Sciences:
 - one (1) representing the College of ~~Health Professions~~ **Pharmacy**
 - two (2) representing ~~all other units in the Division~~ **the remaining colleges:**
 - **of the three, at least one must be from Meridian**
 - **of the three, at least one must be from Pocatello**
- two (2) faculty members from the College of Technology
- one (1) faculty member from the University Library
- one (1) student representative from ASISU

In addition, there are **at least** four (4) *ex officio*, non-voting members, **including the following:**

- one (1) appointed from the Office of the Registrar
- one (1) appointed from the Office of the Provost/Vice President for Academic Affairs
- one (1) appointed from Central Academic Advising
- one (1) appointed from College of Technology Student Services
- **additional appointed by colleges as deemed appropriate for additional faculty representation (no more than one faculty *ex-officio* per college)**

Voting faculty members will be elected by the faculty of the appropriate division, college, or school.

B. Eligibility

To be eligible to serve on the Undergraduate Curriculum Council a person must be a member of the faculty (tenure or non-tenure track, clinical, or research faculty) with at least a 0.5 FTE appointment, holding the non-administrative rank (or equivalent rank) of instructor or above, and have had at least one year academic service at Idaho State University or equivalent service elsewhere. Department Chairs and Program Directors **at less than 50% administrative workload** are considered non-administrative appointments and are eligible to serve on UCC. Administrators at or above the Assistant/Associate/Dean level are not eligible to serve since UCC's Minutes, actions, and recommendations are reviewed by the Council of Deans and/or Associate Deans' Council, and by Academic Affairs. Faculty may not serve more than two (2) consecutive terms on UCC without a one-term break.

C. Election/Appointment Process

Faculty members of the UCC are elected by the faculty of the designated units. Should an elected member resign or be unable to serve, his or her replacement will be elected by the faculty of the appropriate division or college. Elected members should have experience with curricular matters in the designated unit. The student member will be appointed by the Associated Students of Idaho State University (ASISU). *Ex officio* members are appointed by their units.

D. Terms of Membership

Faculty members are elected to serve on the UCC for a term of three years, with re-election for one consecutive three-year term allowed. Additional terms are permissible once the faculty member has been off the council for a minimum of one term. Exceptions can be made in the case of mid-term vacancy. Terms of office are based on the academic calendar and are staggered, with approximately one-third of the UCC membership being replaced each year. The term staggering is permanent, meaning that members filling mid-term vacancies serve for the remainder of that term, and must be reelected or replaced when the term expires. Election of new members must take place by the end of the spring semester preceding their terms in office. The student representative and *ex officio* members serve at the pleasure of those appointing them without restriction on their terms.

D. Recall and Appeal

Faculty members may be subject to recall for excessive absence, failure to carry out assigned duties, or other malfeasance. Recall motions may be introduced by any member of the UCC but must include a specific statement of the reasons for recall. A member may be removed from the UCC by a majority vote of the total voting membership of the UCC, but only after the member has been offered an opportunity to defend himself or herself before the members of the UCC. A recall may also be initiated by the constituent unit of a UCC member by a petition signed by at least 50 percent of the faculty members within who are eligible to vote. Such a petition is submitted to the Executive Secretary of the UCC who, after ascertaining the validity of the petition, makes the recall motion at the next regularly scheduled meeting of the UCC.

Article IV -- Officers and Meetings

A. Selection of Officers

The UCC elects a Chair, Vice Chair, and Executive Secretary for the next academic year in the Spring Semester from the continuing faculty membership of the UCC (excluding student and *ex officio* members). These officers serve as the Executive Committee of the UCC and may be re-elected if eligible. If the office of any Executive Committee member becomes vacant, the UCC elects a new officer from among its members.

Officers are subject to removal before completion of their term. The process of removal from office begins with a motion made by any UCC member specifying the reasons for removal from office. An officer may be removed from office by a majority vote of the total voting membership of the UCC, but only after the officer has been offered an opportunity to defend himself or herself before the members of the UCC (see Article III). However, if so removed, he or she continues as a UCC member until his or her term expires.

B.D. Duties of the Officers

The Chair presides over meetings of the UCC and the Executive Committee, and compiles and reports the UCC's overall actions yearly to Faculty Senate, and to Academic Affairs. The Chair also attends Faculty Senate meetings and is a non-voting *ex-officio* member of Faculty Senate, serving as a liaison between the Senate and the Council.

The Vice Chair shall serve in the absence of the Chair. The Vice Chair fulfills the duties of the Chair in the absence of the Chair, and the Vice Chair normally succeeds the sitting Chair. The Vice Chair also attends GERC meetings as a non-voting *ex-officio* member.

The Executive Secretary meets with the other members of the Executive Committee as needed, takes and transcribes meeting minutes in the absence of a staff secretary, and maintains other records as requested by the UCC Chair. The Executive Secretary is also responsible for communications to the UCC or other main communications as designated by the Executive Committee of UCC. The Executive Secretary assumes the Chair's responsibilities in the absence of the Chair and the Vice Chair.

C. E. Duties of the Executive Committee

Duties of the Executive Committee are determined by the UCC and include, but are not limited to, such actions as: screening proposals before placement on the Council agenda; screening minor changes in course and other catalog copy, which may include semester changes in course descriptions, course numbers, dropping or adding cross-listings within course descriptions in departments other than the originating department, minimum

standards for majors within departments, and correcting minor errors in catalog text. All Executive Committee actions are presented to UCC for discussion and approval.

The Executive Committee meets regularly with the representative from the Registrar's Office along with the recording/staff secretary.

D.B. Meetings

The UCC meets in accordance with a calendar governing meetings (historically, meetings have been held on **Thursdays, 3:00 p.m. - 5:00 p.m.**). It is the responsibility of the UCC Chair to inform members of the time, location, and agenda of scheduled meetings. Upon request by three or more UCC members, the Chair must schedule an additional UCC meeting within a two week period if needed outside of normal scheduling.

E.C. Attendance and Substitutes

Members are expected to attend all meetings and to inform the Chair of the UCC when they cannot attend. Voting members who cannot attend may send a substitute with voting proxy from the member's constituency. Excessive absences (more than three) during an academic year may subject a UCC member to recall (see Article III D.)

D. Duties of the Officers

~~The Chair presides over meetings of the UCC and the Executive Committee, and compiles and reports the UCC's overall actions yearly to Academic Affairs. The Vice Chair shall serve in the absence of the Chair. The Vice Chair fulfills the duties of the Chair in the absence of the Chair, and the Vice Chair normally succeeds the sitting chair. The Executive Secretary meets with the other members of the Executive Committee as needed, takes and transcribes meeting minutes in the absence of a staff secretary, and maintains other records as requested by the UCC Chair. The Executive Secretary assumes the Chair's responsibilities in the absence of the Chair and the Vice Chair.~~

E. Duties of the Executive Committee

~~Duties of the Executive Committee are determined by the UCC and include, but are not limited to, such actions as: screening proposals before placement on the Council agenda, screening minor changes in course and other catalog copy, which may include semester changes in course descriptions, course numbers, dropping or adding cross listings within course descriptions in departments other than the originating department, minimum standards for majors within departments, and correcting minor errors in catalog text. All Executive Committee acts are presented to UCC for discussion and approval.~~

Article V -- Minutes, Quorum, and Voting

A. Minutes

Minutes are kept for each meeting and submitted to the Faculty Senate and to Academic Affairs for acceptance. UCC's Minutes will thereafter be made available to the Deans and/or Associate Deans. Academic Affairs will review Minutes and actionable items and notify the UCC Chair and recording secretary of all feedback and decisions. Minutes will be ~~made available to the Deans and/or Associate Deans, and to Faculty Senate, and will be~~ posted on UCC's website once accepted by Academic Affairs.

B. Quorum

Meetings are conducted only when a quorum (more than one-half of the elected voting UCC membership, plus the ASISU appointment) is present.

C. Voting

Motions, unless otherwise provided for in these bylaws, pass by a simple majority of votes cast. Abstentions do not count as votes; tie votes fail; and the Chair may vote votes on all motions. Voting by proxy is allowed. Voting on motions that have been seconded at a regular meeting may be conducted by mail or email unless at least three (3) voting members request that it be done in person. Voting by proxy is allowed when notification of

proxy assignment is made to the Chair or recording secretary prior to the scheduled meeting. A proxy must be given to a faculty member within the member's area of representation who is not already serving on the UCC.

Article VI -- Standing Committees

The UCC reviews and accepts the minutes and recommendations of the following standing subcommittees:

- Bachelor of Applied Science (BAS) Committee
- General Education Requirements Committee (GERC)

UCC forwards accepted subcommittee minutes to Faculty Senate and to Academic Affairs for review and acceptance. The minutes and recommendations will be made available for review by Deans and/or Associate Deans. Once Academic Affairs has accepted them, the minutes will be posted on the relevant subcommittees' respective websites.

A record of the members and bylaws of the above committees is maintained and posted on the relevant committee's respective websites. The Council may appoint *ad hoc* subcommittees as necessary.

Article VII -- Bylaws Amendment Process

Bylaws may be amended by a two-thirds vote of the current voting membership. No amendment may be introduced and voted upon at the same meeting. Bylaws changes are subject to approval by the Faculty Senate and by the Provost/Vice President for Academic Affairs. The UCC will review its bylaws within three years of the date of its last review.

Article VIII -- Business Items

The UCC receives its business items by the following means [from the following sources]:

- Business referred to the UCC by the Office of Academic Affairs, Colleges, Division, or other academic units
- Items brought in by a member of the UCC
- Items referred by the University community

Items or policies policy not completed in one academic year should be considered old or continuing business to be completed by the UCC in the next academic year.

*Robert's Rules of Order, Newly Revised is the authority in all matters not covered by these bylaws and/or approved operating procedures.

Undergraduate Curriculum Council (UCC)

April 18, 2019 – 3:00-5:00 p.m. in AA102 and Meridian 680D

Volume XXXV, Meeting 4 (21-04)

MINUTES – *Approved by Curriculum Council via email vote on May 3, 2019; Approved by Academic Affairs on August 2, 2019*

A. PRELIMINARIES

1a. Attendance:

Members: Carmen Febles, Deidre Caputo-Levine, Steve Byers, Joanne Toevs, Cathy Gray, Wenxiang Zhu, Geoffrey Bennett (vice chair), Weldon Hill, Susan Belliston, Barb Mason

Ex-Officio: Chris Hunt, Alan Frantz (for Joanne Tokle), JoAnn Hertz, Emily White, Corey Zink

Admin. Asst: Catherine Read

1b. Excused: Lisa Goss, LaVona Andrew, Camdon Kay (ASISU)

1c. Guests: none

2. Minutes – *all forthcoming*

‘virtual’ meeting on **January 31, 2019**

March 14, 2019, March 28, 2019 and April 4, 2019

3. Report from the Executive Committee: none

4. Information from Academic Affairs: no report

5. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC) update

i. GERC Minutes for **March 26, 2019** – *forthcoming*

ii. Council **approved** GERC’s Bylaws revisions made in accordance with the periodic review and update required every three years. ([Appendix BYLAWS](#))

b. BAS Committee update -- none

6. Information from the Chair:

Belliston reported College of Health Professions is holding elections to fill her vacating seat for next year.

7. Information from the Faculty Senate and other Councils: none

8. Other related information or questions: none

B. INFORMATION ITEMS – none this week

C. CONSENT CALENDAR – none this week

D. REMAINS TABLED

1. [Proposal #56](#) from **Teacher Education Studies: CHEM** to clean up the catalog, reduce credits, and align curriculum with state certification requirements. This is the fourth of eight sub-proposals created from the [original comprehensive proposal](#) and includes only changes to the **Chemistry** portions of the TES

curriculum in the catalog. Has been **tabled** pending resolution of curriculum with Chemistry department.
Contingent upon approval of [TES Proposal #53](#) courses.

E. UNFINISHED BUSINESS -- none

F. NEW BUSINESS – Council voted to **accept** New Business for consideration.

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes):

1. Council voted to **approve** the [Change Memo: More Minor Changes for 2019-20 Catalog](#) to correct various errors found while preparing catalog for publication. ([Appendix A](#))

State Proposals for Review/Endorsement:

1. Council voted to **endorse #2019-02 COSE Electrical Engineering: change Instruct/Admin Unit:** change unit name from **Electrical Engineering Program** to **Department of Electrical and Computer Engineering** – no catalog proposal required. ([Appendix S-1](#))
 This is the **first of three** proposals required to split up the current Department of Physics, Nuclear Engineering, Electrical Engineering, and Health Physics into separate departments.
2. **2019-05 COSE Mathematics:** create new B.S. degree in **Applied Mathematics**
 Corresponds to UCC AY2021 [Proposal #3](#)
Tabled pending dean's signature
3. Council voted to **endorse #2019-06 COSE Nuclear Engineering/Health Physics: change Instruct/Admin Unit:** change unit name from **Nuclear Engineering** and **Health Physics Programs** to reestablish the former **Department of Nuclear Engineering and Health Physics** – no catalog proposal required. ([Appendix S-2](#))
 This is the **second of three** proposals required to split up the current Department of Physics, Nuclear Engineering, Electrical Engineering, and Health Physics into separate departments.
4. Council voted to **endorse #2019-xx COSE Physics: change Instruct/Admin Unit:** change unit name from **Physics Program** to reestablish the former **Department of Physics** – no catalog proposal required. ([Appendix S-3](#))
 This is the **third of three** proposals required to split up the current Department of Physics, Nuclear Engineering, Electrical Engineering, and Health Physics into separate departments. *However, the college dean does NOT want this proposed change going forward as yet; there are still some issues to be resolved.*
5. Council voted to **endorse #2019-07 COT Robotics & Communications Systems Engineering Technology:** create a new Intermediate Technical Certificate (ITC) in **Basic Electronics** comprised of the first two semesters of the AAS program. ([Appendix S-4](#))
 Corresponds to UCC AY2021 [Proposal #5](#)
6. **2019-08 COT Respiratory Therapy:** create a new B.S. degree in **Respiratory Care** as an associate's degree completion program. *Contingent upon approval of a new faculty position.*
 Corresponds to UCC AY2021 [Proposal #6](#)
Tabled until next week's meeting to allow time for more review.
7. Council voted to **endorse #2019-09 COT Surveying and Geomatics Engineering Technology:** create a new post-baccalaureate 30-credit Academic Certificate in **Land Surveying**. ([Appendix S-5](#))
 Corresponds to UCC AY2021 [Proposal #4](#)

Curriculum, Course, and Program Change Proposals:

1. [Proposal #3](#) from **Mathematics & Statistics** to create a new B.S. degree in Applied Mathematics. *Requires SBOE approval of State Proposal #2019-05 Tabled* until next week's meeting
2. Council unanimously **approved Proposal #4** from **Surveying and Geomatics Engineering Technology** to create a new post-baccalaureate 30-credit Academic Certificate in **Land Surveying**. *Requires SBOE approval of State Proposal #2019-09 (Appendix 1)*
3. Council unanimously **approved Proposal #5** from **Robotics & Communications Systems Engineering Technology** program to create a new one-year Intermediate Technical Certificate (ITC) in Basic Electronics comprised of the first two semesters of the existing A.A.S program. *Requires SBOE approval of State Proposal #2019-07 (Appendix 2)*
4. [Proposal #6](#) from **Respiratory Therapy** program to create a new B.S. degree in Respiratory Care as an associate's degree completion program, and to create new upper division RESP 44xx courses. *Contingent upon approval of a new faculty position and SBOE approval of State Proposal #2019-08 Tabled* until next week's meeting to allow time for more review.
5. [Proposal #7](#) from **Industrial Cybersecurity Engineering Technology** program to convert some existing ECET courses to upper division (33xx and 44xx) in preparation for potential BAS degree. *Tabled* until next week's meeting pending resolution of impact responses.

G. ADJOURNMENT: 4:10 p.m.

APPENDICES

ACTIONS APPROVED:

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes):

- A. [Change Memo: More Minor Changes for 2019-20 Catalog](#) to correct various errors found while preparing catalog for publication.

To: Undergraduate Curriculum Council Executive Committee
From: Chris Hunt, Associate Registrar
cc:
Date: April 15, 2019
RE: More Minor Changes for 2019-20 catalog



The following is a list of minor changes that were found to be necessary or beneficial during the catalog editing and production process.

- In the 30 credit endorsements for French and Spanish, the 4480 course should be 4470.
- In Secondary Education, the 20 and 30 credit endorsements in History were reformatted to match the BA in History changes in proposal 50.
- In Elementary Education, the 20 credit endorsements in History were reformatted to match the BA in History changes in proposal 50.

- In the French 20 and 30 credit endorsements, CMLT 2208 Cultures of the Spanish Speaking World, which was the incorrect course, has been replaced with the correct course - CMLT 2207 Contemporary European Culture
- Prop 11 - CTE 4499 has been removed from the list of electives because experimental courses cannot be used to fulfill program requirements.
- Added MATH 1153 to BA/BS Psychology requirements as it is a prerequisite to required course PSYC 2227.
- Secondary Ed French 30 credit endorsement electives should be 2-3 credits
- Elementary Ed Biology - clarification that BIOL 2227/2227L, or BIOL 2228/2228L, or BIOL 33301/3301L or BIOL 3302/3302L will meet the requirement.
- Statement in parentheses “or equivalent to CMLT 2208 or CMLT 2209” removed from CMLT 2207 in the 30 & 20 credit French teaching endorsements per Jamie Webster’s request
- The new course CSD 3374 has been added to the required courses for the BS in Sign Language Interpreting. This course was accidentally left out of Part C, and it is required for the program’s accreditation.
- The statement “PREREQ: Acceptance into Didactic Program in Dietetics” has been added to NTD 4401. NTD 4401 is a new course that is replacing NTD 3300. NTD 3300 had this prereq statement included, but the PO forgot to add it when creating the new course.
- ENGL 1101/1101P removed from requirements for BS Dietetics
- BIOL 2227/2227L and BIOL 2228/2228L added to BA/BS Sports Science, Exercise Science concentration as alternatives for BIOL 3301/3302.
- Per Allisha Weeden, all courses required for admission into the dietetics program should be marked as needing a grade of C- or higher.
- Per Allisha Weeden, the course MATH 1153 should be located in the list of required courses for the didactic program in dietetics instead of in the list of courses needed for admission into the program because this course is typically taken by students in the junior year.
- In BS Gen Family & Consumer Sciences, NTD 1104 & NTD 2204 have been updated to NTD 2205/L. NTD 1104 and 2204 have been deleted by the dietetics program. NTD 2205/L now covers the material from both 1104 and 2204.
- The same change as above has been made for NTD 1104 and NTD 2204 in the 45 credit endorsement for Family Consumer Sciences. Because this change lowered the total credits to 44, one credit was added to the electives, bringing total credits back to 45.
- In the FCS Minor: NTD 1104 has been replaced by NTD 2205/L. Under “Select one course from the following,” NTD 2204 has been removed.
- MSTH 0100 is returned to 2 credits, instead of the proposed reduction to 1 credit, because the credit amount shows up as 0 for dual enrollment students.
- The 1 credit elective was removed from the AAS in Massage so that the total credits would be 60, once MSTH 0100 returns to 2 credits.
- Add MATH 1143 as a prereq to ECON 3301
- Minor in Sign Language Studies: clarified how many credits of electives are needed
- Added BIOL 1100 exclusion in electives for BA Biol, Nat Hist, BS Biol, IOB and Envr.
- Added BIOL 1100 and BIOL 2221 exclusion to BS Microbiology

- Re-added ECON 4440 Economics of Health Care to the Health Care Proficiency list for the HO, OT, and OT-Accelerated concentrations of the BSHS, which was accidentally left out. (ECON 4440 was previously listed as ECON 3303 in prior catalog years.)
- Corrected Total Credits listed for GeoTechnology Minor from 13-25 to 18-25.

STATE PROPOSALS ENDORSED:

- S-1.** State Proposal #[2019-02](#) **COSE Electrical Engineering: change Instruct/Admin Unit:** change unit name from **Electrical Engineering Program** to **Department of Electrical and Computer Engineering – no catalog proposal required.**
This is the **first of three** proposals required to split up the current Department of Physics, Nuclear Engineering, Electrical Engineering, and Health Physics into separate departments.
- S-2.** State Proposal #[2019-06](#) **COSE Nuclear Engineering/Health Physics: change Instruct/Admin Unit:** change unit name from **Nuclear Engineering and Health Physics Programs** to reestablish the former **Department of Nuclear Engineering and Health Physics – no catalog proposal required.**
This is the **second of three** proposals required to split up the current Department of Physics, Nuclear Engineering, Electrical Engineering, and Health Physics into separate departments.
- S-3.** State Proposal #[2019-xx](#) **COSE Physics: change Instruct/Admin Unit:** change unit name from **Physics Program** to reestablish the former **Department of Physics – no catalog proposal required.**
This is the **third of three** proposals required to split up the current Department of Physics, Nuclear Engineering, Electrical Engineering, and Health Physics into separate departments. *However, the college dean does NOT want this proposed change going forward as yet; there are still some issues to be resolved.*
- S-4.** State Proposal #[2019-07](#) **COT Robotics & Communications Systems Engineering Technology:** create a new Intermediate Technical Certificate (ITC) in **Basic Electronics** comprised of the first two semesters of the AAS program.
Corresponds to UCC AY2021 [Proposal #5](#)
- S-5.** State Proposal #[2019-09](#) **COT Surveying and Geomatics Engineering Technology:** create a new post-baccalaureate 30-credit Academic Certificate in **Land Surveying.**
Corresponds to UCC AY2021 [Proposal #4](#)

CURRICULUM PROPOSALS APPROVED:

1. [Proposal #4](#) from **Surveying and Geomatics Engineering Technology** to create a new post-baccalaureate 30-credit Academic Certificate in **Land Surveying.** *Requires SBOE approval of State Proposal #2019-06*
2. [Proposal #5](#) from **Robotics & Communications Systems Engineering Technology** program to create a new one-year Intermediate Technical Certificate (ITC) in Basic Electronics comprised of the first two semesters of the existing A.A.S program. *Requires SBOE approval of State Proposal #2019-07*

SUBCOMMITTEE BYLAWS APPROVED: Three-Year Review and Update

General Education Requirements Committee Bylaws

Approved by GERC: Revised and Approved ~~April 16, 2016~~ February 26, 2019

Approved by UCC: Revisions approved ~~April 29, 2016~~ April 18, 2019

Approved by the Provost: Revisions approved ~~June 7, 2016~~

Article I -- Name

The name of the committee is the General Education Requirements Committee (GERC). The GERC is a subcommittee of the Undergraduate Curriculum Council (UCC). The GERC reports directly to UCC.

Article II -- Purpose

The GERC considers all policies related to the University's General Education program and issues recommendations regarding these policies to the UCC. The GERC is responsible for reviewing all proposed changes to the General Education curriculum, approving the appointment of ISU representatives to external bodies with jurisdiction over that curriculum, and establishing and overseeing the process by which the Objectives and courses that compose ISU's General Education program are assessed. The GERC may also issue recommendations regarding other General Education issues brought to its attention.

Article III -- Membership, Selection, and Recall

A. Committee Composition

The GERC consists of 16 members: 11 voting members and ~~5~~ 6 non-voting members.

There are eleven (11) voting faculty members:

- two (2) from the College of Arts and Letters:
 - one (1) from Fine Arts & Humanities departments, and
 - one (1) from Social Science departments;
- two (2) from the College of Science and Engineering:
 - one (1) from Engineering, Mathematics, ~~and~~ Physics, and Computer Science
 - one (1) from Biological Sciences, Chemistry, ~~Computer Science~~, and Geosciences;
- two (2) from the Division of Health Sciences;
- one (1) from the College of Business
- one (1) from the College of Education;
- one (1) from the College of Technology;
- one (1) from the University Library and the Student Success Center, and
- one (1) student from ASISU

There are ~~five~~ six (~~5~~ 6) non-voting members:

- one (1) from Instructional Technology Services
- one (1) from the Office of The Provost and Vice President for Academic Affairs
- one (1) from the Academic Affairs Program Review and Assessment
- one (1) from the Office of the Registrar
- one (1) from the UCC
- one (1) from Central Academic Advising

B. Election/Appointment Process

Voting faculty members are elected by the faculty of the appropriate division, college, or school. The student member is appointed by the Associated Students of Idaho State University (ASISU). The non-voting members from Registration and the Office of the Provost are appointed by the Provost and Vice President for Academic Affairs. The non-voting member from Information Technology Services is appointed by the Vice President for Finance and Administration. The non-voting member from the UCC is elected by the UCC. Should an elected member resign or be unable to serve, his or her replacement will be elected by the faculty of the appropriate

division or college. Should a non-voting member resign or be unable to serve, his or her replacement will be appointed by the corresponding administrator or the UCC. Should a student member resign or be unable to serve, a replacement will be appointed by the president and vice-president of ASISU.

C. Terms of Membership

All elected members serve three years. Elected members may serve for no more than two terms consecutively. Additional terms are permissible once the faculty member is off the committee for a minimum of one term. Exceptions can be made in the case of mid-term vacancy (See III.B). The student is appointed for a 1-year term with the option for a 1-year reappointment. In the first year, those on the Committee will determine the rotation of elected members, so that the terms of 1/3 of the members expire each year.

D. Attendance and Substitutes

Members are expected to attend all meetings and to inform the Chair of the Committee when they cannot attend. Voting members who cannot attend a meeting may send a substitute with voting proxy from the member's constituency.

Article IV -- Officers and Meetings

A. Selection of Officers

The GERC elects from among its voting members a Chair, a Vice-Chair, and a Secretary. The Chair would preferably have UCC experience and be tenured. Each officer normally serves for one year and may be reelected for a second term. In the event of a mid-term vacancy in any of these offices, the GERC will elect a person to serve the remainder of the unexpired term.

B. Meetings

During Fall and Spring, the GERC meets from 2:30 - 4:30 p.m. on the 2nd and 4th Tuesdays of each month and additionally as needed. The Chair must call a meeting upon the request of at least three (3) of the eleven voting members within two working Tuesdays of the request.

C. Duties of the Officers

The Chair calls meetings, proposes sets agendas, presides over meetings, delegates responsibilities among members, represents GERC to other committees as needed, and provides a report of the GERC's activities to the UCC and other appropriate parties. The Vice Chair serves in the absence of the Chair, and attends UCC meetings (Thursday afternoons 3:00-5:00 p.m.) as needed, at least once a month, and reports highlights back to the GERC. The Secretary records and distributes minutes of the GERC meetings in collaboration with the committee's administrative assistant.

Article V -- Minutes, Quorum, and Voting

A. Minutes

Minutes are kept for each meeting by the Secretary and, subsequent to the GERC's approval, are submitted in a timely manner to the Undergraduate Curriculum Council (UCC) for review and approval/acceptance, in a timely manner. UCC will review actionable curricular items and notify the subcommittee of all feedback and decisions. ~~A copy of GERC's minutes will be attached to UCC minutes which are forwarded to the Provost. The UCC~~

forwards accepted minutes to the Faculty Senate. After final administrative approvals, minutes will be made publicly available on GERC's website.

B. Quorum

A quorum is ~~five six~~ (5 6) of the eleven voting members of the GERC or their proxy holders. A quorum may be established in person or via email in the event of an email vote.

C. Voting

Voting on motions that have been seconded at a regular meeting may be conducted by mail or email unless at least three (3) voting members request that it be done in person. A majority vote is required for passing a motion. The Chair may vote on any motion. In the event of a tie vote, the Chair will vote. All business of the committee shall be governed by Robert's Rules of Order, Newly Revised.*

Article VI -- Bylaws Amendment Process

Bylaws may be amended by a two-thirds vote of the voting members, provided members have received advance notice (one working week) of the proposed changes. In the case of an email vote, the motion passes only if eight (8) of the eleven voting members vote for it. The UCC must approve all amendments to the bylaws. The GERC will review its bylaws within three years of the date of its last review.

Article VII -- Business Items

The GERC receives business items from the UCC, and may take up additional business at ~~the its~~ discretion. ~~of the Chair~~. Business not completed by the end of Spring semester will be continued in the following Fall.

*Robert's Rules of Order, Newly Revised is the authority in all matters not covered by these bylaws and/or approved operating procedures.

Undergraduate Curriculum Council (UCC)

April 25, 2019 – 3:00-5:00 p.m. in AA102, Bennion Conference Room, and Meridian 680D

Volume XXXV, Meeting 5 (21-05)

MINUTES – Approved by Curriculum Council via email vote on May 3, 2019; Approved by Academic Affairs on August 2, 2019

A. PRELIMINARIES

1a. Attendance:

Members: Carmen Febles, Deidre Caputo-Levine, Jon Holmes (for Steve Byers, Joanne Toevs, Cathy Gray, Lisa Goss, Wenxiang Zhu, Geoffrey Bennett (vice chair), Weldon Hill, Susan Belliston,

Ex-Officio: Chris Hunt, Alan Frantz (for Joanne Tokle), JoAnn Hertz, Corey Zink

Admin. Asst: Catherine Read

1b. Excused: Barb Mason, LaVona Andrew, Camdon Kay (ASISU); Emily White

1c. Guests: Matt Wilson

2. Minutes – *forthcoming*:

‘virtual’ meeting on **January 31, 2019**

March 14, 2019, March 28, 2019, April 4, 2019, and April 18, 2019

3. Report from the Executive Committee: met and discussed today’s agenda

4. Information from Academic Affairs: none

5. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC) update

A brief overview was given of GERC’s last meeting for those who could not view the Minutes. Objective Review Committees noted unclear competencies, confusion about expectations, and turnover among assessing faculty contributed to sporadic and inconsistent reporting. Based on what they have learned from reviewing departmental assessment reports and the Objective Review Reports, GERC will make some recommendations to Academic Affairs to take to the State Gen Ed Committee and objective Discipline Groups.

GERC also recognized the value of learning a foreign language in helping students’ minds develop and assist in learning and understanding other skills such as math. Recommend encouraging programs to include two semesters of a language in their programs where possible, similar to the former language requirements for a Bachelor of Arts degree. In some programs there is little to no difference between a B.A. and a B.S. degree since the change from the original 12 Gen Ed Goals to 9 Objectives was made several years ago, particularly in Education, Business, and Arts & Letters.

i. Council **accepted** GERC Minutes for [April 9, 2019](#)

ii. Council **accepted** Objective Review Committee [Report for Objective 3](#)

iii. Council **accepted** Objective Review Committee [Report for Objective 4](#)

b. BAS Committee update: none

6. Information from the Chair: none

7. Information from the Faculty Senate and other Councils:

Faculty Senate will meet on Monday and consider Bylaws from the various Councils, including those recently revised by UCC and GERC. College elections to fill vacant Senate and Council seats are under way.

8. Other related information or questions: none

B. INFORMATION ITEMS -- none

C. CONSENT CALENDAR – none this week

D. REMAINS TABLED

1. [Proposal #56](#) from **Teacher Education Studies: CHEM** to clean up the catalog, reduce credits, and align curriculum with state certification requirements. This is the fourth of eight sub-proposals created from the [original comprehensive proposal](#) and includes only changes to the **Chemistry** portions of the TES curriculum in the catalog. Has been **tabled** pending resolution of curriculum with Chemistry department. *Contingent upon approval of [TES Proposal #53](#) courses.*

E. UNFINISHED BUSINESS

State Proposals for Review/Endorsement:

1. Council voted to **endorse #2019-05 COSE Mathematics:** create new B.S. degree in **Applied Mathematics**
Corresponds to UCC AY2021 [Proposal #3](#)
2. Council voted (with one abstention) to **endorse #2019-08 COT Respiratory Therapy:** create a new B.S. degree in **Respiratory Care** as an associate's degree completion program. *Contingent upon approval of a new faculty position.*
Corresponds to UCC AY2021 [Proposal #6](#)

Curriculum, Course, and Program Change Proposals:

1. Council unanimously **approved [Proposal #3](#)** from **Mathematics & Statistics** to create a new B.S. degree in Applied Mathematics. *Requires SBOE approval of [State Proposal #2019-05](#)*
2. Council unanimously **approved [Proposal #6](#)** from **Respiratory Therapy** program to create a new B.S. degree in Respiratory Care as an associate's degree completion program, and to create new upper division RESP 44xx courses. *Contingent upon approval of a new faculty position and SBOE approval of [State Proposal #2019-08](#)*
3. [Proposal #7](#) from **Industrial Cybersecurity Engineering Technology** program to convert some existing ECET courses to upper division (33xx and 44xx) in preparation for potential BAS degree.
Tabled until fall semester, pending cooperative arrangements between Cybersecurity programs in COSE and COT.

F. NEW BUSINESS – none

G. ADJOURNMENT: 3:45 p.m.

Have a terrific, fun-filled summer everyone!!

See you again in August, those of you returning to UCC for next year.

APPENDICES

ACTIONS APPROVED:

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes): none this week

GERC Objective Review Committee (ORC) Reports:

1. Objective 3 ORC Report
2. Objective 4 ORC Report

STATE PROPOSALS ENDORSED:

- S-1. State Proposal [#2019-05](#) **COSE Mathematics**: create new B.S. degree in **Applied Mathematics**
- S-2. State Proposal [#2019-08](#) **COT Respiratory Therapy**: create a new B.S. degree in **Respiratory Care** as an associate's degree completion program. *Contingent upon approval of a new faculty position.*

CURRICULUM PROPOSALS APPROVED:

1. [Proposal #3](#) from **Mathematics & Statistics** to create a new B.S. degree in Applied Mathematics.
Requires SBOE approval of State Proposal #2019-05
2. [Proposal #6](#) from **Respiratory Therapy** program to create a new B.S. degree in Respiratory Care as an associate's degree completion program, and to create new upper division RESP 44xx courses.
Contingent upon approval of a new faculty position and SBOE approval of State Proposal #2019-08

Undergraduate Curriculum Council (UCC)

May 3, 2019 – ‘virtual’ meeting via email

Volume XXXV, Meeting 6 (21-06)

MINUTES – Approved by Curriculum Council via email vote on May 3, 2019; Approved by Academic Affairs on August 2, 2019

A. PRELIMINARIES

1a. Attendance:

Members: Carmen Febles, Deidre Caputo-Levine, Steven Byers, Joanne Toevs, Lisa Goss, Tracy Payne, Geoffrey Bennett, Weldon Hill, Susan Belliston (Chair)
LaVona Andrew, Barb Mason, Cathy Gray

1b. Excused:

Ex-Officio: JoAnn Hertz, Chris Hunt, Joanne Tokle, Emily White, Corey Zink
Admin. Asst: Catherine Read

1d. Guests: none

2. Council voted via email ballot to **approve** its Minutes for:

January 31, 2019 ‘virtual’ meeting – change memos for 2019-20 catalog

March 14, 2019, March 28, 2019, April 4, 2019, April 18, 2019, and April 25, 2019

3. Announcements -- none

4. Report from the Executive Committee: none

5. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC)

i. Council voted via email ballot to **accept** GERC Minutes for **March 26, 2019**

ii. Council voted via email ballot to **accept** GERC Minutes for **April 23, 2019**

B. INFORMATION ITEMS -- None this week

C. CONSENT CALENDAR – None this week

State Proposals for Review): -- none this week

Curriculum, Course and Program Change Proposals: -- none this week

D. REMAIN TABLED

1. [Proposal #56](#) from **Teacher Education Studies: CHEM** to clean up the catalog, reduce credits, and align curriculum with state certification requirements. This is the fourth of eight sub-proposals created from the [original comprehensive proposal](#) and includes only changes to the **Chemistry** portions of the TES curriculum in the catalog. Has been **tabled** pending resolution of curriculum with Chemistry department. *Contingent upon approval of [TES Proposal #53](#) courses.*

2. [Proposal #7](#) from **Industrial Cybersecurity Engineering Technology** program to convert some existing ECET courses to upper division (33xx and 44xx) in preparation for potential BAS degree. **Tabled** until fall semester, pending cooperative arrangements between Cybersecurity programs in COSE and COT.

E. NEW BUSINESS – none this week

F. ADJOURNMENT: 5:00 p.m.

APPENDICES - none

Undergraduate Curriculum Council (UCC)

**August 22, 2019 – 3:00-5:00 p.m. in AA102, Meridian 827, and I.F. Bennion Conference Room
Volume XXXV, Meeting 7 (21-07)**

MINUTES – *Approved by Curriculum Council on August 29, 2019; Accepted by Faculty Senate on October 14, 2019; Accepted by Associate Deans and Academic Affairs on September 16, 2019*

A. PRELIMINARIES

1a. Attendance:

Members: Carmen Febles, Deidre Caputo-Levine, Joanne Toevs, Cathy Gray, Wenxiang Zhu, Geoffrey Bennett (chair), Gene Warren, Wendy Mickelsen, LaVona Andrew, Barb Mason

Ex-Officio: Alan Frantz (for Joanne Tokle), Chris Hunt, JoAnn Hertz, Corey Zink

Admin. Asst: Catherine Read

1b. Excused: Steve Byers, Emily White

1c. Guests: Spencer Jardine (GERC)

2. Minutes – none, all were approved last spring

3. Welcome and Announcements
Introductions.

4. Report from the Executive Committee:

The committee met on Monday and discussed the need for a new vice chair and forthcoming change memos. Hunt has been requested by Academic Affairs and the Department of Communication Sciences and Disorders to add two certificates to current **2019-20** catalog that appear in the State Board Office's program inventory for ISU. Bennett explained to the new UCC members what change memo are and their purpose in allowing the Registrar's Office to make simple catalog changes in lieu of requiring a full proposal.

5. Information from Academic Affairs: none

6. Current Subcommittee Activities:

GERC has their first meeting of the semester this coming Tuesday.

7. Major Academic Plans (MAPs) / Complete College America

Joanne Hertz explained SBOE has adopted Complete College America initiatives, including a written Degree MAP (Major Academic Plan) which shows a suggested pathway to graduation for each program. Now that MAPs have been developed for each program, Central Academic Advising will be turning over responsibility for maintaining the accuracy of each MAP to department chairs. Chairs will review all their MAPs annually and forward those to the central repository, maprepo@isu.edu, for posting on website and publishing in the catalog. Substantive changes to MAPs may require UCC proposals to ensure the curricular changes are included in the new catalog. **She will forward updated MAP instructions to Read for posting on UCC's website.**

8. UCC 101

Bennett gave a brief overview of UCC reps' duties in helping their constituent departments prepare their proposals, prod Proposal Originators to when needed, help resolve issues and concerns from impact responses, and ensure catalog curriculum is accurate and free of discrepancies among programs.

B. INFORMATION ITEMS – none this week

C. CONSENT CALENDAR – none this week

State Proposals for Review): -- none this week

Curriculum, Course and Program Change Proposals: -- none this week

D. REMAIN TABLED – Council voted to **untable** the following proposals for discussion.

1. [Proposal #56](#) from **Teacher Education Studies: CHEM** to clean up the catalog, reduce credits, and align curriculum with state certification requirements. This is the fourth of eight sub-proposals created from the [original comprehensive proposal](#) and includes only changes to the **Chemistry** portions of the TES curriculum in the catalog. Toevs reported the department will work with the Chemistry department to resolve curricular differences. **Tabled** again.
2. [Proposal #7](#) from **Industrial Cybersecurity Engineering Technology** program to convert some existing ECET courses to upper division (33xx and 44xx) in preparation for potential BAS degree. Had been **tabled** until fall semester, pending cooperative arrangements between Cybersecurity programs in COSE and COT, which have since been worked out. Expect this proposal to be ready for council's consideration again soon, along with the sister proposal for the new BAS degree. There will also be a corresponding State Proposal for UCC's review and endorsement. **Tabled** again.

Short demonstration of [UCC's Tracking Sheet](#), [website](#) and [proposal process](#) ensued. New members were encouraged to ask for help or guidance from other members whenever they have questions or are unsure of something.

E. NEW BUSINESS

1. UCC Vice Chair – need new election

Deidre Caputo-Levine has workload conflicts so had to resign as Vice Chair, but will stay on as regular UCC rep.

Bennett reviewed the duties of the Vice Chair including attending GERC once or twice a month, sharing the liaison responsibility with a GERC Officer. Vice Chair may succeed Chair the following year. **Bennett asked members to consider nominations for next week's meeting.**

F. ADJOURNMENT: 3:50 p.m.

Undergraduate Curriculum Council (UCC)

August 29, 2019 – 3:00-5:00 p.m. in AA102, Meridian 827, Bennion Conference Room

Volume XXXV, Meeting 8 (21-08)

MINUTES – Approved by Curriculum Council on September 5, 2019; Accepted by Faculty Senate on October 14, 2019; Accepted by Associate Deans and Academic Affairs on September 16, 2019

A. PRELIMINARIES

1a. Attendance:

Members: Carmen Febles, Steve Byers, Cathy Gray, Janet Loxterman, Wenxiang Zhu, Geoffrey Bennett (chair), Gene Warren, Wendy Mickelsen, Barb Mason

Ex-Officio: Alan Frantz (for Joanne Tokle), Chris Hunt, JoAnn Hertz, Corey Zink

Admin. Asst: Catherine Read

1b. Excused: Deidre Caputo-Levine, Joanne Toevs, LaVona Andrew; Emily White

1c. Guests: none

2. Council approved its Minutes for **August 22, 2019**

3. Report from the Executive Committee:

Met on Monday, nothing of import to relay this week. Change memos forthcoming likely next week.

4. Information from Academic Affairs:

There are several SBOE initiatives to be aware of: Momentum Pathways; Open Educational Resources; and statewide alignment of CLEP and AP exam credit. Also, the state General Education Summit is scheduled for September 19 and 20 in Boise. Our discipline group members will be there, and Jeremy Thomas (Sociology) won an Idaho GEM Innovative Educator Award for the Social and Behavioral Ways of Knowing objective. He will be recognized at the Summit. GERC will meet with our discipline group members before and after the Summit.

5. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC) update

Met on Tuesday, elected **Spencer Jardine** as new chair to replace Katy Kole de Peralta who left ISU just before the semester started. **Matt Wilson** was elected to be Vice Chair. Plan is to invite ISU's GEM discipline group reps to next GERC meeting to discuss possible changes to GEM Objective learning outcomes in advance of September's statewide Gen Ed Summit.

b. BAS Committee update – still working out date for their first meeting.

6. Information from the Chair: none

7. Information from the Faculty Senate and other Councils:

Faculty Senate approved its Councils' revised Bylaws, including UCC's and GERC's, with the caveat that Senate will look them over to ensure consistency in content and format among the various council bylaws. Erin Selleneit, the Administrative Assistant for Faculty Senate and its Councils other than UCC and GERC, had accepted another job at the beginning of the semester and her last day was yesterday. The process for hiring her replacement should be under way.

8. Other related information or questions:

Welcome to COSE's new UCC rep: Janet Loxterman from Biological Sciences!

B. INFORMATION ITEMS

Problematic Proposals: none this week

C. CONSENT CALENDAR – none this week

D. REMAINS TABLED - Council voted to **untable** the following proposals for discussion

1. [UCC AY2021 Proposal #56](#) from **Teacher Education Studies: CHEM** to clean up the catalog, reduce credits, and align curriculum with state certification requirements. This is the fourth of eight sub-proposals created from the [original comprehensive proposal](#) and includes only changes to the **Chemistry** portions of the TES curriculum in the catalog. Has been **tabled** pending resolution of curriculum with Chemistry department.
Nothing new on this one yet, council re-**tabled** it.
2. [Proposal #7](#) from **Industrial Cybersecurity Engineering Technology** program to convert some existing ECET courses to upper division (33xx and 44xx) in preparation for potential BAS degree.
Had been tabled until fall semester, pending cooperative arrangements between Cybersecurity programs in COSE and COT, which have since been resolved.
Council requested this proposal be included in next week's **Unfinished Business** section of the agenda.

E. UNFINISHED BUSINESS

1. **UCC Vice Chair – need new election**
Are there any prospective nominees yet? No one volunteered. Ask again next week.

F. NEW BUSINESS –

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes): none this week

State Proposals for Review/Endorsement:

1. **2019-08:** COT_BAS in Cyber-Physical Systems Engineering Technology – corresponds to UCC [Proposal #8](#)

Curriculum, Course, and Program Change Proposals:

1. [Proposal #8](#) from **Industrial Cybersecurity Engineering Technology** program for a new BAS degree in Cyber-Physical Systems Engineering Technology. *Contingent upon approval of UCC [Proposal #7](#) and SBOE approval of [State Proposal #2019-08](#)*

G. ADJOURNMENT: 3:42 p.m.

Undergraduate Curriculum Council (UCC)

September 5, 2019 – 3:00-5:00 p.m. in AA102, Meridian 827, Bennion Conference Room

Volume XXXV, Meeting 9 (21-09)

MINUTES – *Approved by Curriculum Council on September 12, 2019; Accepted by Faculty Senate on October 14, 2019; Accepted by Academic Affairs on October 21, 2019*

A. PRELIMINARIES

1a. Attendance:

Members: Carmen Febles, Deidre Caputo-Levine, Steve Byers, Joanne Toevs, Cathy Gray, Janet Loxterman, Wenxiang Zhu, Geoffrey Bennett (chair), Gene Warren, Wendy Mickelsen, Barb Mason

Ex-Officio: Alan Frantz (for Joanne Tokle), Chris Hunt, JoAnn Hertz, Emily White, Corey Zink

Admin. Asst: Catherine Read

1b. Excused: JoAnn Hertz, Emily White

Absent: LaVona Andrew

1c. Guests: none

2. Council **approved** its Minutes for **August 29, 2019** with one abstention.

3. Report from the Executive Committee:

Agreed via email to include the four Change Memos below on this week's UCC agenda.

4. Information from Academic Affairs: none this week

5. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC) update – none, did not meet this week

b. BAS Committee update – setting their meeting schedule this week

6. Information from the Chair: none

7. Information from the Faculty Senate and other Councils: none

8. Other related information or questions: none

B. INFORMATION ITEMS

Problematic Proposals: none this week

C. CONSENT CALENDAR – none this week

D. REMAINS TABLED

1. [UCC AY2021 Proposal #56](#) from **Teacher Education Studies: CHEM** to clean up the catalog, reduce credits, and align curriculum with state certification requirements. This is the fourth of eight sub-proposals created from the [original comprehensive proposal](#) and includes only changes to the **Chemistry** portions of the TES curriculum in the catalog. Has been **tabled** pending resolution of curriculum with Chemistry department.

E. UNFINISHED BUSINESS

1. UCC Vice Chair – need new election

No one volunteered. Mason suggested Council might consider changing its bylaws to make the Chair a rotating position among the college reps so each college will know when it is their turn. No action at this time.

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes): none this week

State Proposals for Review/Endorsement:

1. Council voted to **endorse 2019-08:** COT_BAS in Cyber-Physical Systems Engineering Technology – corresponds to UCC [Proposal #8](#)

Curriculum, Course, and Program Change Proposals:

1. Council voted to **approve Proposal #7** from **Industrial Cybersecurity Engineering Technology** program to convert some existing ECET courses to upper division (33xx and 44xx) in preparation for potential BAS degree. Council had tabled this proposal until fall semester to allow COSE and COT to work out cooperative arrangements between their respective Cybersecurity programs, which they have done.
2. Council voted to **approve Proposal #8** from **Industrial Cybersecurity Engineering Technology** program for a new BAS degree in Cyber-Physical Systems Engineering Technology. *Contingent upon approval of UCC [Proposal #7](#) and SBOE approval of [State Proposal #2019-08](#)*

F. NEW BUSINESS –

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes):

The following Change Memos will be on next week's Consent Calendar:

1. [Change Memo AY2019-20](#) from **Communication Sciences and Disorders** to add two pre-professional that are in ISU's official program inventory at the State Board of Education, but that are not listed in the Undergraduate Catalog. This change affects the **current 2019-20** catalog and all subsequent catalogs, and adds Certificates in **Pre-Speech Language Pathology** and in **Pre-Audiology**.
2. [Change Memo AY2020-21](#) from **Health Occupations** to discontinue the ITC, AAS, and entire Massage Therapy Program. The program faced lower cost competition from other schools with shorter program completion timeframes as well as low wages for graduates, and its discontinuance was approved by the Office of the State Board of Education this summer. *SBOE has **approved State Proposal #2019-13**.*
3. [Change Memo AY2020-21](#) from **Health Occupations** to change PHTC 0175 from S/U grading to a letter grade, offer it in Spring as well as Summer semester, and to remove PHTC 0187 as a prerequisite.
PHTC 0175 Pharmacy Technician Certification Exam Preparation: 1 semester hour.
Designed to prepare students for the National Pharmacy Technician Certification Exam. Course covers major areas of focus on the exam such as assisting the pharmacist in serving the patients; maintaining medication and inventory control systems, and participating in the management of pharmacy practice. PRE-or-COREQ: PHTC 0150, PHTC 0152, PHTC 0161, PHTC 0161L, PHTC 0171, PHTC 0171L, PHTC 0172, PHTC 0172L, PHTC 0182, ~~PHTC 0187~~. **S**, Su

4. [Change Memo AY2020-21](#) from **Organizational Learning and Performance** to change the prefix of OLP 4467 to CTE 4467 which was not done at the time when the new CTE prefix was created a few years ago. This change will also **delete OLP 4467** from the catalog entirely and make CTE 4467 equivalent to OLP 4467 in past catalog years.
OLP CTE 4467 Practicum: Student Teaching: 3-8 semester hours. Development of teaching competencies applicable to career and technical education settings at the secondary and post-secondary levels. PREREQ: Permission of instructor. Graded S/U. F, S

State Proposals for Review/Endorsement: -- none this week

Curriculum, Course, and Program Change Proposals:

Council voted to put the following two proposals to next week's Consent Calendar.

1. [Proposal #9](#) from **Political Science** to delete POLS 2222 Public Administration in the Islamic World which is no longer taught.
2. [Proposal #10](#) from **Political Science** for new courses POLS 3302 Politics and Film, and POLS 4437 Science and Technology Policy. *Changes affect Grad Catalog.*

G. ADJOURNMENT: 3:48 p.m.

APPENDICES

ACTIONS APPROVED:

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes):

None this week.

STATE PROPOSALS ENDORSED:

- S-1. State Proposal #[2019-08](#): COT ESTEC new BAS in Cyber-Physical Systems Engineering Technology – corresponds to UCC [Proposal #8](#)

CURRICULUM PROPOSALS APPROVED:

1. [Proposal #7](#) from **Industrial Cybersecurity Engineering Technology** program to convert some existing ECET courses to upper division (33xx and 44xx) in preparation for potential BAS degree. Council had tabled this proposal until fall semester to allow COSE and COT to work out cooperative arrangements between their respective Cybersecurity programs, which they have done.
2. [Proposal #8](#) from **Industrial Cybersecurity Engineering Technology** program for a new BAS degree in Cyber-Physical Systems Engineering Technology. *Contingent upon approval of UCC [Proposal #7](#) and SBOE approval of State Proposal #[2019-08](#)*

Undergraduate Curriculum Council (UCC)

September 12, 2019 – ‘virtual’ meeting via email

Volume XXXV, Meeting 10 (21-10)

MINUTES – *Approved by Curriculum Council on September 26, 2019; Accepted by Faculty Senate on October 14, 2019; Accepted by Academic Affairs on October 21, 2019*

A. PRELIMINARIES

1a. Attendance:

Members: Carmen Febles, Deidre Caputo-Levine, Steve Byers, Joanne Toevs, Cathy Gray, Janet Loxterman, Wenxiang Zhu, Geoffrey Bennett (chair), Gene Warren, Wendy Mickelsen, LaVona Andrew, Barb Mason

Ex-Officio:

Admin. Asst: Catherine Read

1b. Excused: Alan Frantz (for Joanne Tokle), Chris Hunt, JoAnn Hertz, Emily White, Corey Zink
JoAnn Hertz, Emily White

Absent: none

1c. Guests: none

2. Council **approved** its Minutes for **September 5, 2019**

3. Report from the Executive Committee:

Executive Committee agreed via email that since no new business has come in yet, there was no need for the Council to meet in person this week, just a vote on the Consent Calendar by email.

4. Information from Academic Affairs: none

5. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC) update – none

b. BAS Committee update -- none

6. Information from the Chair: none

7. Information from the Faculty Senate and other Councils: none

8. Other related information or questions:

UCC’s Minutes for **August 22, 2019** and **August 29, 2019** were shared with Faculty Senate and Associate Deans last Friday, September 6, for their review and acceptance. No word back from either council yet.

B. INFORMATION ITEMS - none this week

C. CONSENT CALENDAR – Council **voted unanimously** via email to **approve** the Consent Calendar in its entirety:

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes):

1. Council **approved**, as part of the Consent Calendar, [Change Memo AY2019-20](#) from **Communication Sciences and Disorders** ([Appendix A](#)) to add pre-professional Certificates in Pre-Speech Language Pathology and in Pre-Audiology that are in ISU’s official program inventory at the State Board of

Education, but that are not listed in the Undergraduate Catalog. This change affects the **current 2019-20** catalog and all subsequent catalogs.

2. Council **approved**, as part of the Consent Calendar, [Change Memo AY2020-21](#) from **Health Occupations (Appendix B)** to discontinue the ITC, AAS, and entire Massage Therapy Program. *SBOE has approved State Proposal #2019-13.*
3. Council **approved**, as part of the Consent Calendar, [Change Memo AY2020-21](#) from **Health Occupations (Appendix C)** to change PHTC 0175 from S/U grading to a letter grade, offer it in Spring as well as Summer semester, and to remove PHTC 0187 as a prerequisite.
4. Council **approved**, as part of the Consent Calendar, [Change Memo AY2020-21](#) from **Organizational Learning and Performance (Appendix D)** to change the prefix of OLP 4467 to CTE 4467; delete OLP 4467 from the catalog entirely; and to make CTE 4467 equivalent to OLP 4467 in past catalog years.

State Proposals for Review/Endorsement: -- none this week

Curriculum, Course, and Program Change Proposals:

1. Council **approved**, as part of the Consent Calendar, [Proposal #9](#) from **Political Science (Appendix 1)** to delete POLS 2222 Public Administration in the Islamic World which is no longer taught.
2. Council **approved**, as part of the Consent Calendar, [Proposal #10](#) from **Political Science (Appendix 2)** for new courses POLS 3302 Politics and Film, and POLS 4437 Science and Technology Policy. *Changes affect Grad Catalog.*

D. REMAINS TABLED

1. [UCC AY2021 Proposal #56](#) from **Teacher Education Studies: CHEM** to clean up the catalog, reduce credits, and align curriculum with state certification requirements. This is the fourth of eight sub-proposals created from the [original comprehensive proposal](#) and includes only changes to the **Chemistry** portions of the TES curriculum in the catalog. Has been **tabled** pending resolution of curriculum with Chemistry department.

E. UNFINISHED BUSINESS

1. **UCC Vice Chair – need new election** – deferred until next week

F. NEW BUSINESS – none this week

G. ADJOURNMENT: 5:00 p.m.

APPENDICES

ACTIONS APPROVED:

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes):

- A. [Change Memo AY2019-20](#) from **Communication Sciences and Disorders** to add two pre-professional that are in ISU's official program inventory at the State Board of Education, but that are not listed in the Undergraduate Catalog. This change affects the **current 2019-20** catalog and all subsequent catalogs, and adds Certificates in **Pre-Speech Language Pathology** and in **Pre-Audiology**.

To: Undergraduate Curriculum Council Executive Committee

From: Chris Hunt, Associate Registrar

cc: Chris Sanford, Lavona Andrew, Kathleen Kangas, Joanne Tokle

Date: August 27, 2019

RE: Addition of CSD pre-professional certificates to 2019-20 Undergraduate catalog

The department of Communication Sciences and Disorders has had two certificates in the ISU's program inventory at the State Board of Education, but they have not been listed in the catalog.

This memo is intended to document their addition to the 2019-20 Undergraduate catalog.

The new program requirements and associated text are listed below.

Pre-Professional Certificate in Pre-Speech-Language Pathology

The Speech-Language Pathology Pre-Professional Program is for students with a BA, BS, or higher degree in fields unrelated to Communication Sciences and Disorders. The Pre-Professional Program consists of undergraduate courses required for graduate-level coursework in Speech-Language Pathology. The sequence below will provide the foundational coursework necessary to apply for, and if accepted, enter the regular course sequence of the M.S. in Speech-Language Pathology program at Idaho State University.

Program Requirements

CSD 3310	Speech Science: The Acoustical Nature of Sound and Speech	3
CSD 3315	Clinical Processes Pediatric	2
CSD 3321	Clinical Phonetics and Phonology	3
CSD 3325	Speech Sound Development and Disorders	4

& 3325L	and Speech Sound Development and Disorders Lab	
CSD 3330	Language Science	3
CSD 3335	Language Development and Disorders	3
CSD 3341	Audiometry and Hearing Science	3
CSD 3350 & 3350L	Anatomy & Physiology of the Speech and Swallowing Mechanisms and Anatomy & Physiology of the Speech and Swallowing Mechanisms Lab	4
CSD 4405	Neuroscience for Communication Disorders	3
CSD 4445	Aural Rehabilitation	3
CSD 4420	Clinical Processes Adult	2
CSD 4460	Educational Audiology	3

The following courses are highly recommend, but not required.

CSD 4417	Interdisciplinary Evaluation Team	
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CSD 4425 Speech Language Pathology Methods and Application

Total Credits **36**

Plan of Study

Fall	Credits	Spring	Credits	Summer	Credits
CSD 3310	3	CSD 3315	2	CSD 4420	2
CSD 3321	3	CSD 3325 & 3325L	4	CSD 4460	3
CSD 3330	3	CSD 3335	3	CSD 4425 is highly recommended, but optional.	

CSD 4405	3	CSD 3341	3
CSD 4445	3	CSD 3350 & 3350L	4
CSD 4417 is highly recommended, but optional ¹			
	15		16
			5

Total Credits: 36

¹If CSD 4417 is not taken during the Pre-Professional sequence, CSD 5517 will be required at the graduate level.

Prior to or during the Pre-Professional year, students applying to our Master of Science in Speech-Language Pathology graduate program must show evidence of having taken the following:

- **Biological sciences:** At least a 100-level university course with a content area related to human or animal sciences: includes biology, human anatomy and physiology, neuroanatomy and neurophysiology, human genetics, and veterinary science. Must be from a Biology department. CSD Anatomy and Physiology is not acceptable.
- **Physical sciences course:** At least a 100-level university course. **Must** be either Physics (recommended) or Chemistry.
- **Statistics:** At least a 100-level university course. An acceptable description would include topics such as descriptive statistics, probability, inferential, correlation, and regression, measures of central tendency, t-tests, ANOVA, and hypothesis testing for one and two parameters. The course may be under Math, Statistics, Psychology, or Business as long as it meets the above criteria. *If your statistics course is older than 10 years, it is highly recommended you retake it.*
- **Social/Behavioral Sciences course:** At least a 100-level university course. Includes Psychology, Sociology and Anthropology

A background in Sign Language is strongly encouraged. There is not a specific course required, but basic sign language skills are beneficial to you as a communication professional.

Successful completion of the Pre-Professional Program does NOT ensure the student a seat in the Master of Science in Speech-Language Pathology Program. Students must apply by February 1st of the year he/she would like to enter the Master’s Program.

Pre-Professional Certificate in Pre-Audiology

The Audiology Pre-Professional Program is for students with a BA, BS, or higher degree in fields unrelated to Communication Sciences and Disorders. The Pre-Professional Program consists of undergraduate courses required for graduate-level coursework. The sequence below will provide the

foundational coursework necessary to enter the regular course sequence of the Doctorate of Audiology (Au.D.) Program at Idaho State University.

Program Requirements

CSD 2256	Deaf Culture and Community	3
CSD 3310	Speech Science: The Acoustical Nature of Sound and Speech	3
CSD 3340	Communication Development and Disorders: Lifetime Perspective	3
CSD 3341	Audiometry and Hearing Science	3
CSD 4405	Neuroscience for Communication Disorders	3
CSD 4445	Aural Rehabilitation	3
CSD 4460	Educational Audiology	3

The following courses are highly recommended, but not required.

CSD 1151 & 1151L	American Sign Language I and American Sign Language I Laboratory	
CSD 4415	Clinical Practicum in Audiology	
CSD 4416	Audiology Methods and Applications	
CSD 4417	Interdisciplinary Evaluation Team	

All requirements must be completed with a minimum GPA of 2.25 and all courses must be completed with a letter grade of “C-” or better.

Total Credits	21
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Plan of Study

Fall	Credits	Spring	Credits
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CSD 3310	3	CSD 2256	3
CSD 4405	3	CSD 3340	3
CSD 4445	3	CSD 3341	3
CSD 1151/1151L and CSD 4415, and CSD 4416 are recommended but not required. ¹		CSD 4417 is recommended but not required. ²	
		CSD 4460	3
		9	12

Total Credits: 21

¹CSD 1151, CSD 1151L, CSD 4415 and CSD 4416 are offered on the Meridian and Pocatello campuses, but are not offered online. On campus students are strongly encouraged to take these courses.

²If CSD 4417 is not taken during the Pre-Professional sequence, CSD 5517 will be required at the graduate level.

An undergraduate course in statistics or experimental design is required to complete the Au.D. if not taken as an undergraduate. This may also be taken as a graduate student elective.

A background in Sign Language is strongly encouraged. There is not a specific course required, but basic sign language skills are beneficial to you as a communication professional.

Successful completion of the Pre-Professional Program does NOT ensure the student a seat in the Doctorate of Audiology Program. Students must apply by February 1st of the year he/she would like to enter the Doctorate of Audiology Program.

B. [Change Memo AY2020-21](#) from **Health Occupations** to discontinue the ITC, AAS, and entire Massage Therapy Program. The program faced lower cost competition from other schools with shorter program completion timeframes as well as low wages for graduates, and its discontinuance was approved by the Office of the State Board of Education this summer. *SBOE has approved State Proposal #2019-13.*

To: Undergraduate Curriculum Council Executive Committee

From: Chris Hunt, Associate Registrar

cc: Debbie Ronneburg

Date: August 26, 2019

RE: Discontinue ITC and AAS in Massage Therapy in 2020-21 catalog

Both of these programs were discontinued for the 2020-21 academic year and should be removed from the undergraduate catalog.

State Proposal #2019-13 to **discontinue the Massage Therapy program** was approved by OSBE Executive Director on 7/15/2019. ~Catherine

C. [Change Memo AY2020-21](#) from **Health Occupations** to change PHTC 0175 from S/U grading to a letter grade, offer it in Spring as well as Summer semester, and to remove PHTC 0187 as a prerequisite.

To: Undergraduate Curriculum Council Executive Committee
From: Chris Hunt, Associate Registrar
cc: Wesley Usyak
Date: August 26, 2019
RE: Change in PHTC 0175 for 2020-21 catalog

The current default grade mode for PHTC 0175 is S/U, and the department is changing that to letter graded. The course will also be offered in spring or summer and the department would like to drop PHTC 0187 from the prerequisite.

PHTC 0175 Pharmacy Technician Certification Exam Preparation: 1 semester hour.

Designed to prepare students for the National Pharmacy Technician Certification Exam. Course covers major areas of focus on the exam such as assisting the pharmacist in serving the patients; maintaining medication and inventory control systems, and participating in the management of pharmacy practice. PRE-or-COREQ: PHTC 0150, PHTC 0152, PHTC 0161, PHTC 0161L, PHTC 0171, PHTC 0171L, PHTC 0172, PHTC 0172L, PHTC 0182, ~~PHTC 0187~~. S Su

As this will only affect students in the Pharmacy Tech program, I suggest this change be made via this change memo.

D. [Change Memo AY2020-21](#) from **Organizational Learning and Performance** to change the prefix of OLP 4467 to CTE 4467 which was not done at the time when the new CTE prefix was created a few years ago. This change will also **delete OLP 4467** from the catalog entirely and make CTE 4467 equivalent to OLP 4467 in past catalog years.

To: Undergraduate Curriculum Council Executive Committee
From: Chris Hunt, Associate Registrar
cc: Robert Lion, Joanne Toevs, Mark Neill
Date: August 26, 2019
RE: Change OLP 4467 to CTE 4467 in 2020-21 catalog

Several years ago, under the leadership of then department chair, Dr. Karen Wilson Scott, the Department of Organizational Learning and Performance created a new prefix to more accurately reflect the curriculum content. That new prefix was/is CTE. When that was created, several courses were migrated over to that new prefix to more appropriately service our Career and Technical Education students and the State Division of Career and Technical Education whom certifies our students after completing our CTE courses.

Request: Finish the migration of the last course from the OLP prefix to the CTE prefix.

Current: ~~OLP~~ 4467 Practicum: Student Teaching: 3-8 semester hours. Development of teaching competencies applicable to career and technical education settings at the secondary and post-secondary levels. PREREQ: Permission of instructor. Graded S/U. F, S

Revised: CTE 4467 Practicum: Student Teaching: 3-8 semester hours. Development of teaching competencies applicable to career and technical education settings at the secondary and post-secondary levels. PREREQ: Permission of instructor. Graded S/U. F, S

The current OLP 4467 should be removed from the 2020-21 catalog. CTE 4467 should be made equivalent to OLP 4467 in past catalog years.

Rationale: Moving this course to the CTE prefix more accurately and appropriately aligns with the content delivered within this course, as reflected by the course

CURRICULUM PROPOSALS APPROVED:

1. [Proposal #9](#) from **Political Science** to delete POLS 2222 Public Administration in the Islamic World which is no longer taught.
2. [Proposal #10](#) from **Political Science** for new courses POLS 3302 Politics and Film, and POLS 4437 Science and Technology Policy. *Changes affect Grad Catalog.*

Undergraduate Curriculum Council (UCC)

September 26, 2019 – 3:00-5:00 p.m. in AA102, Meridian 827, Bennion Conference Room

Volume XXXV, Meeting 11 (21-11)

MINUTES – Approved by Curriculum Council on October 24, 2019; Accepted by Faculty Senate on October 28, 2019; Accepted by Academic Affairs on November 8, 2019

A. PRELIMINARIES

1a. Attendance:

Members: Carmen Febles, Deidre Caputo-Levine, Steve Byers, Joanne Toevs, Cathy Gray, ,
Geoffrey Bennett (chair), Wendy Mickelsen, LaVona Andrew, Barb Mason

Ex-Officio: Chris Hunt, JoAnn Hertz, Emily White, Corey Zink

Admin. Asst: Catherine Read

1b. Excused: Wenxiang Zhu, Janet Loxterman, Gene Warren; Alan Frantz

Presenter: **Bryan Blackwell – Leepfrog presenter (via Webinar)**

1c. Guests: Barabara Wood Roberts (Grad School), Laura McKenzie (Registrar), Joanne Tokle
(Academic Affairs), Bob Houghton (Assoc. Dean, College of Business)

2. CIM Curriculum Management Software presentation – Bryan Blackwell -- **Webinar**

3. Council **approved** the Minutes for **September 12, 2019** ‘virtual’ email meeting

4. Report from the Executive Committee:

Executive Committee met on Monday and decided it would be worth giving new members an overview of how this Council’s agendas and meetings are normally structured. To that end, Bennett described the layout of agendas and reminded members they can bring up any proposal or business item for discussion during meetings.

- Unfinished Business are items the Council has had at least a week to review and post comments or concerns, and members are prepared to discuss and consider for approval.
- New Business is accepted and tabled until the next meeting to give everyone time to review the proposals and post comments on the Google Doc between meetings. Items that are simple and straightforward could be considered and approved in the first meeting without the week delay if members so desire.
- All comments and concerns, written or verbal, must be resolved before a proposal will be approved.
- This council reviews and **endorses** State Proposals for new programs or changes to existing programs, but has to **approve** the corresponding catalog curriculum and courses before the state proposal will go forward.
- Change Memos don’t need much description because the link takes you directly to the memo itself which describes exactly what catalog changes are being proposed. The purpose for a Change Memo is to provide a streamlined way of making a simple catalog change without the necessity and extra work involved for a full proposal and impact reviews. Please have POs contact Chris Hunt **BEFORE** requesting a full proposal for a minor correction or course change, since he may be able to save everyone a lot of work.
- Members can pull any proposal, Change Memo, or any other item on the Consent Calendar for discussion. Council can reject any Change Memo and request a full proposal be submitted instead.

The Executive Committee also decided to send a memo to Faculty Senate regarding the difficulty in getting faculty to serve on councils and committees, especially those that require more work and time. Service component of annual evaluations and tenure consideration takes a back seat to teaching and research. This situation does not promote faculty participation in the faculty governance structure recently codified in the Faculty Constitution. The memo will ask Faculty Senate’s help in getting more recognition of service in faculty workload considerations. This Council in particular counts on

many faculty eyes perusing the accuracy and internal consistency of course and curriculum information published in the undergraduate catalog.

5. Information from Academic Affairs: none
6. Current Subcommittee Activities:
 - a. General Education Requirements Committee (GERC) update –
Jim Skidmore is back for one more year as a mid-term replacement. GERC met on Tuesday and members were debriefed on what transpired during the Statewide Gen Ed Summit.
 - b. BAS Committee update – no report
7. Information from the Chair: none
8. Information from the Faculty Senate and other Councils:
Faculty Senate will be reviewing UCC's minutes soon, now that they have a new administrative assistant. Senators are also interested in centralizing faculty elections process and promoting faculty governance.
9. Other related information or questions: none

B. INFORMATION ITEMS – none this week

C. CONSENT CALENDAR – none this week

D. REMAINS TABLED

1. [UCC AY2021 Proposal #56](#) from **Teacher Education Studies: CHEM** to clean up the catalog, reduce credits, and align curriculum with state certification requirements. This is the fourth of eight sub-proposals created from the [original comprehensive proposal](#) and includes only changes to the **Chemistry** portions of the TES curriculum in the catalog. Has been tabled pending resolution of curriculum with Chemistry department, which have since been worked out. The proposal is now ready for Council to review. Remains **tabled** until next week.

E. UNFINISHED BUSINESS

1. UCC Vice Chair – election
Deidre Caputo-Levine's grant fell through so she is again available to serve.
Council nominated and **re-elected Deirdre Caputo-Levine as Vice Chair.**

Curriculum, Course, and Program Change Proposals:

1. Council voted to **approve Proposal #11** from **Healthcare Administration** ([Appendix 1](#)) to update the major requirements for the BS in Healthcare Administration, to update course prerequisites, and to delete obsolete HCA courses from the catalog.
2. Council voted to **approve Proposal #12** from **General Studies Program** ([Appendix 2](#)) to increase Arts & Letters required credits from 12 to 15 for Associate's Degree in General Studies.
3. Council voted to **approve Proposal #13** from **Psychology** ([Appendix 3](#)) to add new elective courses PSYC 3328, 3352, 4430 and 4439, and to delete obsolete courses PSYC 2228, 3305, and 4443.

4. Council voted to **approve Proposal #14** from **Psychology (Appendix 4)** for a new minor in Applied Behavior Analysis, and to add new courses PSYC 3375, 4475, and 4485. *Contingent upon approval of Proposal #13 and upon SBOE approval of Letter of Notification #2019-LON-04 for the new minor.*

F. NEW BUSINESS – Council accepted New Business items for discussion.

Council discussed Item #6 [Change Memo 11](#). This one is problematic because the proposed course is coming from a non-academic unit, and intended to ultimately replace ACAD 1104, which is under the purview of an academic unit and is a pre-requisite to other courses. Members were asked to carefully consider the intent and ramifications of this proposal, since it has a wider effect than may be readily apparent.

Council **tabled** all items below until next week's meeting:

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes):

1. [Change Memo 6: 2020-21 Remove prereq from EMGT 4402](#) from **Emergency Management**
2. [Change Memo 7: 2020-21 Remove First Aid and CPR requirement from BS Phys Ed](#) from **Sport Science & Physical Education**
3. [Change Memo 8: AY 2020-21 PE course A and P prerequisite changes](#) from **Sport Science & Physical Education**.
4. [Change Memo 9: AY2020-21 HO A and P changes](#) from **Health Occupations**
5. [Change Memo 10 AY2020-21 Drop TGE 0100P](#) from **Technical General Education**
6. [Change Memo 11: AY2020-21 Add ISU subject code and 1199](#) from **Student Affairs**

State Proposals for Review/Endorsement:

1. **2019-14:** COT_Basic Technical Certificate (BTC) Surveying Technician – corresponds to UCC [Proposal #19](#)

Curriculum, Course, and Program Change Proposals:

1. [Proposal #15](#) from **Music** to create a new Commercial Music option for the B.M. in Music, Performance.
2. [Proposal #16](#) from **Marketing & Management** to create new course MGT 4475, update courses and prerequisites, and delete redundant MGT, MKTG, and BA courses.
3. [Proposal #17](#) from **Physical Therapist Assistant** program to update PTA courses and curriculum to meet accreditation standards, and to delete PTA 0201 and PTA 0203.
4. [Proposal #18](#) from **Cosmetology** to add BT 0111, 0171 & 0220 to the curriculum for ATC in Cosmetology, and to reduce course credits in the COSM courses from 8 credits to 5 credits.
5. [Proposal #19](#) from **Civil Engineering Technology** for a new Basic Technical Certificate (BTC) for Surveying Technician. *Contingent upon SBOE approval of State Proposal #2019-14.*

6. [Proposal #20](#) from **English & Philosophy** to update the Creative Writing Option curriculum , create new courses ENGL 4404 and ENGL 4408, change course title for ENGL 4406.
7. [Proposal #21](#) from **Cosmetology** for new Barbering certification course COSM 0250.
8. [Proposal #22](#) from **Business Technology** for course and curriculum updates to Business Technology programs and to delete BT 0110 and BT 0201.
9. [Proposal #23](#) from **English & Philosophy** to substitute PHIL 4450 for ANTH 2239 as elective for Biomedical Ethics Certificate.

G. ADJOURNMENT: 3:48 p.m.

APPENDICES

CURRICULUM PROPOSALS APPROVED:

1. [Proposal #11](#) from **Healthcare Administration** to update the major requirements for the BS in Healthcare Administration, to update course prerequisites, and to delete obsolete HCA courses from the catalog.
2. [Proposal #12](#) from **General Studies Program** to increase Arts & Letters required credits from 12 to 15 for Associate's Degree in General Studies.
3. [Proposal #13](#) from **Psychology** to add new elective courses PSYC 3328, 3352, 4430 and 4439, and to delete obsolete courses PSYC 2228, 3305, and 4443.
4. [Proposal #14](#) from **Psychology** for a new minor in Applied Behavior Analysis, and to add new courses PSYC 3375, 4475, and 4485. *Contingent upon approval of [Proposal #13](#) and upon SBOE approval of Letter of Notification #2019-LON-04 for the new minor.*

Undergraduate Curriculum Council (UCC)

October 3, 2019 – 3:00-5:00 p.m. in AA102, Meridian 827, Bennion Conference Room

Volume XXXV, Meeting 12 (21-12)

MINUTES – Approved by Curriculum Council on October 10, 2019; Accepted by Faculty Senate on October 14, 2019; Accepted by Academic Affairs on November 8, 2019

A. PRELIMINARIES

1a. Attendance:

Members: Carmen Febles, Jon Holmes (for Steve Byers), Joanne Toevs, Wenxiang Zhu, Geoffrey Bennett (chair), Gene Warren, Wendy Mickelsen, LaVona Andrew, Barb Mason

Ex-Officio: Alan Frantz (for Joanne Tokle), Chris Hunt, JoAnn Hertz, Corey Zink

Admin. Asst: Catherine Read

1b. Excused: Deidre Caputo-Levine, Cathy Gray, Janet Loxterman; Emily White,

Absent: none

1c. Guests: none

2. Minutes for **September 26, 2019 -- forthcoming**

3. Report from the Executive Committee: met on Monday and set this week's agenda

4. Information from Academic Affairs:

Alan Frantz reported Academic Affairs met this morning to discuss the issues behind [Change Memo 11](#) below and the idea of creating a new ISU 1101 course. More conversations are needed to work out several issues before these proposals will be ready to move forward. Item #6 should be pulled from the Consent Calendar for discussion. This will also affect the proposal being developed to delete ACAD 1104.

5. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC) update – meets next week

b. BAS Committee update – met last week, minutes will be forthcoming soon

6. Information from the Chair: nothing more to report

7. Information from the Faculty Senate and other Councils:

- Faculty Senate meets Monday, October 14
- JoAnn Hertz reported Academic Standards Council has been looking at the Academic Renewal Policy, which is currently geared toward students on probation. ASC is considering whether it could be applied to students in good standing that would benefit by forgiveness for a bad semester. Council members concurred that sharing information about what other councils are doing is valuable for keeping faculty informed.

8. Other related information or questions: none

B. INFORMATION ITEMS - none this week

C. CONSENT CALENDAR –

Council voted to **pull Item #6**. [Change Memo 11](#) from the Consent Calendar for discussion.

Council voted to **approve** the remainder of the Consent Calendar: Items #1 – 5.

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes): none this week

1. Counsel **approved**, as part of the Consent Calendar, [Change Memo 6: 2020-21 Remove prereq from EMGT 4402](#) from **Emergency Management** ([Appendix A](#))
2. Counsel **approved**, as part of the Consent Calendar, [Change Memo 7: 2020-21 Remove First Aid and CPR requirement from BS Phys Ed](#) from **Sport Science & Physical Education** ([Appendix B](#))
3. Counsel **approved**, as part of the Consent Calendar, [Change Memo 8: AY 2020-21 PE course A and P prerequisite changes](#) from **Sport Science & Physical Education**. ([Appendix C](#))
4. Counsel **approved**, as part of the Consent Calendar, [Change Memo 9: AY2020-21 HO A and P changes](#) from **Health Occupations** ([Appendix D](#))
5. Counsel **approved**, as part of the Consent Calendar, [Change Memo 10: AY2020-21 Drop TGE 0100P](#) from **Technical General Education** ([Appendix E](#))

Pulled from Consent Calendar for discussion:

6. [Change Memo 11: AY2020-21 Add ISU subject code and 1199](#) from **Student Affairs**.
Discussion ensued. Council agreed change the first sentence to read: "...a **possible** replacement..."
Corey Zink explained the idea of this new ISU 1101 course originated from the data compiled last year by an Academic Success and Retention task force examining ISU's student retention after taking ACAD 1104. The purpose for this Change Memo is as mechanism to allow a new ISU course be included in the Fall 2020 catalog as a pilot experimental course while working out the logistics and ramifications of creating a permanent course that could be offered in Fall 2021.

UCC's concerns include the process in which the original proposal came about, since it has not come through normal faculty and departmental channels. Faculty have purview over the curriculum and courses at ISU, but it is unclear how faculty will oversee the proposed new ISU 1101 course. There are also unresolved problems involved in deleting ACAD 1104 from the catalog because it is a prerequisite for several English courses, and there are students currently enrolled in ACAD 1104. More clarifications and conversations are needed.

Change Memo 11 was **tabled** pending more information and satisfactory resolution of the issues.

Council agreed to **invite the proposal originators and a representative from College of Arts & Letters to UCC's next meeting** for more explanation and clarifications.

D. REMAINS TABLED – none this week

E. UNFINISHED BUSINESS

State Proposals for Review/Endorsement:

1. Council voted to **endorse** State Proposal **#2019-14**: COT Basic Technical Certificate (BTC) Surveying Technician ([Appendix S-1](#)) – *corresponds to UCC [Proposal #19](#)*

Curriculum, Course, and Program Change Proposals:

1. Council voted to **approve** [UCC AY2020 Proposal #56](#) from **Teacher Education Studies: CHEM** to clean up the catalog, reduce credits, and align curriculum with state certification requirements. This is the **fourth** of eight sub-proposals created from the [original comprehensive proposal](#) and includes only changes to the **Chemistry** portions of the TES curriculum in the catalog. Had been **tabled** pending resolution of curriculum with Chemistry department. ([Appendix 1](#))

2. Council voted to **approve** [Proposal #15](#) from **Music** to create a new Commercial Music option for the B.M. in Music, Performance. ([Appendix 2](#))
3. [Proposal #16](#) from **Marketing & Management** to create new course MGT 4475, update courses and prerequisites, and delete redundant MGT, MKTG, and BA courses. **Tabled** pending impact response from Paralegal Studies.
4. Council voted to **approve** [Proposal #17](#) from **Physical Therapist Assistant** program to update PTA courses and curriculum to meet accreditation standards, and to delete PTA 0201 and PTA 0203. ([Appendix 3](#))
5. Council voted to **approve** [Proposal #18](#) from **Cosmetology** to add BT 0111, 0171 & 0220 to the curriculum for ATC in Cosmetology, and to reduce course credits in the COSM courses from 8 credits to 5 credits. ([Appendix 4](#))
6. Council voted to **approve** [Proposal #19](#) from **Civil Engineering Technology** for a new Basic Technical Certificate (BTC) for Surveying Technician. *Contingent upon SBOE approval of State Proposal #2019-14.* ([Appendix 5](#))
7. Council voted to **approve** [Proposal #20](#) from **English & Philosophy** to update the Creative Writing Option curriculum, create new courses ENGL 4404 and ENGL 4408, change course title for ENGL 4406. ([Appendix 6](#))
8. Council voted to **approve** [Proposal #21](#) from **Cosmetology** for new Barbering certification course COSM 0250. ([Appendix 7](#))
9. Council voted to **approve** [Proposal #22](#) from **Business Technology** for course and curriculum updates to Business Technology programs and to delete BT 0110 and BT 0201. ([Appendix 8](#))
10. Council voted to **approve** [Proposal #23](#) from **English & Philosophy** to substitute PHIL 4450 for ANTH 2239 as elective for Biomedical Ethics Certificate. ([Appendix 9](#))

F. NEW BUSINESS – Council voted to accept and immediately **table** all New Business items until next time.

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes):

1. [Change Memo 12: AY2020-21 Update prerequisite for PPRA 3314](#) from **Pharmacy Practice and Administrative Sciences**
2. [Change Memo 13: AY2020-21 ENGL course drops and changes](#) from **English & Philosophy**

Curriculum, Course, and Program Change Proposals:

1. [Proposal #24](#) from **ART** to update courses, curriculum, and degree requirements for BA, BFA, and minors.
2. [Proposal #25](#) from **History** to update courses and curriculum, create new courses, delete old courses
3. [Proposal #26](#) from **Theatre & Dance** to update Dance courses and curriculum, create new DANC 3305, and to change the name of the major to Dance Studies. *Requires SBOE approval of Letter of Notification #2019-LON-06 to change the name of the major.*

G. ADJOURNMENT: 4:07 p.m.

APPENDICES

ACTIONS APPROVED:

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes):

- A. [Change Memo 6](#): from **Emergency Management** to remove EMGT 4401 as a pre-requisite from EMGT 4402.
- B. [Change Memo 7](#): from **Sport Science & Physical Education** to remove non-course First Aid and CPR requirements from the BS in Physical Education
- C. [Change Memo 8](#): from **Sport Science & Physical Education** to add BIOL 2227 and BIOL 2228 as pre-requisite options for PE 3301, PE 3302, PE 3370 and PE 4494.
- D. [Change Memo 9](#): from **Health Occupations** to add BIOL 2227/2227L and BIOL 2228/2228L as prerequisite and course options for the Health Occupation programs: AAS in Health Information Technology, AAS Occupational Therapy Assistant, AAS Physical Therapy Assistant, and AS in Respiratory Therapy.
- E. [Change Memo 10](#): from **Technical General Education** to delete TGE 0100P from the catalog, since it has not been offered since Fall 2013.

STATE PROPOSALS ENDORSED:

- S-1. [2019-14](#): COT_Basic Technical Certificate (BTC) Surveying Technician – corresponds to UCC [Proposal #19](#)

CURRICULUM PROPOSALS APPROVED:

1. [UCC AY2020 Proposal #56](#) from **Teacher Education Studies: CHEM** to clean up the catalog, reduce credits, and align curriculum with state certification requirements. This is the fourth of eight sub-proposals created from the [original comprehensive proposal](#) and includes only changes to the **Chemistry** portions of the TES curriculum in the catalog. Had been **tabled** pending resolution of curriculum with Chemistry department.
2. [Proposal #15](#) from **Music** to create a new Commercial Music option for the B.M. in Music, Performance. . *Contingent upon SBOE approval of Letter of Notification #2019-LON-05*
3. [Proposal #17](#) from **Physical Therapist Assistant** program to update PTA courses and curriculum to meet accreditation standards, and to delete PTA 0201 and PTA 0203.
4. [Proposal #18](#) from **Cosmetology** to add BT 0111, 0171 & 0220 to the curriculum for ATC in Cosmetology, and to reduce course credits in the COSM courses from 8 credits to 5 credits.
5. [Proposal #19](#) from **Civil Engineering Technology** for a new Basic Technical Certificate (BTC) for Surveying Technician. *Contingent upon SBOE approval of State Proposal #2019-14.*
6. [Proposal #20](#) from **English & Philosophy** to update the Creative Writing Option curriculum , create new courses ENGL 4404 and ENGL 4408, change course title for ENGL 4406.
7. [Proposal #21](#) from **Cosmetology** for new Barbering certification course COSM 0250.
8. [Proposal #22](#) from **Business Technology** for course and curriculum updates to Business Technology programs and to delete BT 0110 and BT 0201.
9. [Proposal #23](#) from **English & Philosophy** to substitute PHIL 4450 for ANTH 2239 as elective for Biomedical Ethics Certificate.

Undergraduate Curriculum Council (UCC)

October 10, 2019 – 3:00-5:00 p.m. in AA102, Meridian 827, Bennion Conference Room

Volume XXXV, Meeting 13 (21-13)

MINUTES – Approved by Curriculum Council on October 31, 2019; Accepted by Faculty Senate on November 11, 2019; Accepted by Academic Affairs on November 11, 2019

A. PRELIMINARIES --

1a. Attendance:

Members: Carmen Febles, Deidre Caputo-Levine, Steve Byers, Cathy Gray, Janet Loxterman, Geoffrey Bennett (chair), Gene Warren, Wendy Mickelsen, LaVona Andrew, Barb Mason, Nabin Mahat

Ex-Officio: Alan Frantz (for Joanne Tokle), Chris Hunt, JoAnn Hertz

Admin. Asst: Catherine Read

1b. Excused: Joanne Toevs, Wenxiang Zhu; Emily White, Corey Zink

Absent: none

1c. Guests: Joanne Tokle (Academic Affairs), John Gribas (Assoc. Dean, CAL), Jim DiSanza (Chair, CMP dept.), Matt Wilson (GERC)

Members welcomed **Nabin Mahat**, ASISU's newly appointed representative as a full voting member of the Council.

2. Council **approved**, with one abstention, the Minutes for **October 3, 2019**

Minutes for September 26, 2019 were deferred until next week

3. Report from the Executive Committee: no report, did not meet this week.

4. Discussion regarding potential new ISU 1101 course and ACAD 1104 deletion

John Gribas and Jim DiSanza from College of Arts & Letters introduced themselves. ACAD courses are under Arts & Letters. DiSanza explained College of Arts & Letters had concerns about how well ACAD courses were serving students; data showed the courses are not effective in improving student retention. A task force was formed to revamp the ACAD 1104 course to create a new ISU 1101 course ready to have 10-15 sections implemented in Fall 2020 as an experimental course. The main purpose for the course is to improve student retention campus wide. The course results will be monitored to determine its effectiveness. Quite a few focus groups of faculty, students, and staff from Student Services have been held to get broad perspective on what content would best benefit students. This type of course is now commonly taught at other institutions around the nation.

Gribas and DiSanza acknowledged faculty concerns about the course originating from Student Affairs instead of from an academic unit. Discussions are still ongoing where the course will ultimately be housed. GERC discussed this proposed course in their last meeting, most members had not heard about it before. GERC's main concern was that if a course is required of all students, why wouldn't it belong as a gen ed course? The idea of this new ISU 1101 course being a mandatory 3-credit course for all students has been pulled back, so some concerns may be alleviated.

Carmen Febles, as the UCC rep handling this proposal, explained how UCC became involved. Questions are: who is instructing these courses, and who are the voting faculty to approve the UCC proposal and oversee the course. UCC requires a full proposal for creating this new course, originating from an academic unit that has the official oversight of the course, with a faculty body to vote on the UCC catalog proposal. There also have to be some assurances about who will be teaching the course, and the minimum qualifications of the instructors. Discussion. Gribas suggested the proposed ISU course be assigned to Arts & Letters at least for now, and the College's executive committee be the voting faculty and oversight body for this course.

5. Information from Academic Affairs:
The Provost conveys her full support of this Council and its purview over the undergraduate curriculum and catalog.
6. Current Subcommittee Activities:
 - a. General Education Requirements Committee (GERC) update
GERC is starting to take a look at the shape of the overall Gen Ed program, especially Objectives 7, 8, and 9. They formed a subcommittee to survey faculty and gather input.
 - b. BAS Committee update -- none
7. Information from the Chair: none
8. Information from the Faculty Senate and other Councils: Faculty Senate meets this coming Monday.
9. Other related information or questions: none

B. INFORMATION ITEMS - none this week

C. CONSENT CALENDAR – Council **approved** the Consent Calendar in its entirety.

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes): none this week

1. Council **approved**, as part of the Consent Calendar, [Change Memo 12: AY2020-21 Update prerequisite for PPRA 3314](#) from **Pharmacy Practice and Administrative Sciences** ([Appendix A](#))
2. Council **approved**, as part of the Consent Calendar, [Change Memo 13: AY2020-21 ENGL course drops and changes](#) from **English & Philosophy** ([Appendix B](#))

D. REMAINS TABLED –

1. [Change Memo 11: AY2020-21 Add ISU subject code and 1199](#) from **Student Affairs**. **Tabled** pending further discussion of ramifications and logistics of the larger picture for ISU prefix course(s) and ACAD 1104.
2. [Proposal #16](#) from **Marketing & Management** to create new course MGT 4475, update courses and prerequisites, and delete redundant MGT, MKTG, and BA courses. Had been tabled pending impact response from Paralegal Studies. **Remains tabled** for another week.
Hunt suggested UCC consider creating different levels of impact responses required for approval of proposals, since not all units are affected equally by proposed changes. He will work on a list of criteria and bring it to the Executive Committee for their consideration first.

E. UNFINISHED BUSINESS

Curriculum, Course, and Program Change Proposals:

1. Council **approved** [Proposal #24](#) from **ART** ([Appendix 1](#)) to update courses, curriculum, and degree requirements for BA, BFA, and minors.
2. [Proposal #25](#) from **History** to update courses and curriculum, create new courses, delete old courses. **Tabled** pending receipt of impact responses.

3. [Proposal #26](#) from **Theatre & Dance** to update Dance courses and curriculum, create new DANC 3305, and to change the name of the major to Dance Studies. *Requires SBOE approval of Letter of Notification #2019-LON-06 to change the name of the major.* **Tabled** pending answers to questions.

F. NEW BUSINESS – Council voted to accept and immediately **table** the following items until next time.

Curriculum, Course, and Program Change Proposals:

1. [Proposal #27](#) from **Global Studies & Languages** to update GLOBL courses & curriculum, create new GLOBL 3400, delete GLOBL 2200 & 4400; catalog cleanup for Languages curriculum.
2. [Proposal #28](#) from **Finance & Economics** to create new course ECON 4452 to replace ECON 3352 which is being deleted.
3. [Proposal #29](#) from **Paramedic Science** to update BS in Health Science – Emergency Medical Services concentration (BSHS-EMS) degree requirements and pre-reqs.
4. [Proposal #30](#) from **Emergency Management** to add five HE courses as electives for the BS in Emergency Management degree.
5. [Proposal #31](#) from **Fire Services Administration** to change MATH 1153 from required to recommended course for the AS in Fire Services Administration degree.
6. [Proposal #32](#) from **Nursing** to create new course NURS 4105, increase credits for NURS 4400, and update admissions pre-reqs for BS Nursing: RN completion program.

G. ADJOURNMENT: 4:20 p.m.

APPENDICES

ACTIONS APPROVED:

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes):

- A. [Change Memo 12:](#) from **Pharmacy Practice and Administrative Science** to add BIOL 2227 and BIOL 2228 as prerequisite options for PPRA 3314 to facilitate the graduation of transfer students from the B.S. in Dental Hygiene.
- B. [Change Memo 13:](#) from **English & Philosophy** to delete ENGL 0090, ENGL 1100, and ENGL 4441, and to change semesters offered for ENGL 4491 from F,S to S.

STATE PROPOSALS ENDORSED: - None this week.

CURRICULUM PROPOSALS APPROVED:

1. [Proposal #24](#) from **ART** to update courses, curriculum, and degree requirements for BA, BFA, and minors.

Undergraduate Curriculum Council (UCC)

October 17, 2019 – 3:00-5:00 p.m. in AA102, Meridian 827, Bennion Conference Room

Volume XXXV, Meeting 14 (21-14)

MINUTES – Approved by Curriculum Council on October 31, 2019; Accepted by Faculty Senate on November 11, 2019; Accepted by Academic Affairs on November 11, 2019

A. PRELIMINARIES

1a. Attendance:

Members: Carmen Febles, Deidre Caputo-Levine, Steve Byers, Joanne Toevs, Cathy Gray, Janet Loxterman, Wenxiang Zhu, Geoffrey Bennett (chair), Gene Warren, Wendy Mickelsen, Barb Mason

Ex-Officio: Alan Frantz (for Joanne Tokle), Chris Hunt, JoAnn Hertz, Corey Zink

Admin. Asst: Catherine Read

1b. Excused: LaVona Andrew, Nabin Mahat; Emily White

Absent: Corey Zink

1c. Guests: none

2. Minutes for **September 26, 2019** and **October 10, 2019** -- *forthcoming*

3. Report from the Executive Committee:

Met on Monday. Proposals are being submitted with incomplete impacts. UCC reps are the last stop before submission, and should be checking for such things. There has been some confusion about the approval chain within colleges. Deans need to sign off before proposals are sent out for impacts. Some impact responses are more critical to receive than others, depending on the level of impact proposed changes have on the affected departments' programs. Chris Hunt is working on a list of impact tiers this Council may use as guidance. A recent situation to watch for is when one proposal deletes a course that another department's proposal is adding to their program.

4. Information from Academic Affairs:

SBOE approved ISU's four program proposals during their meeting this morning. They also approved several policy changes that will affect gen ed and GERC's work.

5. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC) update – meets next week, no report

b. BAS Committee update -- no report

6. Information from the Chair: none

7. Information from the Faculty Senate and other Councils:

Faculty Senate accepted UCC's Minutes for **August 22**, August 29, **September 5** and **September 12, 2019** during their meeting on Monday, October 14. Caputo-Levine reported that changes to Graduation are being made: there will be both a winter and a spring graduation, with two separate ceremonies for each. A question arose and was answered about the faculty who would be teaching the Cyber-Physical Systems courses being proposed, and their qualifications. President Satterlee was there and mentioned there were some upcoming issues that would be hard work, but he provided no details.

8. Other related information or questions: none

B. INFORMATION ITEMS - none this week

C. CONSENT CALENDAR - none this week

D. REMAINS TABLED –

1. [Change Memo 11: AY2020-21 Add ISU subject code and 1199](#) from **Student Affairs**. **Tabled** pending further discussion of ramifications and logistics of the larger picture for ISU prefix course(s) and ACAD 1104. **Remains tabled.**
2. Council voted to untable and **approve** [Proposal #16](#) from **Marketing & Management** ([Appendix 1](#)) to create new course MGT 4475, update courses and prerequisites, and delete redundant MGT, MKTG, and BA courses. Had been tabled pending impact response from Paralegal Studies, which was subsequently received.
3. [Proposal #26](#) from **Theatre & Dance** to update Dance courses and curriculum, create new DANC 3305, and to change the name of the major to Dance Studies. *Requires SBOE approval of Letter of Notification #2019-LON-06 to change the name of the major and to decrease required credits.* **Remains tabled**, pending resolution of questions from Academic Affairs.
4. [Proposal #32](#) from **Nursing** to create new course NURS 4105, increase credits for NURS 4400, and update admissions pre-reqs for BS Nursing: RN completion program. **Remains tabled**, per UCC Executive Committee, pending impact responses.

E. UNFINISHED BUSINESS

Curriculum, Course, and Program Change Proposals:

1. Council voted to **approve** [Proposal #25](#) from **History** ([Appendix 2](#)) to update courses and curriculum, create new courses, delete old courses. Was tabled last week pending receipt of impact responses which have since been received and entered.
2. [Proposal #27](#) from **Global Studies & Languages** to update GLOBL courses & curriculum, create new GLOBL 3400, delete GLOBL 2200 & 4400; catalog cleanup for Languages curriculum. **Tabled** to allow more time to review new changes.
3. Council voted to **approve** [Proposal #28](#) from **Finance & Economics** ([Appendix 3](#)) to create new course ECON 4452 to replace ECON 3352 which is being deleted.
4. Council voted to **approve** [Proposal #29](#) from **Paramedic Science** ([Appendix 4](#)) to update BS in Health Science – Emergency Medical Services concentration (BSHS-EMS) degree requirements and pre-reqs.
5. [Proposal #30](#) from **Emergency Management** to add five HE courses as electives for the BS in Emergency Management degree. **Tabled**; elective course HCA 3350 is being deleted by [Proposal #11](#), so need to notify department and find out what they want to do.
6. Council voted to **approve** [Proposal #31](#) from **Fire Services Administration** ([Appendix 5](#)) to change MATH 1153 from required to recommended course for the AS in Fire Services Administration degree.

F. NEW BUSINESS – Council accepted and immediately **tabled** the following items until next time.

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes):

1. [Change Memo 14: AY2020-21 BM in Music: swap Business course](#)

2. [Change Memo 15: AY2020-21 Add minimum grade requirement to BS Radiographic Science](#)
3. [Change Memo 16: AY2020-21 BBA Marketing w/ Entrep emphasis MKTG 4454 to MKTG 4480](#)
4. [Change Memo 17: AY2020-21 COHP A&P updates](#)

Curriculum, Course, and Program Change Proposals:

1. [Proposal #33](#) from **Division of Health Sciences** and **Healthcare Administration** to create new DHS 1110 and to delete HCA 1110 and DHS 4409
2. [Proposal #34](#) from **Family Consumer Sciences (FCS)**, **Special Education (SPED)**, and **Teaching & Educational Studies (TES)** programs to delete obsolete courses, update admission requirements, and add minimum grade of C.
3. [Proposal #35](#) from **Sport Science & Physical Ed** to change the course title and description of PE 4473
4. [Proposal #36](#) from **Business Education (BED)** and **Family Consumer Sciences (FCS)** to allow any BED or CTE course as electives to the program endorsements.
5. [Proposal #37](#) from **Physics, Nuclear & Electrical Engineering** to update the curriculum for the BS in Electrical Engineering Technology (BSEET) and to delete several obsolete EET courses.
6. [Proposal #38](#) from **Math & Statistics** to update Math courses and major requirements, delete MATH 4444.
7. [Proposal #39](#) from **Biological Sciences** to create new courses BIOL 2229 Intro to Pathobiology and BIOL 3306 Advanced Pathobiology, and delete BIOL 3305.
8. [Proposal #40](#) from **Special Education** and **Teaching & Educational Studies** for a new Deaf/Hard of Hearing teaching endorsement, and new courses EDHH 4459 and EDHH 4495.

G. ADJOURNMENT: 3:32 p.m.

APPENDICES

CURRICULUM PROPOSALS APPROVED:

1. [Proposal #16](#) from **Marketing & Management** to create new course MGT 4475, update courses and prerequisites, and delete redundant MGT, MKTG, and BA courses.
2. [Proposal #25](#) from **History** to update courses and curriculum, create new courses, delete old courses. Was **tabled** last week pending impact responses which have since been received and entered.
3. [Proposal #28](#) from **Finance & Economics** to create new course ECON 4452 to replace ECON 3352 which is being deleted.
4. [Proposal #29](#) from **Paramedic Science** to update BS in Health Science – Emergency Medical Services concentration (BSHS-EMS) degree requirements and pre-reqs.

5. [Proposal #31](#) from **Fire Services Administration** to change MATH 1153 from required to recommended course for the AS in Fire Services Administration degree.

Undergraduate Curriculum Council (UCC)

October 24, 2019 – 3:00-5:00 p.m. in AA102, Meridian 827, Bennion Conference Room

Volume XXXV, Meeting 15 (21-15)

MINUTES – *Approved by Curriculum Council on October 31, 2019; Accepted by Faculty Senate on November 11, 2019; Accepted by Academic Affairs on November 11, 2019*

A. PRELIMINARIES

1a. Attendance:

Members: Carmen Febles, Deidre Caputo-Levine, Steve Byers, Joanne Toevs, Cathy Gray, Janet Loxterman, Wenxiang Zhu, Geoffrey Bennett (chair), Wendy Mickelsen, LaVona Andrew, Barb Mason

Ex-Officio: Alan Frantz (for Joanne Tokle), Chris Hunt, JoAnn Hertz, Corey Zink

Admin. Asst: *excused this week*

1b. Excused: Nabin Mahat; Emily White, Catherine Read

Absent: Gene Warren

1c. Guests: Matt Wilson (GERC)

2. Council **approved** its Minutes for **September 26, 2019**

*Minutes for **October 10, 2019** and **October 17, 2019** – forthcoming next week*

3. Report from the Executive Committee: no report

4. Information from Academic Affairs: no report

5. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC) update

i. Council **accepted** GERC's Minutes for:

[August 27, 2019](#), [September 10, 2019](#) and [September 24, 2019](#)

Matt Wilson reported Tuesday's meeting was spent discussing assessment and general education more broadly with the visiting NILOA coach.

b. BAS Committee update – no report

6. Information from the Chair: none

7. Information from the Faculty Senate and other Councils:

Faculty Senate meets this coming Monday. Caputo-Levine has a conflict, so LaVona Andrew volunteered attend in her stead.

8. Other related information or questions: none

B. INFORMATION ITEMS - none this week

C. CONSENT CALENDAR – Council voted to **approve the** Consent Calendar in its entirety:

1. Council **approved**, as part of the Consent Calendar, [Change Memo 14: AY2020-21 BM in Music: swap Business course](#) from **Music** ([Appendix A](#)).

2.

3. Council **approved as amended**, as part of the Consent Calendar, [Change Memo 15: AY2020-21 Add minimum grade requirement to BS Radiographic Science](#) from **Radiographic Science** ([Appendix B](#)). Council made a minor wording change to the admission statement.

4. Council **approved**, as part of the Consent Calendar, [Change Memo 16: AY2020-21 BBA Marketing w/ Entrep emphasis MKTG 4454 to MKTG 4480](#) from **Marketing & Management** ([Appendix C](#))
5. Council **approved**, as part of the Consent Calendar, [Change Memo 17: AY2020-21 COHP A&P updates](#) from **Marketing & Management** ([Appendix D](#))

D. REMAINS TABLED –

1. [Change Memo 11: AY2020-21 Add ISU subject code and 1199](#) from **Student Affairs**. **Tabled** pending further discussion of ramifications and logistics of the larger picture for ISU prefix course(s) and ACAD 1104. Those discussions are reportedly taking place, but no further progress on proposals has happened yet.
2. [Proposal #26](#) from **Theatre & Dance** to update Dance courses and curriculum, create new DANC 3305, and to change the name of the major to Dance Studies. *Requires SBOE approval of Letter of Notification #2019-LON-06 to change the name of the major and to decrease required credits.* **Remains tabled**, pending resolution of questions from Academic Affairs.
3. [Proposal #32](#) from **Nursing** to create new course NURS 4105, increase credits for NURS 4400, and update admissions pre-reqs for BS Nursing: RN completion program. **Remains tabled**, per UCC Executive Committee, pending impact responses.

E. UNFINISHED BUSINESS

Curriculum, Course, and Program Change Proposals:

1. Council **approved** [Proposal #27](#) from **Global Studies & Languages** ([Appendix 1](#)) to update GLBL courses & curriculum, create new GLBL 3400, delete GLBL 2200 & 4400; catalog cleanup for Languages curriculum.
2. Council **approved** [Proposal #30](#) from **Emergency Management** ([Appendix 2](#)) to add five HE courses as electives for the BS in Emergency Management degree.
3. Council **approved** [Proposal #33](#) from **Division of Health Sciences and Healthcare Administration** ([Appendix 3](#)) to create new DHS 1110 and to delete HCA 1110 and DHS 4409
4. Council **approved** [Proposal #34](#) from **Family Consumer Sciences (FCS), Special Education (SPED), and Teaching & Educational Studies (TES)** programs ([Appendix 4](#)) to delete obsolete courses, update admission requirements, and add minimum grade of C.
5. Council **approved** [Proposal #35](#) from **Sport Science & Physical Ed** ([Appendix 5](#)) to change the course title and description of PE 4473
6. Council **approved** [Proposal #36](#) from **Business Education (BED) and Family Consumer Sciences (FCS)** ([Appendix 6](#)) to allow any BED or CTE course as electives to the program endorsements.
7. Council **approved** [Proposal #37](#) from **Physics, Nuclear & Electrical Engineering** ([Appendix 7](#)) to update the curriculum for the BS in Electrical Engineering Technology (BSEET) and to delete several obsolete EET courses.
8. Council **approved** [Proposal #38](#) from **Math & Statistics** ([Appendix 8](#)) to update Math courses and major requirements, delete MATH 4444.

9. Council **approved** [Proposal #39](#) from **Biological Sciences** ([Appendix 9](#)) to create new courses BIOL 2229 Intro to Pathobiology and BIOL 3306 Advanced Pathobiology, and delete BIOL 3305.
10. Council **approved** [Proposal #40](#) from **Special Education** and **Teaching & Educational Studies** (Appendix 10) for a new Deaf/Hard of Hearing teaching endorsement, and new courses EDHH 4459 and EDHH [4495](#).

F. NEW BUSINESS –

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes):

1. [Change Memo 18: AY2020-21 Correct admissions requirements for BA BS in Special Education](#)
2. [Change Memo 19: AY2020-21 Corrections to ESET courses in Proposal 7](#)
3. [Change Memo 20: AY2020-21 Minor in Philosophy and Religion course swap](#)

Curriculum, Course, and Program Change Proposals:

1. [Proposal #41](#) from **Communication, Media, & Persuasion** to create new Minor in Advocacy, change Emphasis name to Communication: Rhetoric, Media and Social Change, update courses and curricula, and create new courses CMP 4402 and CMP 4467. *Requires SBOE approval of Letters of Notification #2019-LON-08 for new minor, and #2019-LON-09 for Emphasis name change. Changes affect Graduate Catalog.*
2. [Proposal #42](#) from **Geosciences** to delete obsolete labs, correct course credits, and clarify degree expectations.
3. *Changes affect Graduate Catalog.*
4. [Proposal #43](#) from **Anthropology** to create new ANTH 4412 and ANTH 4427, change ANTH 4431 to be repeatable. *Changes affect Graduate Catalog.*
5. [Proposal #44](#) from **Sociology, Social Work & Criminal Justice** to remove MATH 1153 as pre-requisite for SOC 3309.
6. [Proposal #45](#) from **Sociology, Social Work & Criminal Justice** for new courses SOWK 4478 and SOWK 4479, and minor changes to SOWK 4476 and SOWK 4477.
7. [Proposal #46](#) from **Pharmacy** to change PHAR 9910 grading to S/U and remove PHYS 1112 as recommended elective from admissions criteria.
8. [Proposal #47](#) from **Health Occupations** to streamline ADRN & PNUR programs, create new courses ADRN 2214 & 2240, PNUR 0138.

G. ADJOURNMENT: 4:33 p.m.

APPENDICES

ACTIONS APPROVED:

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes):

- A. [Change Memo 14](#): from **Music** to replace BA 1110 with MKTG 2225 for the B.M. in Commercial Music, as recommended by the College of Business.
- B. [Change Memo 15: as amended](#) from **Radiographic Science** to add a minimum grade of C- in all courses required for admission to the Radiographic Science program.
- C. [Change Memo 16](#): from **Marketing** to correct an error in Proposal #2 by replacing MKTG 4454 with MKTG 4480 for the BBA in Marketing with and Entrepreneurship/Small Business Emphasis.
- D. [Change Memo 17](#): from **College of Health Professions** to add BIOL 2227 and BIOL 2228 as prerequisite options for NTD 3340 course, and for the BS in Dental Hygiene, BS in Dietetics, and the BS in Radiographic Science.

CURRICULUM PROPOSALS APPROVED:

1. [Proposal #27](#) from **Global Studies & Languages** to update GLOBL courses and curriculum, create new GLOBL 3400, delete GLOBL 2200 & 4400; catalog cleanup for Languages curricula.
2. [Proposal #30](#) from **Emergency Management** to add five HE courses as electives for the BS in Emergency Management degree.
3. [Proposal #33](#) from **Division of Health Sciences** and **Healthcare Administration** to create new DHS 1110 and to delete HCA 1110 and DHS 4409
4. [Proposal #34](#) from **Family Consumer Sciences (FCS)**, **Special Education (SPED)**, and **Teaching & Educational Studies (TES)** programs to delete obsolete courses, update admission requirements, and add minimum grade of C.
5. [Proposal #35](#) from **Sport Science & Physical Ed** to change the course title and description of PE 4473
6. [Proposal #36](#) from **Business Education (BED)** and **Family Consumer Sciences (FCS)** to allow any BED or CTE course as electives to the program endorsements.
7. [Proposal #37](#) from **Physics, Nuclear & Electrical Engineering** to update the curriculum for the BS in Electrical Engineering Technology (BSEET) and to delete several obsolete EET courses.
8. [Proposal #38](#) from **Math & Statistics** to update Math courses and major requirements, delete MATH 4444.
Changes affect Graduate catalog.
9. [Proposal #39](#) from **Biological Sciences** to create new courses BIOL 2229 Intro to Pathobiology and BIOL 3306 Advanced Pathobiology, and delete BIOL 3305.
10. [Proposal #40](#) from **Special Education** and **Teaching & Educational Studies** for a new Deaf/Hard of Hearing teaching endorsement, and new courses EDHH 4459 and EDHH 4495. *Requires SBOE approval of the new endorsement.*

Undergraduate Curriculum Council (UCC)

October 31, 2019 – 3:00-5:00 p.m. in AA102, Meridian 827, Bennion Conference Room

Volume XXXV, Meeting 16 (21-16)

MINUTES – Approved by Curriculum Council on November 7, 2019; Accepted by Faculty Senate on November 11, 2019; Accepted by Academic Affairs on November 23, 2019

A. PRELIMINARIES -

1a. Attendance:

Members: Carmen Febles, Deidre Caputo-Levine, Steve Byers, Joanne Toevs, Cathy Gray, Janet Loxterman, Geoffrey Bennett (chair), Wendy Mickelsen, LaVona Andrew, Barb Mason, Nabin Mahat

Ex-Officio: Alan Frantz (for Joanne Tokle), Chris Hunt, JoAnn Hertz, Corey Zink

Admin. Asst: Catherine Read

1b. Excused: Wenxiang Zhu; Emily White

Absent: none

1c. Guests: none

2. Council approved, with one abstention, the Minutes for **October 10, 2019, October 17, 2019** and **October 24, 2019**

3. Report from the Executive Committee: no report

4. Information from Academic Affairs: none

5. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC) update -- none

b. BAS Committee update -- none

6. Information from the Chair: -- none

7. Information from the Faculty Senate and other Councils:

- Faculty Senate briefly discussed the proposed ISU 1101 course; focus groups are being held. ACAD 1104 course was mentioned by Lyn Reddington, the Vice President from Student Affairs, which is proposing to replace ACAD 1104 with the ISU 1101 course. Faculty Senate is concerned with how faculty and this Council will be engaged in the discussions and decisions about these courses.
- Units' budgets were discussed. Salary savings from vacant faculty lines have been used to cover non-personnel expenses in several departments. University's reserve monies will be used for the next few years to help cover these costs as ISU implements its new budget models and works to increase revenues and transparency.
- Traditional student enrollment is an ongoing a major concern.
- Another faculty Ombudsman is needed; faculty volunteers from colleges other than Arts & Letters were welcome to apply.

8. Other related information or questions: none

B. INFORMATION ITEMS - none this week

C. CONSENT CALENDAR – Council voted to approve the Consent Calendar in its entirety:

1. Council **approved**, as part of the Consent Calendar, [Change Memo 18: AY2020-21 Correct admissions requirements for BA BS in Special Education \(Appendix A\)](#)
- 2.
3. Council **approved**, as part of the Consent Calendar, [Change Memo 19: AY2020-21 Corrections to ESET courses in Proposal 7 \(Appendix B\)](#)
4. Council **approved**, as part of the Consent Calendar, [Change Memo 20: AY2020-21 Minor in Philosophy and Religion course swap \(Appendix C\)](#)
5. Council **approved**, as part of the Consent Calendar, [Proposal #43](#) from **Anthropology (Appendix 3)** to create new ANTH 4412 and ANTH 4427, change ANTH 4431 to be repeatable. *Changes affect Graduate Catalog.*
6. Council **approved**, as part of the Consent Calendar, [Proposal #44](#) from **Sociology, Social Work & Criminal Justice (Appendix 4)** to remove MATH 1153 as pre-requisite for SOC 3309.
7. Council **approved**, as part of the Consent Calendar, [Proposal #45](#) from **Sociology, Social Work & Criminal Justice (Appendix 5)** for new courses SOWK 4478 and SOWK 4479, and minor changes to SOWK 4476 and SOWK 4477.
8. Council **approved**, as part of the Consent Calendar, [Proposal #46](#) from **Pharmacy (Appendix 6)** to change PHAR 9910 grading to S/U and remove PHYS 1112 as recommended elective from admissions criteria.

D. REMAINS TABLED –

1. [Change Memo 11: AY2020-21 Add ISU subject code and 1199](#) from **Student Affairs. Remains tabled** pending further discussion of ramifications and logistics of the larger picture for ISU prefix course(s) and ACAD 1104.
2. **WITHDRAWN:** [Proposal #26](#) from **Theatre & Dance** to update Dance courses and curriculum, create new DANC 3305, and to change the name of the major to Dance Studies. *Requires SBOE approval of Letter of Notification #2019-LON-06 to change the name of the major and to decrease required credits. Department opted to withdraw this proposal.*
3. [Proposal #32](#) from **Nursing** to create new course NURS 4105, increase credits for NURS 4400, and update admissions pre-reqs for BS Nursing: RN completion program. Remained tabled, per UCC Executive Committee, pending impact response and submission of two other proposals from Nursing. **Untabled** for discussion. Biological Sciences is concerned the new course NURS 4105 is duplicative of the BIOL 2229 course they created specifically for Nursing programs to address this particular need. There are also discrepancies within the proposal itself regarding NURS 3305. **Tabled again** pending conversations between the two departments and mutually satisfactory resolution of the objections and discrepancies.

E. UNFINISHED BUSINESS

Curriculum, Course, and Program Change Proposals:

1. Council **approved** [Proposal #41](#) from **Communication, Media, & Persuasion (Appendix 1)** to create new Minor in Advocacy, change Emphasis name to Communication: Rhetoric, Media and Social Change, update courses and curricula, and create new courses CMP 4402 and CMP 4467. *Requires SBOE approval of Letters of Notification #2019-LON-08 for new minor, and #2019-LON-09 for Emphasis name change. Changes affect Graduate Catalog.*

2. Council **approved** [Proposal #42](#) from **Geosciences** ([Appendix 2](#)) to delete obsolete labs, correct course credits, and clarify degree expectations. *Changes affect Graduate Catalog.*
3. Council **approved** [Proposal #47](#) from **Health Occupations** ([Appendix 7](#)) to streamline ADRN & PNUR programs, create new courses ADRN 2214 & 2240, PNUR 0138.

F. NEW BUSINESS – Council accepted and immediately **tabled** the following for consideration next week:

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes): none this week

Curriculum, Course, and Program Change Proposals:

1. [Proposal #48](#) from **ESTEC** to delete inactive programs ITC in Energy Systems Renewable Energy Technology and A.A.S. degree in Energy Systems Wind Engineering Technology, and to delete obsolete ESET courses. *Requires SBOE approval of State Proposals #2019-06 and #2019-07 to remove the programs.*
2. [Proposal #49](#) from **College of Business** to eliminate Business Administration minor for non-business majors, update the BBA core requirements, delete BA 2210 & BA 3310, create new MKTG 3310. *Requires SBOE approval of Letter of Notification #2019-LON-07 to remove the minor.*
3. [Proposal #50](#) from **Teaching & Educational Studies** for new teaching endorsements in Middle School Social Studies, Middle School Science, and secondary education Natural Science. *Dept. of Education's Professional Standards Commission approved these teaching endorsements on 9/4/2019.*
4. [Proposal #51](#) from **Teaching & Educational Studies** to remove Economics 20-credit and 30-credit secondary education endorsements, and to update Biology and German secondary endorsements. *Dept. of Education's Professional Standards Commission recommended elimination of the Economics endorsements in their Nov. 2018 review.*

G. ADJOURNMENT: 3:40 p.m.

APPENDICES

ACTIONS APPROVED:

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes):

- A. [Change Memo 18:](#) from **Special Education** to remove incorrect language regarding admissions requirements for the BA/BS in Special Education.
- B. [Change Memo 19:](#) from **ESTEC** to amend changes made in Proposal #7 to the correct pre- and co-requisites for ESET 4487 and ESET 4489.
- C. [Change Memo 20:](#) from **English & Philosophy** to replace the dropped HIST 2241 with the new HIST 4419 for the Minor in Philosophy and Religion.

CURRICULUM PROPOSALS APPROVED:

1. [Proposal #41](#) from **Communication, Media, & Persuasion** to create new Minor in Advocacy, change Emphasis name to Communication: Rhetoric, Media and Social Change, update courses and curricula, and create new courses CMP 4402 and CMP 4467. *Requires SBOE approval of Letters of Notification #2019-LON-08 for new minor, and #2019-LON-09 for Emphasis name change. Changes affect Graduate Catalog.*
2. [Proposal #42](#) from **Geosciences** to delete obsolete labs, correct course credits, and clarify degree expectations. *Changes affect Graduate Catalog.*
3. [Proposal #43](#) from **Anthropology** to create new ANTH 4412 and ANTH 4427, change ANTH 4431 to be repeatable. *Changes affect Graduate Catalog.*
4. [Proposal #44](#) from **Sociology, Social Work & Criminal Justice** to remove MATH 1153 as pre-requisite for SOC 3309.
5. [Proposal #45](#) from **Sociology, Social Work & Criminal Justice** for new courses SOWK 4478 and SOWK 4479, and minor changes to SOWK 4476 and SOWK 4477.
6. [Proposal #46](#) from **Pharmacy** to change PHAR 9910 grading to S/U and remove PHYS 1112 as recommended elective from admissions criteria.
7. [Proposal #47](#) from **Health Occupations** to streamline ADRN & PNUR programs, create new courses ADRN 2214 & 2240, PNUR 0138.

Undergraduate Curriculum Council (UCC)

November 7, 2019 – 3:00-5:00 p.m. in AA102, Meridian 827, Bennion Conference Room

Volume XXXV, Meeting 17 (21-17)

MINUTES – Approved by Curriculum Council on November 14, 2019; Accepted by Faculty Senate on December 9, 2019; Accepted by Academic Affairs on November 23, 2019

A. PRELIMINARIES -

1a. Attendance:

Members: Deidre Caputo-Levine, Steve Byers, Joanne Toevs, Cathy Gray, Janet Loxterman, Wenxiang Zhu, Geoffrey Bennett (chair), Wendy Mickelsen, LaVona Andrew, Barb Mason,

Ex-Officio: Alan Frantz (for Joanne Tokle), Chris Hunt, JoAnn Hertz

Admin. Asst: Catherine Read

1b. Excused: Carmen Febles, Nabin Mahat; Emily White

Absent: Corey Zink

1c. Guests: none

2. Council **approved** the Minutes for **October 31, 2019**

3. Report from the Executive Committee:

Met Monday and approved Change Memos for this week's New Business. Lyn Reddington, VP of Student Affairs, has confirmed she will attend next week's UCC meeting to discuss the proposed ISU 1101 and ACAD 1104 issues.

4. Information from Academic Affairs: nothing today

5. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC) update – meets this coming Tuesday

b. BAS Committee update – no report

6. Information from the Chair: -- none

7. Information from the Faculty Senate and other Councils:

Academic Standards Council will meet tomorrow.

8. Other related information or questions:

B. INFORMATION ITEMS –

ISU Bands concert is next Wednesday evening, Nov. 13, at 7:30 p.m. in the Performing Arts Center.

C. CONSENT CALENDAR - none this week

D. REMAINS TABLED –

1. [Change Memo 11: AY2020-21 Add ISU subject code and 1199](#) from **Student Affairs. Remains tabled** pending further discussion of ramifications and logistics of the larger picture for ISU prefix course(s) and ACAD 1104.

2. Council **untabled** [Proposal #32](#) from **Nursing** to ~~create new course NURS 4105~~, increase credits for NURS 4400, and update admissions pre-reqs for BS Nursing: RN completion program. **Remains tabled**, per UCC Executive Committee, pending impact response and submission of two other proposals from Nursing.

The proposal was updated to pull the proposed new course; the department has opted to use the new BIOL 2229 course instead. This proposal is now ready for Council's consideration, and will appear on next week's agenda as **revised**.

E. UNFINISHED BUSINESS

Curriculum, Course, and Program Change Proposals:

1. Council **approved** [Proposal #48](#) from **ESTEC** ([Appendix 1](#)) to delete inactive programs ITC in Energy Systems Renewable Energy Technology and A.A.S. degree in Energy Systems Wind Engineering Technology, and to delete obsolete ESET courses. *Requires SBOE approval of State Proposals #2019-06 and #2019-07 to remove the programs.*
2. Council **approved** [Proposal #49](#) from **College of Business** ([Appendix 2](#)) to eliminate Business Administration minor for non-business majors, update the BBA core requirements, delete BA 2210 & BA 3310, create new MKTG 3310. *Requires SBOE approval of Letter of Notification #2019-LON-07 to remove the minor.*
3. Council **approved**, with one abstention, [Proposal #50](#) from **Teaching & Educational Studies** ([Appendix 3](#)) for new teaching endorsements in Middle School Social Studies, Middle School Science, and secondary education Natural Science. *Dept. of Education's Professional Standards Commission approved these teaching endorsements on 9/4/2019.*
4. Council **approved** [Proposal #51](#) from **Teaching & Educational Studies** ([Appendix 4](#)) to remove Economics 20-credit and 30-credit secondary education endorsements, and to update Biology and German secondary endorsements. *Dept. of Education's Professional Standards Commission recommended elimination of the Economics endorsements in their Nov. 2018 review.*

F. NEW BUSINESS – Council accepted and immediately **tabled** the following for consideration next time.

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes): none this week

1. [Change Memo 21](#): 2020-21 add BIOL 1101 option to BS Social Work
2. [Change Memo 22](#): 2020-21 Correction to BA Theatre
3. [Change Memo 23](#): 2020-21 Remove prerequisite from MA 0207
4. [Change Memo 24](#): 2020-21 add minimum grade to AS Paramedic Science admission requirements
5. [Change Memo 25](#): 2020-21 add FCS endorsement to catalog

Curriculum, Course, and Program Change Proposals:

1. [Proposal #52](#) from **Finance & Economics** for housekeeping updates, change course pre-reqs, create new FIN 4447 and FIN 4490.
2. [Proposal #53](#) from **Civil & Geomatics Engineering Technology** for new courses CET 0113 and CET 0123.

3. [Proposal #54](#) from **Early Childhood Care & Education** to add ENGL 1101 requirement to the BTC in ECCE.
4. [Proposal #55](#) from **Occupational Therapy** for new courses PTOT 4403 and PTOT 4404, revisions to Pre-OT Accelerated program.
5. [Proposal #56](#) from **Nursing** to change prerequisite coursework in all Nursing programs. *Contingent upon approval of [Proposal #39](#) from Biology.*

G. ADJOURNMENT: 3:20 p.m.

APPENDICES

ACTIONS APPROVED:

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes):

None this week.

CURRICULUM PROPOSALS APPROVED:

1. [Proposal #48](#) from **ESTEC** to delete inactive programs ITC in Energy Systems Renewable Energy Technology and A.A.S. degree in Energy Systems Wind Engineering Technology, and to delete obsolete ESET courses. *Requires SBOE approval of State Proposals #[2019-06](#) and #[2019-07](#) to remove the programs.*
2. [Proposal #49](#) from **College of Business** to eliminate Business Administration minor for non-business majors, update the BBA core requirements, delete BA 2210 & BA 3310, create new MKTG 3310. *Requires SBOE approval of Letter of Notification #[2019-LON-07](#) to remove the minor.*
3. [Proposal #50](#) from **Teaching & Educational Studies** for new teaching endorsements in Middle School Social Studies, Middle School Science, and secondary education Natural Science. *Dept. of Education's Professional Standards Commission approved these teaching endorsements on 9/4/2019.*
4. [Proposal #51](#) from **Teaching & Educational Studies** to remove Economics 20-credit and 30-credit secondary education endorsements, and to update Biology and German secondary endorsements. *Dept. of Education's Professional Standards Commission recommended elimination of the Economics endorsements in their Nov. 2018 review.*

Undergraduate Curriculum Council (UCC)

November 14, 2019 – 3:00-5:00 p.m. in AA102, Meridian 827, Bennion Conference Room

Volume XXXV, Meeting 18 (21-18)

MINUTES – Approved by Curriculum Council on December 6, 2019; Accepted by Faculty Senate on December 9, 2019; Accepted by Academic Affairs on December 12, 2019

A. PRELIMINARIES -

1a. Attendance:

Members: Steve Byers, Joanne Toevs, Cathy Gray, Wenxiang Zhu, Geoffrey Bennett (chair), Wendy Mickelsen, Barb Mason, Nabin Mahat

Ex-Officio: Chris Hunt, JoAnn Hertz, Corey Zink

Admin. Asst: Catherine Read

1b. Excused: Carmen Febles, Deidre Caputo-Levine, Janet Loxterman, LaVona Andrew; Alan Frantz, Emily White

Absent: none

1c. Guests: Matt Wilson (GERC)

2. Council approved the Minutes for **November 7, 2019**

3. Discussion with Student Affairs Vice President Lyn Redington: proposed ISU 1101 and ACAD 1104
Lyn Redington could not attend today's meeting after all. Discussion was deferred until after Student Affairs discusses this matter with Faculty Senate; Change Memo 11 is now obsolete.

4. Report from the Executive Committee: please submit all proposals for AY2020-21 by early next week.

5. Information from Academic Affairs: nothing to report

6. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC) update –

GERC met on Tuesday. Joanne Togle had shared recent State Board policy changes mandating that “gateway” ENGL 1101, MATH 1123, 1143, and 1153 courses may no longer have prerequisites or minimum placement exam scores. If a student passes a gateway course, they will be eligible to take the subsequent courses without having to take placement exams or any other coursework. Discussion. This may prompt some programs to reevaluate their programs' course requirements.

b. BAS Committee update – meets again next week.

7. Information from the Chair: none

8. Information from the Faculty Senate and other Councils:

Faculty Senate met on Monday and approved UCC's minutes.

Academic Standards Council met last week:

- Discussed a possible policy for courses that are compressed for accelerated master's programs. Graduate Council will present a proposal for Academic Standards Council to consider.
- Transfer credits for students who didn't do well in a course at ISU and take the same course at another institution, then come back to ISU. ASC decided ISU's original grades will stand.
- Curtis Whitaker elected to be Vice Chair.

9. Other related information or questions: none

B. INFORMATION ITEMS - none

C. CONSENT CALENDAR – Council approved the Consent Calendar in its entirety:

1. Council **approved**, as part of the Consent Calendar, [Change Memo 21](#): 2020-21 add BIOL 1101 option to BS Social Work ([Appendix A](#))
2. Council **approved**, as part of the Consent Calendar, [Change Memo 22](#): 2020-21 Correction to BA Theatre ([Appendix B](#))
3. Council **approved**, as part of the Consent Calendar, [Change Memo 23](#): 2020-21 Remove prerequisite from MA 0207 ([Appendix C](#))
4. Council **approved**, as part of the Consent Calendar, [Change Memo 24](#): 2020-21 add minimum grade to AS Paramedic Science admission requirements. ([Appendix D](#))
5. Council **approved**, as part of the Consent Calendar, [Change Memo 25](#): 2020-21 add Family Consumer Science teaching endorsement to catalog, with updated curriculum. *SBOE has approved the endorsement.* ([Appendix E](#))

D. REMAINS TABLED –

1. [Change Memo 11: AY2020-21 Add ISU subject code and 1199](#) from **Student Affairs. Remains tabled** pending further discussion of ramifications and logistics of the larger picture for ISU prefix course(s) and ACAD 1104. This Change Memo is now obsolete, since a full proposal will be required whenever this proposed change comes forward.

E. UNFINISHED BUSINESS -- untabled for discussion and consideration:

Curriculum, Course, and Program Change Proposals:

1. Council **approved** [Proposal #32](#) from **Nursing** ([Appendix 1](#)) to create new course NURS 4105, increase credits for NURS 4400, and update admissions pre-reqs for BS Nursing: RN completion program. **Remains tabled**, per UCC Executive Committee, pending impact response and submission of two other proposals from Nursing.
2. Council **approved** [Proposal #52](#) from **Finance & Economics** ([Appendix 2](#)) for housekeeping updates, change course pre-reqs, create new FIN 4447 and FIN 4490.
3. Council **approved** [Proposal #53](#) from **Civil & Geomatics Engineering Technology** ([Appendix 3](#)) for new courses CET 0113 and CET 0123.
4. Council **approved** [Proposal #54](#) from **Early Childhood Care & Education** ([Appendix 4](#)) to add ENGL 1101 requirement to the ITC in ECCE.
5. Council **approved** [Proposal #55](#) from **Occupational Therapy** ([Appendix 5](#)) for new courses PTOT 4403 and PTOT 4404, revisions to Pre-OT Accelerated program.
6. Council **approved** [Proposal #56](#) from **Nursing** ([Appendix 6](#)) to change prerequisite coursework in all Nursing programs. *Contingent upon approval of [Proposal #39](#) from Biology.*

F. NEW BUSINESS – Council accepted and immediately **tabled** the following for consideration next time:

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes): none this week

1. [Change Memo 26](#): Accept either MGT 4475 or HCA 4475 for BS Radiographic Sciences for 2020-21 Catalog
2. [Change Memo 27](#): Changes in BS Medical Lab Science made when applying standard layout for 2020-21 Catalog
3. [Change Memo 28](#): Subject code change from PE to HPSS for 2020-2021 catalog. *Contingent upon approval by President and OSBE approval of Letter of Notification #2019-LON-xx.*

State Proposals for Endorsement:

1. [2019-06](#) from ESTEC to discontinue ITC in Renewable Energy Tech (*corresponds to UCC [Proposal #48](#), approved by UCC on 11/7/2019*)
2. [2019-07](#) from ESTEC to discontinue AAS in Wind Engineering Technology (*corresponds to UCC [Proposal #48](#), approved by UCC on 11/7/2019*)

Curriculum, Course, and Program Change Proposals:

1. [Proposal #57](#) from **Biological Sciences** to create new BIOL 4436 and change BIOL 4461 course title.
2. [Proposal #58](#) from **Community and Public Health** to create new 9-credit Community Health Worker Certificate and new course CPH 1100. *Contingent upon SBOE approval of Letter of Notification #2019-LON-11.*
3. [Proposal #59](#) from Biological Sciences to split BIOL 3304/L into 2 courses: BIOL 3303/L and BIOL 3314/L.

G. PROPOSALS STILL UNDER DEVELOPMENT – please finish up and submit or wait until next year:

COSE_MATH_Changes to 1108 & Addition of New "P" Course Variants

CHP_NTD_Dietetics Didactic Program Course Changes

CSD_Sign Language_Re-sequence courses; drop CSD 1126

COT_Tech Dept_ITS_Cisco Update

COE_New Program for State Teaching Certification. *Requires OSBE approval of State Proposal #2019-xx.* This one will probably become a change memo, per Chris Hunt.

Tiffany Mitchell will be replacing Corey Zink as College of Technology's Student Services rep, starting next week. Corey is the new Executive Director of Central Academic Advising in Student Affairs office.

G. ADJOURNMENT: 3:40 p.m.

APPENDICES

ACTIONS APPROVED:

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes):

- A. [Change Memo 21](#): 2020-21 add BIOL 1101 option to BS Social Work
- B. [Change Memo 22](#): 2020-21 Correction to BA Theatre
- C. [Change Memo 23](#): 2020-21 Remove prerequisite from MA 0207
- D. [Change Memo 24](#): 2020-21 add minimum grade to AS Paramedic Science admission requirements
- E. [Change Memo 25](#): 2020-21 add Family Consumer Science teaching endorsement to catalog, with updated curriculum. *SBOE has approved the endorsement.*

CURRICULUM PROPOSALS APPROVED:

- 1. [Proposal #32](#) from **Nursing** to create new course NURS 4105, increase credits for NURS 4400, and update admissions pre-reqs for BS Nursing: RN completion program. **Remains tabled**, per UCC Executive Committee, pending impact response and submission of two other proposals from Nursing.
- 2. [Proposal #52](#) from **Finance & Economics** for housekeeping updates, change course pre-reqs, create new FIN 4447 and FIN 4490.
- 3. [Proposal #53](#) from **Civil & Geomatics Engineering Technology** for new courses CET 0113 and CET 0123.
- 4. [Proposal #54](#) from **Early Childhood Care & Education** to add ENGL 1101 requirement to the BTC in ECCE.
- 5. [Proposal #55](#) from **Occupational Therapy** for new courses PTOT 4403 and PTOT 4404, revisions to Pre-OT Accelerated program.
- 6. [Proposal #56](#) from **Nursing** to change prerequisite coursework in all Nursing programs. Contingent upon approval of [Proposal #39](#) from Biology.

Undergraduate Curriculum Council (UCC)

November 21, 2019 – 3:00-5:00 p.m. in AA102, Meridian 827, Bennion Conference Room

Volume XXXV, Meeting 19 (21-19)

MINUTES – Approved by Curriculum Council on December 6, 2019; Accepted by Faculty Senate on December 9, 2019; Accepted by Academic Affairs on December 12, 2019

A. PRELIMINARIES -

1a. Attendance:

Members: Carmen Febles, Deidre Caputo-Levine, Steve Byers, Joanne Toevs, Cathy Gray, Janet Loxterman, Wenxiang Zhu, Geoffrey Bennett (chair), Wesley Usyak (replacing Gene Warren), Wendy Mickelsen, LaVona Andrew

Ex-Officio: Alan Frantz (for Joanne Tokle), Chris Hunt, JoAnn Hertz, Tiffany Mitchell (replacing Corey Zink)

Admin. Asst: Catherine Read

1b. Excused: Barb Mason, Nabin Mahat; Emily White

Absent: none

1c. Guests: none

2. Welcome to new College of Technology members:

Wesley Usyak replacing Gene Warren as UCC rep, and **Tiffany Mitchell** replacing Corey Zink as ex-officio COT Student Services rep

3. Minutes for **November 14, 2019** - *deferred*

4. Report from the Executive Committee:

a. Full UCC to discuss creating a subcommittee to review catalog format and usage with an eye to suggesting potential changes. Subcommittee should include reps from UCC, Grad Council, Registrar's Office, Academic Affairs, and Marketing.

Discussion deferred until later in the meeting after business is dealt with.

5. Information from Academic Affairs: Official word is to enjoy Thanksgiving Break!

6. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC) update – none

b. BAS Committee update

i. Council **accepted** [BAS Minutes for September 27, 2019](#)

7. Information from the Chair: none

8. Information from the Faculty Senate and other Councils: none

9. Other related information or questions: none

B. INFORMATION ITEMS – none

C. CONSENT CALENDAR – Council **approved the Consent Calendar in its entirety:**

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes): none this week

1. Council **approved**, as part of the Consent Calendar, [Change Memo 26](#): Accept either MGT 4475 or HCA 4475 for BS Radiographic Sciences for 2020-21 Catalog. ([Appendix A](#))

2. Council **approved**, as part of the Consent Calendar, [Change Memo 27](#): Changes in BS Medical Lab Science made when applying standard layout for 2020-21 Catalog ([Appendix B](#))
3. Council **approved**, as part of the Consent Calendar, [Change Memo 28](#): Subject code change from PE to HPSS for 2020-2021 catalog. *Contingent upon OSBE approval of Letter of Notification #2019-LON-10.* ([Appendix C](#))

State Proposals for Endorsement:

1. Council **approved**, as part of the Consent Calendar, [2019-06](#) from **ESTEC** ([Appendix S-1](#)) to discontinue ITC in Renewable Energy Tech (corresponds to UCC [Proposal #48](#), approved by UCC on 11/7/2019)
2. Council **approved**, as part of the Consent Calendar, [2019-07](#) from **ESTEC** ([Appendix S-2](#)) to discontinue AAS in Wind Engineering Technology (corresponds to UCC [Proposal #48](#), approved by UCC on 11/7/2019)

D. REMAINS TABLED – none

E. UNFINISHED BUSINESS

Curriculum, Course, and Program Change Proposals:

1. Council **approved** [Proposal #57](#) from **Biological Sciences** ([Appendix 1](#)) to create new BIOL 4436 and change BIOL 4461 course title.
2. Council **approved**, with one abstention, [Proposal #58 as amended](#) from **Community and Public Health** ([Appendix 2](#)) to create new 9-credit Community Health Worker Certificate and new course CPH 1100. *Contingent upon OSBE approval of Letter of Notification #2019-LON-11.*
3. Council **approved** [Proposal #59](#) from **Biological Sciences** ([Appendix 3](#)) to split BIOL 3304/L into 2 courses: BIOL 3303/L and BIOL 3314/L.

F. NEW BUSINESS – Council untabled all new business items for discussion. They chose to **approve Change Memo 30** now instead of waiting until next time as usual.

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes): none this week

1. [Change Memo 29](#): 2020-21 PHYS 3313 and PHYS 4415 updates. **Tabled** until next meeting.
2. Council voted to **approve** [Change Memo 30](#): 2020-21 New Certificate Idaho Teaching Certification *Requires OSBE approval of State Proposal #2019-xx* ([Appendix D](#))
3. [Change Memo 31](#): 2020-21 Consolidate student teaching courses. **Tabled** until next meeting.
4. [Change Memo 32](#): 2020-21 Basic Certificate in Spanish, which is already included in OSBE's program inventory but not in catalog. **Tabled** until next meeting.
5. [Change Memo 33](#): 2020-21 Course semester changes for MATH 4457 & 4458, POLS 4404. **Tabled** until next meeting.

Curriculum, Course, and Program Change Proposals: - all **tabled** until next time:

1. [Proposal #60](#) from **Nutrition & Dietetics** to update courses descriptions for NTD 2239 & 3340, delete obsolete courses NTD 4409 & 4492.
2. [Proposal #61](#) from **Communication Sciences & Disorders: Sign Language** to re-sequence courses; drop CSD 1126, and add new courses CSD 3375 & 3380.
3. [Proposal #62](#) from **Math & Statistics** to change credits and pre-reqs for MATH 1108 and add new "P" course variants MATH 1108P and MATH 1143P.
4. [Proposal #63](#) from **Information Technology Systems** program for new course and curriculum updates to meet new Cisco guidelines.

Council discussed Executive Committee's suggestion to form a subcommittee to review the catalog format and layout. A quick change Chris Hunt will implement for Fall 2020 catalog will be to alphabetize the programs listed in each college. However, there might be ways of presenting program and catalog information more effectively to students other than the current structure by college. A subcommittee made up of representatives from various stakeholders could explore what purposes the catalog serves, how different structures could help students navigate the catalog more readily, and refine what the catalog should look like in the end. Some information should be on departmental websites instead of in the catalog. Ideally, this work should be completed this coming spring so the Registrar's Office will have time to work with the catalog vendor to revamp the 2022-23 catalog. Different browsers and devices, as well as accessibility issues should be factored in as well.

Council decided to hold its traditional end-of-semester/holiday potluck party in January instead of December.

G. ADJOURNMENT: 3:42 p.m.

APPENDICES

ACTIONS APPROVED:

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes):

- A. [Change Memo 26](#): Accept either MGT 4475 or HCA 4475 for BS Radiographic Sciences for 2020-21 Catalog
- B. [Change Memo 27](#): Changes in BS Medical Lab Science made when applying standard layout for 2020-21 Catalog
- C. [Change Memo 28](#): Subject code change from PE to HPSS for 2020-2021 catalog. *Contingent upon OSBE approval of Letter of Notification #2019-LON-10.*
- D. [Change Memo 30](#): 2020-21 New Certificate Idaho Teaching Certification *Contingent upon OSBE approval of State Proposal #2019-xx*

State Proposals Endorsed:

- S-1.** [2019-06](#) from **ESTEC** to discontinue ITC in Renewable Energy Tech (corresponds to UCC [Proposal #48](#), approved by UCC on 11/7/2019)

S-2. [2019-07](#) from **ESTEC** to discontinue AAS in Wind Engineering Technology (corresponds to UCC [Proposal #48](#), approved by UCC on 11/7/2019)

CURRICULUM PROPOSALS APPROVED:

1. [Proposal #57](#) from **Biological Sciences** to create new BIOL 4436 and change BIOL 4461 course title.
2. [Proposal #58 as amended](#) from **Community and Public Health** to create new 9-credit Community Health Worker Certificate and new course CPH 1100. *Contingent upon OSBE approval of Letter of Notification #2019-LON-11.*
3. [Proposal #59](#) from **Biological Sciences** to split BIOL 3304/L into 2 courses: BIOL 3303/L and BIOL 3314/L.

Undergraduate Curriculum Council (UCC)

December 5, 2019 – 3:00-5:00 p.m. in AA102, Meridian 827, Bennion Conference Room

Volume XXXV, Meeting 20 (21-20)

MINUTES – Approved by Curriculum Council on December 6, 2019; Accepted by Faculty Senate on December 9, 2019; Accepted by Academic Affairs on December 12, 2019

A. PRELIMINARIES -

1a. Attendance:

Members: Carmen Febles, Deidre Caputo-Levine, Steve Byers, Joanne Toevs, Cathy Gray, Janet Loxterman, Wenxiang Zhu, Geoffrey Bennett (chair), Wesley Usyak (replacing Gene Warren), Wendy Mickelsen, LaVona Andrew, Barb Mason, Nabin Mahat

Ex-Officio: Joanne Tokle, Chris Hunt, JoAnn Hertz, Tiffany Mitchell (replacing Corey Zink)

Admin. Asst: Catherine Read

1b. Excused: Emily White

Absent: none

1c. Guests: none

2. Minutes for **November 14, 2019** and **November 21, 2019** – will vote via email

3. Report from the Executive Committee: none

4. Information from Academic Affairs: none

5. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC) update –
GERC subcommittee is working on a faculty survey regarding gen ed program

b. BAS Committee update: none

6. Information from the Chair:

- First annual Dickens Festival in the SUB Ballroom this Friday and Saturday. Culminates in a ballet, Scrooge's Christmas, in Frazier Hall on Saturday evening.
- Geoffrey will be doing his 14th annual one-man reading of Dickens' *A Christmas Carol* on December 20, 21, and 23. Email him for more information and details.

7. Information from the Faculty Senate and other Councils: did not meet

8. Other related information or questions: none

B. INFORMATION ITEMS –

1. Just announced that Adam Bradford was hired as the new Graduate School Dean.

2. Letters of Notification submitted to OSBE this morning:

- COE Dept. name change from SSPE to HPSS,
- CHP Community Health Worker Certificate, and
- COB MAcc Taxation Emphasis.

MS Nutrition Emphases in Management and in Marketing, and CTE discontinuances in Renewable Energy and Wind Engineering Technology will be submitted by early next week. Proposals for Post-bacc teaching certification and Accelerated Nursing program expansion to Pocatello are still in the works.

C. CONSENT CALENDAR – Council **approved** the Consent Calendar in its entirety:

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes):

1. Council **approved**, as part of the Consent Calendar, [Change Memo 29](#): 2020-21 PHYS 3313 and PHYS 4415 updates ([Appendix A](#))
2. Council **approved**, as part of the Consent Calendar, [Change Memo 31](#): 2020-21 Consolidate student teaching courses ([Appendix B](#))
3. Council **approved**, as part of the Consent Calendar, [Change Memo 32](#): 2020-21 Basic Certificate in Spanish, which is already included in OSBE's program inventory but not in catalog. ([Appendix C](#))
4. Council **approved**, as part of the Consent Calendar, [Change Memo 33](#): 2020-21 course semester changes for MATH 4457 & 4458, POLS 4404. ([Appendix D](#))

E. UNFINISHED BUSINESS

Curriculum, Course, and Program Change Proposals:

1. Council **approved** [Proposal #60](#) from **Nutrition & Dietetics** ([Appendix 1](#)) to update courses descriptions for NTD 2239 & 3340, delete obsolete courses NTD 4409 & 4492.
2. Council **approved** [Proposal #61](#) from **Communication Sciences & Disorders: Sign Language** ([Appendix 2](#)) to re-sequence courses; drop CSD 1126, and add new courses CSD 3375 & 3380.
3. Council **approved** [Proposal #62](#) from **Math & Statistics** ([Appendix 3](#)) to change credits and pre-reqs for MATH 1108 and add new "P" course variants MATH 1108P and MATH 1143P.
4. Council **approved** [Proposal #63](#) from **Information Technology Systems** ([Appendix 4](#)) program for new course and curriculum updates to meet new Cisco guidelines.

Other Business

1. **Catalog Format Review Subcommittee**

Create a subcommittee for early Spring semester to review the catalog format and usage with an eye to suggesting potential changes. Subcommittee should include reps from UCC, Grad Council, Registrar's Office, Academic Affairs, and Marketing.

Chris Hunt needs one UCC rep to work with him initially before inviting others to join. Discuss again at next meeting in January.

F. NEW BUSINESS –

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes): none this week

Curriculum, Course, and Program Change Proposals:

A new proposal was just requested for new GCP for Unmanned Ariel Systems program – Chris Hunt said this one will become a change memo for Council's consideration in January. Any catalog corrections discovered as the catalog is finalized will come to UCC as change memos early next spring.

G. ADJOURNMENT: 3:20 p.m.

APPENDICES

ACTIONS APPROVED:

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes):

- A. [Change Memo 29](#): 2020-21 PHYS 3313 and PHYS 4415 updates
- B. [Change Memo 31](#): 2020-21 Consolidate student teaching courses
- C. [Change Memo 32](#): 2020-21 Basic Certificate in Spanish, which is already included in OSBE's program inventory but not in catalog.
- D. [Change Memo 33](#): 2020-21 course semester changes for MATH 4457 & 4458, POLS 4404

CURRICULUM PROPOSALS APPROVED:

- 1. [Proposal #60](#) from **Nutrition & Dietetics** to update courses descriptions for NTD 2239 & 3340, delete obsolete courses NTD 4409 & 4492.
- 2. [Proposal #61](#) from **Communication Sciences & Disorders: Sign Language** to re-sequence courses; drop CSD 1126, and add new courses CSD 3375 & 3380.
- 3. [Proposal #62](#) from **Math & Statistics** to change credits and pre-reqs for MATH 1108 and add new "P" course variants MATH 1108P and MATH 1143P.
- 4. [Proposal #63](#) from **Information Technology Systems** program for new course and curriculum updates to meet new Cisco guidelines.

Merry Christmas and Happy New Year, everyone!
Potluck Party in January when you come back!



Undergraduate Curriculum Council (UCC)

February 27, 2020 – 3:00-5:00 p.m. in AA102, Meridian 827, Bennion Conference Room

Volume XXXV, Meeting 21 (21-21)

MINUTES – *Approved by Curriculum Council on April 2, 2020; Accepted by Faculty Senate on April 27, 2020; Accepted by Academic Affairs on April 24, 2020*

A. PRELIMINARIES

1a. Attendance:

Members: Carmen Febles, Deidre Caputo-Levine, Steve Byers, Joanne Toevs, Cathy Gray, Wenxiang Zhu, Geoffrey Bennett (chair), Wendy Mickelsen, Barb Mason, Nabin Mahat

Ex-Officio: Cindy Hill, Chris Hunt, JoAnn Hertz, Tiffany Mitchell

Admin. Asst: Catherine Read

1b. Excused: Janet Loxterman, Wesley Usyak, LaVona Andrew, Nabin Mahat; Emily White

Absent: none

1c. Guests: Matt Wilson (GERC); Jim DiSanza and John Gribas (College of Arts & Letters)

2. Minutes – none, all have been approved

3. Report from the Executive Committee: has met regularly to discuss upcoming business but nothing to report

4. Information from Academic Affairs: welcome to Cindy Hill replacing Joanne Togle; nothing to report

5. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC) update –
Objective Review Committees (ORCs) for Objectives 5 and 6 are under way
Faculty Survey will be coming soon soliciting feedback from faculty regarding the Gen Ed program and Objectives, especially Objectives 7, 8, and 9 which are under ISU's purview.

b. BAS Committee update

Council **accepted** BAS Committee Minutes for **November 15, 2019**

Mitchell reported the committee has been meeting regularly, nothing specific to report.

6. Information from the Chair: nothing additional to report

7. Information from the Faculty Senate and other Councils:

Caputo-Levine reported Faculty Senate has been focused on budget matters. There has been a little concern about Deans' level of transparency and the accuracy of the budget numbers provided to the Colleges. The University President attended Senate's meeting to address those concerns. Senators also are hashing out an approval process for passing materials from one council to the next.

8. Other related information or questions:

- Library Dean search is under way, 3 candidates are coming to visit campus. The Open Forums are scheduled for 10:00 am in Wood River Room in Pond SUB for the next three Mondays.
- ISU Bands Concert is tomorrow evening at 7:30 in the Performing Arts Center.

B. INFORMATION ITEMS – none this week

C. CONSENT CALENDAR – none this week

E. UNFINISHED BUSINESS – none this week

F. NEW BUSINESS –

Curriculum, Course, and Program Change Proposals:

Jim DiSanza briefly described the background and student retention research that led to the idea of redesigning ISU's first-year transition course. This Council's position that it would be inappropriate for a non-academic unit to oversee an academic course or program is reasonable, so the College of Arts and Letters will administrate new ROAR courses, though the intent is to include content from across the entire campus that will help new students adapt to ISU. This proposal is simply to include the ROAR prefix into the Fall 2020 catalog in order to allow the College of Arts and Letters to offer 20 sections of ROAR 1199 on an experimental pilot basis. Qualified social scientists in the college will conduct a quantitative study to measure whether the course meets the learning objectives and contributes to student retention. The College will use the study findings to change and refine the course as needed to improve efficacy, or scrap the idea if it's not achieving the desired outcome. The goal is for any faculty member in any college be qualified to teach this course. DiSanza and Gribas answered Council members questions. The College will designate appropriate rank-and-file faculty members to generate and vote upon ROAR proposals rather than college administrators. DiSanza and Gribas left the meeting at this point. Members continued discussion for a few minutes. No objections were raised, but members will be watching to make sure rank-and-file faculty continue to be in charge going forward.

1. Council voted to **approve Proposal #64** from **College of Arts & Letters** to create new interdisciplinary course prefix "ROAR" in order to include experimental course ROAR 1199 in 2020-21 catalog currently under production, to be offered in Fall 2020.

Note: UCC Executive Committee deemed impact responses were not necessary for this particular proposal because it simply creates a new prefix, not a new course. Subsequent proposals for courses or curriculum will follow established protocols.

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes):

Chris Hunt explained the rationale behind the decisions to include certain changes in this memo. Members were comfortable with the decisions and raised no objections or concerns.

1. Council voted to approve [Change Memo #34](#): minor changes encountered during catalog production.

Other Business

1. Catalog Format Review Subcommittee

Create a subcommittee for early Spring semester to review the catalog format and usage with an eye to suggesting potential changes. Subcommittee should include reps from UCC, Grad Council, Registrar's Office, Academic Affairs, and Marketing.

No action taken on this item yet, as the catalog production and Momentum Pathways take precedence.

2. **Party scheduling** -- deferred from December... when does UCC want to celebrate its successful 2019? Bennett suggested having the party in two weeks, since there will probably not be any business to conduct until then.

G. ADJOURNMENT: 4:00 p.m.

APPENDICES

ACTIONS APPROVED:

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes):

- A. [Change Memo #34](#): minor changes encountered during catalog production

CURRICULUM PROPOSALS APPROVED:

1. [Proposal #64](#) from **College of Arts & Letters** to create new interdisciplinary course prefix “ROAR” in order to include experimental course ROAR 1199 in 2020-21 catalog currently under production, to be offered in Fall 2020.

Undergraduate Curriculum Council (UCC)

April 2, 2020 – 3:00-5:00 p.m. via Zoom

Volume XXXV, Meeting 22 (21-22)

MINUTES – Approved by Curriculum Council on April 16, 2020; Accepted by Faculty Senate on April 27, 2020; Accepted by Academic Affairs on April 24, 2020

A. PRELIMINARIES

1a. Attendance:

Members: Carmen Febles, Deidre Caputo-Levine, Steve Byers, Joanne Toevs, Cathy Gray, Janet Loxterman, Wenxiang Zhu, Geoffrey Bennett (chair), Wesley Usyak, Wendy Mickelsen, LaVona Andrew, Barb Mason
Ex-Officio: Cindy Hill, Chris Hunt, JoAnn Hertz, Tiffany Mitchell
Admin. Asst: Catherine Read
1b. Excused: Nabin Mahat; Emily White
Absent: none
1c. Guests: none

2. Council **approved** its Minutes for **February 27, 2020**

3. Report from the Executive Committee: nothing to report

4. Information from Academic Affairs:

- State Gen Ed Committee is working on an agenda for the annual Gen Ed Summit this coming fall, and also creating a backup plan for meeting virtually if this pandemic situation continues
- GEM Teaching Awards – State Gen Ed Committee is reviewing institutions' nominations
- 6-year accreditation report is being written and the site visit is scheduled for October 2021.

5. Current Subcommittee Activities:

- a. General Education Requirements Committee (GERC) update –
GERC postponed its meeting this week, will meet again next week.
- b. BAS Committee update
Last meeting they approved three new degree plans via email.

6. Information from the Chair: nothing to report

7. Information from the Faculty Senate and other Councils:

Faculty Senate has initiated college elections to fill vacating council seats. UCC's members rotating off this year are **Carmen Febles (CAL)**, **Janet Loxterman (COSE)**, **Wesley Usyak (COT)** and **Lavona Andrew (DHS)**.

8. Other related information or questions: none

B. INFORMATION ITEMS – none this week

C. CONSENT CALENDAR – none this week

E. UNFINISHED BUSINESS – none this week

F. NEW BUSINESS –

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes): none this week

1. Council voted to **approve** [Change Memo #35](#) to change program name from Emergency Management to [Homeland Security and](#) Emergency Management, for the B.S. and A.S. degrees, and the Minor. **Contingent upon OSBE approval of Letter of Notification #2020-LON-01**, effective **Fall 2020**.

If approved by OSBE and NWCCU in time, this change will take effect for the **2020-21 catalog**, in order to allow students from another university that is closing its doors to graduate on time with a degree in their program. ISU is expanding its program to include Homeland Security components. The urgency is so that ISU can take on the students from Concordia University-Portland, which is closing its doors.

Curriculum, Course, and Program Change Proposals: none this week

Other Business – place holders:

1. **Catalog Format Review Subcommittee – deferred until Fall 2020**

Create a subcommittee for early Spring semester to review the catalog format and usage with an eye to suggesting potential changes. Subcommittee should include reps from UCC, Grad Council, Registrar's Office, Academic Affairs, and Marketing.

2. **Party scheduling** – deferred until COVID-19 crisis is over.

G. ADJOURNMENT: 3:16 p.m.

APPENDICES

ACTIONS APPROVED:

Minor Catalog Changes (no proposal needed, just a memo showing the exact changes):

- A. [Change Memo #35](#) to change program name from Emergency Management to [Homeland Security and](#) Emergency Management, for the B.S. and A.S. degrees, and the Minor. **Contingent upon OSBE approval of Letter of Notification #2020-LON-01**, effective **Fall 2020**.

CURRICULUM PROPOSALS APPROVED:

None this week.