

**Undergraduate Curriculum Council (UCC)**

**April 16, 2020 – 3:00-5:00 p.m. via Zoom**

**Volume XXXVI, Meeting 01 (22-01)**

**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: Chris Hunt, JoAnn Hertz, Tiffany Mitchell

Admin. Asst: Catherine Read

1b. Excused: Nabin Mahat; Cindy Hill, Emily White

Absent: none

1c. Guests: none

2. Council approved its Minutes for **April 2, 2020**

3. Report from the Executive Committee: nothing to report

4. Information from Academic Affairs: no report

5. Current Subcommittee Activities:

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

b. BAS Committee update - none

6. Information from the Chair:

Council discussed various methods for gathering digital signatures on proposals, now that everything has to be done remotely because of the COVID-19 pandemic shut-down. Consensus was that if signers do not affix their own digital signatures directly into the Google Doc (which tracks who made what changes), they should send a confirmation email to Catherine stating they have reviewed and approve the proposal. An alternative would be to email a .pdf of the signature. If Catherine has that signature on file she will affix it to the proposal, or paste in the email authorization. That will prevent unauthorized use of signatures by others.

7. Information from the Faculty Senate and other Councils:

Caputo-Levine reported much discussion at Faculty Senate but no resolution or consensus was reached. Senators expressed lots of concern about the following issues:

- Cancelling summer classes for low enrollment, changing minimum enrollment from 8 to 10, and eliminating partial payment. BYU-Idaho is poaching ISU's summer students because of these actions.
- How faculty input is being taken to the President by deans
- Pass/Fail grading now has to be requested by the student after completing the course, which could cause problems for counting the course credits in some majors, particularly for graduate students and their funding.
- How program viability should be determined, particularly with how to incorporate qualitative data into program prioritization measures. What constitutes a program? How to count faculty who teach in multiple programs?
- How colleges can meet the budget cut targets.

- No discussion about the placement issues within the Health Sciences, which are preventing students from being able to complete their programs. Hunt said a proposed idea is to grant those students term extensions, and students would not be graded until they complete it.
- College election results for filling vacating council seats should be coming in shortly.

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):**

Council **approved** with one abstention [AY2021-22 Change Memo #1](#): from **College of Arts & Letters** to rename B.A. and A.A. in General Studies to University Studies. *Contingent upon OSBE approval of Letter of Notification #[2020-LON-xx](#).*

**State Proposal for Endorsement:**

1. Council **endorsed** [2020-01](#) COB: Online BS in General Business Degree Completion from Associate's degree. *Corresponds to [UCC AY2022 Proposal 1](#)*

**Curriculum, Course, and Program Change Proposals:**

1. Council **approved** [Proposal 1 as amended](#) from **College of Business** to create a pathway for students with an Associate's degree in Business to complete a B.S. degree in General Business. All courses will be offered fully online. *Contingent upon SBOE approval of State Proposal #[2020-01](#).*

**Other Business – place holders:**

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

Create a subcommittee 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.

**G. ADJOURNMENT:** 3:54 p.m.

## APPENDICES

### **ACTIONS APPROVED:**

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

- A.** [AY2021-22 Change Memo #1](#): from **College of Arts & Letters** to rename B.A. and A.A. in General Studies to University Studies. *Contingent upon OSBE approval of Letter of Notification #[2020-LON-xx](#).*

### **STATE PROPOSAL ENDORSED:**

- S-1.** [2020-01](#) COB: Online BS in General Business Degree Completion from Associate's degree. *Corresponds to [UCC AY2022 Proposal 1](#)*

### **CURRICULUM PROPOSALS APPROVED:**

- 1.** [Proposal 1](#) from **College of Business** to create a pathway for students with an Associate's degree in Business to complete a B.S. degree in General Business. All courses will be offered fully online. *Contingent upon SBOE approval of State Proposal #[2020-01](#)*

**Undergraduate Curriculum Council (UCC)**

**April 23, 2020 – 3:00-5:00 p.m. via Zoom**

**Volume XXXVI, Meeting 02 (22-02)**

**MINUTES – Approved by Curriculum Council on April 23, 2020 via email ballot; Accepted by Faculty Senate on April 27, 2020; Accepted by Academic Affairs on May 1, 2020**

**A. PRELIMINARIES**

1a. Attendance:

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

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

Admin. Asst: Catherine Read

1b. Excused: Janet Loxterman, Nabin Mahat; JoAnn Hertz, Emily White

Absent: none

1c. Guests: none

2. Minutes for **April 16, 2020** -- approved by email vote last week.

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  
Council **accepted** GERC Minutes for **October 8, 2019, November 12, 2019, January 14, 2020, February 11, 2020, and February 25, 2020**  
GERC's last meeting for the semester is next Tuesday.

b. BAS Committee update –  
BAS Committee approved one revised degree plan for a student who changed his plan.

6. Information from the Chair: none

7. Information from the Faculty Senate and other Councils: none  
Faculty Senate meets this coming Monday.

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):**

1. Council **approved** [AY2021-22 Change Memo #2](#) from **College of Arts & Letters** to discontinue the B.A in Dance, Choreography, and Performance. The minor in Dance will continue, and no course changes are proposed. *Contingent upon OSBE approval of [State Proposal #2020-02](#).*

### State Proposals for Endorsement:

Council voted to **endorse** all three state proposals:

1. Council **endorsed** [2020-02](#) CAL: Discontinue just the B.A in Dance, Choreography, and Performance, keeping the Dance minor. *Corresponds to UCC [AY2021-22 Change Memo #2](#)*
2. Council **endorsed** [2020-03](#) DHS: new A.S. in Health Sciences with two concentrations, depending upon which Chemistry course is chosen. **Track 1** is for students pursuing BS in Health Science, Dental Hygiene, Radiographic Science or Communication Sciences and Disorders. **Track 2** is for students pursuing Medical Lab Science, Pharmacy, or other graduate-level health profession. *Corresponds to UCC [Proposal 2](#)*
3. Council **endorsed** [2020-04](#) COT: new Intermediate Technical Certificate (ITC) and AAS degree in Hospitality Management. *Corresponds to UCC [Proposal 3](#)*

### Curriculum, Course, and Program Change Proposals:

1. Council **approved** [Proposal 2](#) from Kasiska **Division of Health Sciences** to create an A.S. in Health Sciences with two concentrations, depending upon which Chemistry course is chosen. **Track 1** is for students pursuing BS in Health Science, Dental Hygiene, Radiographic Science or Communication Sciences and Disorders. **Track 2** is for students pursuing Medical Lab Science, Pharmacy, or other graduate-level health profession. *Contingent upon SBOE approval of State Proposal # [2020-03](#)*
2. Council **approved** [Proposal 3](#) from **Business and Support Services** to create a new Intermediate Technical Certificate (ITC) and AAS degree in Hospitality Management. *Contingent upon CTE and SBOE approval of State Proposal #[2020-04](#)*

**Officer Elections** – new Chair, Vice Chair, and Executive Secretary for AY2020-21

**Eligible members:** Carmen Febles, Deidre Caputo-Levine, Steven Byers, Joanne Toevs, Cathy Gray, \*Janet Loxterman, Wenxiang Zhu, Geoffrey Bennett, Wesley Usyak, Wendy Mickelson, \*LaVona Andrew, Barb Mason [*\*subject to college election results*]

Vice Chair: **Deirdre Caputo-Levine** was nominated, and she accepted.

Secretary: **LaVona Andrew** was nominated and she accepted.

Chair: **Geoffrey Bennett** was nominated, and he accepted.

Council voted to **elect** the Officers as nominated above.

### Other Business – place holders:

#### 1. Catalog Format Review Subcommittee – defer until Fall 2020

Create a subcommittee 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.

**G. ADJOURNMENT: 3: 23 p.m.**

## APPENDICES

### ACTIONS APPROVED:

- A. [AY2021-22 Change Memo #2](#) from **College of Arts & Letters** to discontinue the B.A in Dance, Choreography, and Performance. The minor in Dance will continue, and no course changes are proposed. *Contingent upon OSBE approval of [State Proposal #2020-02](#).*

### STATE PROPOSALS ENDORSED:

- S-1. [2020-02](#) CAL: Discontinue just the B.A in Dance, Choreography, and Performance, keeping the Dance minor. *Corresponds to UCC [AY2021-22 Change Memo #2](#)*
- S-2. [2020-03](#) DHS: new A.S. in Health Sciences with two concentrations, depending upon which Chemistry course is chosen. **Track 1** is for students pursuing BS in Health Science, Dental Hygiene, Radiographic Science or Communication Sciences and Disorders. **Track 2** is for students pursuing Medical Lab Science, Pharmacy, or other graduate-level health profession. *Corresponds to UCC [Proposal 2](#)*
- S-3. [2020-04](#) COT: new Intermediate Technical Certificate (ITC) and AAS degree in Hospitality Management. *Corresponds to UCC [Proposal 3](#)*

### CURRICULUM PROPOSALS APPROVED:

1. [Proposal 2](#) from Kaskia **Division of Health Sciences** to create an A.S. in Health Sciences with two concentrations, depending upon which Chemistry course is chosen. **Track 1** is for students pursuing BS in Health Science, Dental Hygiene, Radiographic Science or Communication Sciences and Disorders. **Track 2** is for students pursuing Medical Lab Science, Pharmacy, or other graduate-level health profession. *Contingent upon SBOE approval of State Proposal # [2020-03](#)*
2. [Proposal 3](#) from **Business and Support Services** to create a new Intermediate Technical Certificate (ITC) and AAS degree in Hospitality Management. *Contingent upon CTE and SBOE approval of State Proposal # [2020-04](#)*

**Undergraduate Curriculum Council (UCC)**  
**September 3, 2020 – 3:00-5:00 p.m. via Zoom**  
**Volume XXXVI, Meeting 03 (22-03)**

**MINUTES – *Approved by Curriculum Council on September 17, 2020; Accepted by Faculty Senate on September 14, 2020; Accepted by Academic Affairs on October 6, 2020***

**A. PRELIMINARIES**

1a. Attendance:

Members: Carmen Febles, Deidre Caputo-Levine, Steve Byers, Joanne Toevs, Cathy Gray, Wenxiang Zhu, Steve Clay, Wesley Usyak, Wendy Mickelsen, LaVona Andrew, Barb Mason

Ex-Officio: Cindy Hill, Chris Hunt, Tiffany Mitchell, Corey Zink (interim)

Admin. Asst: Catherine Read

1b. Excused: none

Absent: none

1c. Guests: none

1. Welcome and introductions.
2. Minutes – none; all have been approved.
3. Report from the Executive Committee:  
New Officer election(s) required. The incoming Chair, Geoffrey Bennett, left ISU over the summer so the Chair position is open once again. Deidre Caputo-Levine is Vice Chair, and LaVona Andrew is Executive Secretary.
4. Information from Academic Affairs:  
Cindy Hill reported the Annual Gen Ed Summit will be held virtually on October 22-23. ISU's Accreditation site visit is next year. ISU's Year 6 Report draft is complete and is under review by the Provost. Academic Affairs is working on the Year 7 Report, and will share it with Faculty Senate and other groups in the spring for their input.
5. Current Subcommittee Activities:
  - a. General Education Requirements Committee (GERC) update  
GERC has their first meeting this coming Tuesday.
  - b. BAS Committee update – has not met yet.
6. Information from the Chair: none
7. Information from the Faculty Senate and other Councils:  
Deidre Caputo-Levine reported several departments are participating in a pilot Program Review. Senators had significant concerns about program review, specifically how the process will work and findings be reported, and the degree to which Faculty Senate will have oversight and be able to review the findings. Caputo-Levine took [detailed notes](#) she will share with this Council, and will continue to do so for future Faculty Senate meetings.
8. Other related information or questions: none

**B. INFORMATION ITEMS –**

**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

**State Proposals for Endorsement:** none this week

**Curriculum, Course, and Program Change Proposals:**

1. [Proposal 4](#) from **Political Science** to create new courses POLS 4461, 4462, 4463 and 4464; update course titles for POLS 4405 and 4454. *Changes affect Graduate Catalog.* **Tabled** for consideration next week.

**Other Business:**

1. **Officer Elections** – new Chair for AY2020-21 (Geoffrey Bennett left ISU over the summer)  
**Eligible members:** Carmen Febles, Deidre Caputo-Levine, Steven Byers, Joanne Toevs, Cathy Gray, Wenxiang Zhu, Wesley Usyak, Wendy Mickelson, Barb Mason

Deidre Caputo-Levine was nominated to be chair – she hesitated to accept the nomination. Carmen Febles was nominated, and she accepted the nomination. A vote was held and **Carmen Febles** was elected to be Chair.

Febles will serve as UCC’s liaison to GERC, and Caputo-Levine will continue to attend Faculty Senate meetings as UCC’s liaison on Faculty Senate.

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

Create a subcommittee 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.

**Deferred until Spring 2021.**

Febles will check on the ROAR prefix proposal. Members will follow up with their respective departmental constituents and help move proposals to completion and submission. Proposal due date is September 20.

**G. ADJOURNMENT: 3:36 p.m.**

**APPENDICES**

**ACTIONS APPROVED:** None this week.

**STATE PROPOSALS ENDORSED:** None this week.

**CURRICULUM PROPOSALS APPROVED:** None this week.



**Undergraduate Curriculum Council (UCC)**  
**September 17, 2020 – 3:00-5:00 p.m. via Zoom**  
**Volume XXXVI, Meeting 04 (22-04)**

**MINUTES – *Approved by Curriculum Council on September 24, 2020; Accepted by Faculty Senate on September 28, 2020; Accepted by Academic Affairs on October 6, 2020***

**A. PRELIMINARIES**

1a. Attendance:

Members: Carmen Febles, Deidre Caputo-Levine, Steve Byers, Joanne Toevs, Cathy Gray, Wenxiang Zhu, Steve Clay, Wesley Usyak, Wendy Mickelsen, LaVona Andrew, Barb Mason

Ex-Officio: Cindy Hill, Chris Hunt, Tiffany Mitchell, Buck Benson

Admin. Asst: Catherine Read

1b. Excused: Matt Wilson (GERC)

Absent: none

1c. Guests: none

1. Announcements

Febles clarified the Executive Committee's role in setting the agenda for this council's meetings. Reminder that the priority deadline for proposals is Monday, September 21. Late proposals will be accepted until October 21 with the caveat they may not be approved in time for the 2021-22 catalog.

2. Council **approved** its Minutes from **September 3, 2020**

3. Report from the Executive Committee:

a. UCC 101: Introduction, reminder, procedural run-down

b. New [UCC How-to video](#) – first of a short series

Febles explained how UCC's catalog proposal process works, how to read the [Proposal Tracking Sheet](#), and what reps need to do to help their constituent departments in filling out the forms. She explained the importance of gathering impact responses to make sure all affected units are informed of changes that could affect their programs. She demonstrated UCC's website and her new video on how to fill out the online proposal request form. UCC reps should all use their particular skill sets in reviewing all proposals to catch and fix as many errors as possible before approving proposals and moving them forward toward implementation. Read briefly explained how the state proposal and letter of notification process fits in with UCC's catalog work.

The university is planning to develop a policy on digital signatures. UCC needs to make sure any signature policy allows for closely controlled edits to proposals in the final stages of approval and implementation.

4. Information from Academic Affairs: nothing to report

5. Current Subcommittee Activities:

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

b. BAS Committee update – has not yet met; awaiting one more member to be assigned.

6. Information from the Chair:

Last spring the council discussed forming a subcommittee to review and revise the catalog format to make it more user friendly. That project will be delayed until Spring 2021 because of all the other things going on this semester.

7. Information from the Faculty Senate and other Councils:  
Caputo-Levine reported Faculty Senate has concerns with program prioritization and whether deans and associate deans are reaching out to faculty for their input. Senators are also concerned about the Five Year Review policy, and whether the university should continue to operate under the old policy or use the interim plan until the new policy is finished. Caputo-Levine is posting her Senate meeting notes in a [Google Docs](#) folder for UCC members to view; there are some interesting discussions taking place.
8. Other related information or questions: none

**B. INFORMATION ITEMS** – none this week

**C. CONSENT CALENDAR** – none this week

**D. UNFINISHED BUSINESS**

1. Council unanimously **approved** [Proposal 4](#) from **Political Science** ([Appendix 1](#)) to create new courses POLS 4461, 4462, 4463 and 4464; update course titles for POLS 4405 and 4454. *Changes affect Graduate Catalog.*

**E. NEW BUSINESS** – all **tabled** for consideration next week.

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

1. [AY2021-22 Change Memo #3](#) COT Health Occupations for ADRN requirement change
2. [AY2021-22 Change Memo #4](#) College of Education course changes
3. [AY 2021-22 Change Memo #5](#) Change in History Minor
4. [AY 2021-22 Change Memo #6](#) Add GEOL options to BS Civil Engineering
5. [AY 2021-22 Change Memo #7](#) DHS 4426 Prerequisite minimum grade

**State Proposals for Endorsement:** none this week

**Curriculum, Course, and Program Change Proposals:**

1. [Proposal 5](#) from **Sociology** to change SOC 3321 to SOC/SOWK 4421 to accommodate a graduate section, remove the pre-requisite from SOC 4403, and update SOC curriculum. *Changes affect Graduate Catalog.*

College of Education's proposals are almost ready for submission. They will include approval emails from the Department of Education's Professional Standards Commission as impact statements in the two forthcoming endorsement proposals.

**Future Business:**

1. **Catalog Format Review Subcommittee – placeholder; deferred until Spring 2021**  
Create a subcommittee 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.

**F. ADJOURNMENT: 3:44 p.m.**

## APPENDICES

**ACTIONS APPROVED:** – none this week

**STATE PROPOSALS ENDORSED:** – none this week

**CURRICULUM PROPOSALS APPROVED:**

1. [Proposal 4](#) from **Political Science** to create new courses POLS 4461, 4462, 4463 and 4464; update course titles for POLS 4405 and 4454. *Changes affect Graduate Catalog.*

**Undergraduate Curriculum Council (UCC)**  
**September 24, 2020 – 3:00-5:00 p.m. via Zoom**  
**Volume XXXVI, Meeting 05 (22-05)**

**MINUTES – *Approved by Curriculum Council on October 1, 2020; Accepted by Faculty Senate on October 12, 2020; Accepted by Academic Affairs on October 6, 2020***

**A. PRELIMINARIES**

1a. Attendance:

- Members: Carmen Febles, Deidre Caputo-Levine, Steve Byers, Joanne Toevs, Cathy Gray, Steve Clay, Wesley Usyak, Wendy Mickelsen, LaVona Andrew, Barb Mason
- Ex-Officio: Cindy Hill, Chris Hunt, Tiffany Mitchell, Buck Benson
- Admin. Asst: Catherine Read
- 1b. Excused: Matt Wilson (GERC)
- Absent: Wenxiang Zhu
- 1c. Guests: none

1. Announcements -- none

2. Council approved its Minutes from [September 17, 2020](#)

3. Report from the Executive Committee:

Met on Tuesday. In spring, this council will revisit its bylaws. Currently there is nothing in the bylaws specifying who is authorized to request a proposal and what faculty body can vote on proposals. Consider limiting time for impact responses. Faculty Senate approves UCC's Bylaws; Senate can choose to take up something in a council's bylaws and/or refer it to Faculty Professional Policies Council to create a university policy.

Febles checked on the proposal under development, changing the ISU prefix to ROAR. Jim DiSanza told her they are holding off this year until they gather more data on how it is doing. The Executive Committee agreed to create a Google Doc to log issues and suggestions for changing the proposal form and procedure in early Spring semester. Febles will share the document she has created with this council for members to add whatever observations and suggestions they come up with as they review proposals this fall.

4. Information from Academic Affairs: none this week

5. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC) update

Council **accepted** GERC Minutes from [April 28, 2020](#) and [September 8, 2020](#)

Hill reported GERC members plan to invite ISU's GEM discipline group representatives to their next meeting to discuss GERC's Objective Review reports and suggestions to bring up at the upcoming annual General Education Summit.

b. BAS Committee update –

Tiffany Mitchell reported they have a full complement of members, will be meeting soon.

6. Information from the Chair:

Febles asked members to check proposals in progress for impact statements, follow up on missing ones. Responders are usually good about responding promptly when reminded.

7. Information from the Faculty Senate and other Councils:

Senate did not meet this week. No other updates from councils, though they have been meeting.

8. Other related information or questions: none

**B. INFORMATION ITEMS** – none this week

**C. CONSENT CALENDAR** – none this week

**D. UNFINISHED BUSINESS**

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

Council **approved** all Consent Calendar items as a block:

1. [AY2021-22 Change Memo #3](#) COT Health Occupations for ADRN requirement change ([Appendix A](#))
2. [AY2021-22 Change Memo #4](#) College of Education course changes ([Appendix B](#))
3. [AY2021-22 Change Memo #5](#) Change in History Minor ([Appendix C](#))
4. [AY2021-22 Change Memo #6](#) Add GEOL options to BS Civil Engineering ([Appendix D](#))
5. [AY2021-22 Change Memo #7](#) DHS 4426 Prerequisite minimum grade ([Appendix E](#))

**State Proposals for Endorsement:** none this week

**Curriculum, Course, and Program Change Proposals:**

1. Council unanimously **approved** [Proposal 5](#) from **Sociology** ([Appendix 1](#)) to change SOC 3321 to SOC/SOWK 4421 to accommodate a graduate section, remove the pre-requisite from SOC 4403, and update SOC curriculum. *Changes affect Graduate Catalog.*

**E. NEW BUSINESS:**

**Minor Catalog Changes (no proposal needed, just a Memo showing the exact changes):** none

**State Proposals for Endorsement:** none this week

**Curriculum, Course, and Program Change Proposals:**

Proposals were untabled for short discussion; then **tabled** again for consideration next week

1. [Proposal 6](#) from **Respiratory Therapy** to update course titles and curriculum for Respiratory Therapy program
2. [Proposal 7](#) from **Unmanned Aerial Systems** to change title and course description, and reduce credits from 5 to 3 for UAS 0240
3. [Proposal 8](#) from **Paramedic Science** to delete CPAR 4410 and to create new course CPAR 4415 as its replacement.
4. [Proposal 9](#) from **Nuclear Operations Technology** for course and curriculum updates.

**Future Business:**

1. **Revise UCC Proposal Form, Procedures, and Bylaws - placeholder; deferred until Spring 2021**
2. **Catalog Format Review Subcommittee – placeholder; deferred until Spring 2021**  
Create a subcommittee 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.

F. ADJOURNMENT: 3:30 p.m.

## APPENDICES

### ACTIONS APPROVED: –

- A. [AY2021-22 Change Memo #3](#) COT Health Occupations for ADRN requirement change
- B. [AY2021-22 Change Memo #4](#) College of Education course changes
- C. [AY2021-22 Change Memo #5](#) Change in History Minor
- D. [AY2021-22 Change Memo #6](#) Add GEOL options to BS Civil Engineering
- E. [AY2021-22 Change Memo #7](#) DHS 4426 Prerequisite minimum grade

STATE PROPOSALS ENDORSED: – none this week

### CURRICULUM PROPOSALS APPROVED:

1. [Proposal 5](#) from **Sociology** to change SOC 3321 to SOC/SOWK 4421 to accommodate a graduate section, remove the pre-requisite from SOC 4403, and update SOC curriculum. *Changes affect Graduate Catalog*

**Undergraduate Curriculum Council (UCC)**

**October 1, 2020 – 3:00-5:00 p.m. via Zoom**

**Volume XXXVI, Meeting 06 (22-06)**

**MINUTES – *Approved by Curriculum Council on October 8, 2020; Accepted by Faculty Senate on October 12, 2020; Accepted by Academic Affairs on November 3, 2020***

**A. PRELIMINARIES**

1a. Attendance:

Members: Carmen Febles, Deidre Caputo-Levine, Steve Byers, Joanne Toevs, Cathy Gray, Barbara Frank, Wenxiang Zhu, Steve Clay, Wesley Usyak, LaVona Andrew, Barb Mason

Ex-Officio: Cindy Hill, Chris Hunt, Buck Benson

Admin. Asst: Catherine Read

1b. Excused: Wendy Mickelson; Tiffany Mitchell, Matt Wilson (GERC)

Absent: none

1c. Guests: none

1. Announcements -

- a. UCC welcomed Barbara Frank, the new College of Science & Engineering representative for Biosciences, Chemistry, and Geosciences.

2. Council **approved** its Minutes from [September 24, 2020](#)

3. Report from the Executive Committee:

- Met and confirmed Consent Calendar items for this week's meeting.
- New "Parking Lot" section for next week's agenda. Executive Committee discussed Robert's Rules of Order on how to manage proposals and other agenda items that need issues resolved before they are ready for discussion. Those items will be placed in the "Parking Lot" section of the agenda while they are awaiting resolution.
- Chris Hunt and Catherine Read will work on a better way of tracking and numbering Change Memo.

4. Information from Academic Affairs:

- Annual statewide General Education Summit is coming up on October 22-23. ISU's discipline group representatives have been working with their groups and will attend the Summit.
- ISU's Justin Stover, faculty member from History department, was named the state's Outstanding GEM Teacher for Objective 6, Social and Behavioral Ways of Knowing. Last year's winner was Jeremy Thomas from Sociology, Social Work and Criminology, also from ISU.

5. Current Subcommittee Activities:

- a. General Education Requirements Committee (GERC) update  
Meets again on October 13.

- b. BAS Committee update

Febles clarified the Bachelor of Applied Science (BAS) committee is a subcommittee of this council, which is why UCC reviews and accepts its Minutes. This semester new members were chosen and appointed rather than elected by their faculty peers to serve on the committee.

From now on Faculty Senate will oversee elections of faculty by their peers to serve on all councils, committees and subcommittees under its purview, which includes this

council and its GERC and BAS subcommittees. Faculty Senate's election process will mitigate confusion about filling vacant seats and eliminate the practice of department chairs or colleges appointing faculty to Faculty Senate's councils.

6. Information from the Chair:

Does the signature sheet process need clarification? No one had any questions about it.

7. Information from the Faculty Senate and other Councils:

Caputo-Levine reported on Faculty Senate:

- Senators discussed the recent change to move Spring Break to April instead of March
- Five Year Review process will use the existing policy, not the interim policy. Some concern expressed about keeping workloads down, but as long as colleges apply the requirements equally across the college there shouldn't be any problem
- Health Committee determined that a face shield alone is not sufficient protection, need to wear a mask unless the people near you need to read your lips
- Some concern about Chick Filet moving onto campus. Discussed a proposed poll and perhaps forming an ad hoc committee.

No report from other Councils.

8. Other related information or questions: None

**B. INFORMATION ITEMS** – none this week

**C. CONSENT CALENDAR** –

Council **approved** all the items on the Consent Calendar as a block, with one abstention.

1. Council **approved**, as part of the Consent Calendar, [Proposal 7](#) from **Unmanned Aerial Systems** ([Appendix 1](#)) to change title and course description, and reduce credits from 5 to 3 for UAS 0240
2. Council **approved**, as part of the Consent Calendar, [Proposal 8](#) from **Paramedic Science** ([Appendix 2](#)) to delete CPAR 4410 and to create new course CPAR 4415 as its replacement.
3. Council **approved**, as part of the Consent Calendar, [Proposal 9](#) from **Nuclear Operations Technology** ([Appendix 3](#)) for course and curriculum updates.

**D. UNFINISHED BUSINESS** – **untabled** for consideration and discussion

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

**State Proposals for Endorsement:** none this week

**Curriculum, Course, and Program Change Proposals:**

1. [Proposal 6](#) from **Respiratory Therapy** to update course titles, descriptions, and curriculum for Respiratory Therapy program.

Febles used this proposal to show members what types of things to look for as they review proposals. Faculty vote is an important piece to make sure the faculty in the program are on board with the proposed changes. Also ensure all affected departments and units have been contacted and informed of the changes, and that any concerns raised or adverse impacts identified are satisfactorily addressed. All prerequisites need to be clearly listed so students will know exactly what they courses they need to take. Hunt pointed out this curriculum piece is not in the standard catalog format yet so is still a bit confusing.



Council **remanded** this proposal back to the department to work with Chris Hunt to put into the standard catalog format and work out the questions about curriculum. This proposal will be put into next week's Parking Lot section of the agenda until it is ready for council's consideration.

Febles clarified that all signatures should be collected after impact responses are received. The department chair signs first, then the Dean or designee. The UCC rep should be the last to sign signifying the proposal is correct, complete and ready for submission. If a few impacts are missing, that is okay because they can be collected during processing. However, do NOT submit any proposal that does not have Chris Hunt's Student Information Systems (SIS) impact response from the Registrar's Office. He often finds things that need clarification or fixing before the proposal is finished.

#### **E. NEW BUSINESS:**

Untabled for discussion, **tabled** again until next meeting. Members will review all these items during the interim and post their comments and suggestions in the margins. Be ready to consider these for approval next week.

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

**State Proposals for Endorsement:** none this week

**Curriculum, Course, and Program Change Proposals:** untabled, then **tabled** until next week.

1. [Proposal 10](#) from **Organizational Learning and Performance** to create new courses CTE 4454, 4455; OLP 4412, 4441, 4454, 4455; update course titles and descriptions for CTE 4444, OLP 4442
2. [Proposal 11](#) from **Teaching and Educational Studies** to create new 21-credit and 30-credit Endorsements in Marketing Technology Education. *SBOE and Professional Standards Commission have approved these endorsements. Contingent upon approval of [Proposal 10](#).*
3. [Proposal 12](#) from **Industrial Cybersecurity Engineering Technology** to update courses and curriculum, create new CYBR prefix, delete ESET 0282A and 0282B.
4. [Proposal 13](#) from **ESTEC** to update Instrumentation Engineering Technology (IET) and Electrical Engineering Technology (EET) first year courses. *Contingent upon approval of [Proposal 12](#).*
5. [Proposal 14](#) from **Computer Science** to create a new undergraduate academic Certificate in Computer Science Cybersecurity, minor updates to courses and curriculum, and to delete CS 4471. *Contingent upon OSBE approval of Letter of Notification #[2020-LON-xx](#) for the new certificate.*
6. [Proposal 15](#) from **Community and Public Health** to change HE prefix to CPH, renumber courses, and update course titles.
7. [Proposal 16](#) from **Kasiska Division of Health Sciences** to create a new 25-credit undergraduate Certificate in Addiction Studies. *Contingent upon OSBE approval of Letter of Notification #[2020-LON-xx](#) for the new certificate. Contingent upon approval of UCC [Proposal 16](#).*
8. [Proposal 17](#) from **Occupational Therapy** to delete PTOT 4401 and replace it with new course PTOT 4406 Analysis of Human Movement Through Activity.

**F. FUTURE BUSINESS:**

1. **Revise UCC Proposal Form, Procedures, and Bylaws - placeholder; deferred until Spring 2021**
  - a. [Suggestions for Improvement of UCC Proposal Form and Process](#) (restricted access)  
UCC reps, please add your suggestions and observations to this document as you work on and review proposals.
2. **Catalog Format Review Subcommittee – placeholder; deferred until Spring 2021**  
Create a subcommittee 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.

**F. ADJOURNMENT: 3:44 p.m.**

**APPENDICES**

**ACTIONS APPROVED:** – none this week

**STATE PROPOSALS ENDORSED:** – none this week

**CURRICULUM PROPOSALS APPROVED:**

1. [Proposal 7](#) from **Unmanned Aerial Systems** to change title and course description, and reduce credits from 5 to 3 for UAS 0240
2. [Proposal 8](#) from **Paramedic Science** to delete CPAR 4410 and to create new course CPAR 4415 as its replacement.
3. [Proposal 9](#) from **Nuclear Operations Technology** for course and curriculum updates.

**Undergraduate Curriculum Council (UCC)**

**October 8, 2020 – 3:00-5:00 p.m. via Zoom**

**Volume XXXVI, Meeting 07 (22-07)**

**MINUTES – *Approved by Curriculum Council on October 15, 2020; Accepted by Faculty Senate on October 26, 2020; Accepted by Academic Affairs on November 3, 2020***

**A. PRELIMINARIES**

1a. Attendance:

- Members: Carmen Febles, Deidre Caputo-Levine, Joanne Toevs, Cathy Gray, Barbara Frank, Wenxiang Zhu, Steve Clay, Wesley Usyak, Wendy Mickelson, LaVona Andrew
- Ex-Officio: Cindy Hill, Chris Hunt, Buck Benson
- Admin. Asst: Catherine Read
- 1b. Excused: Steve Byers, Barb Mason; Tiffany Mitchell, Matt Wilson (GERC)
- Absent: none
- 1c. Guests: none

1. Announcements -

Please send proposals to Buck Benson ([bensbuck@isu.edu](mailto:bensbuck@isu.edu)) instead of to Corey Zink for Central Academic Advising's impact responses.

2. Council **approved** its Minutes from **October 1, 2020** with one abstention

3. Report from the Executive Committee:

- Proposals #10 and 11 were moved to the Parking Lot section of the agenda to address comments. Toevs reported the POs have made the revisions. These will be on next week's agenda to give members time to review the proposals.
- Proposal #6 remains in the Parking Lot awaiting the department head's response to Chris Hunt's standard formatting additions.

4. Information from Academic Affairs: none

5. Current Subcommittee Activities:

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

b. BAS Committee update

Febles reported that Faculty Senate has accepted the BAS Committee's new members since they were selected in accordance with the current bylaws. However, BAS Committee needs to update their bylaws to reflect the faculty governance reporting structure.

Council **approved** new members Lynn Case (representing College of Technology) and Chris Pickett (representing College of Arts & Letters) to serve on BAS Committee.

Febles will confirm with the College of Science & Engineering that Dr. Carrie Bottenburg is their nominee for BAS Committee rep

6. Information from the Chair:

- Febles will be attending a meeting with Graduate School, Academic Affairs, and the Registrar's Office to work out logistical issues with combined undergraduate/graduate degree pathways.
- Faculty Senate needs to update its Bylaws and website, as well as Academic Affairs website, to accurately reflect the councils, committees and subcommittees that fall under Faculty Senate's purview. This includes BAS Committee as UCC's subcommittee.

7. Information from the Faculty Senate and other Councils: none
8. Other related information or questions: none

**B. INFORMATION ITEMS** – none

**C. CONSENT CALENDAR** – none this week

**D. UNFINISHED BUSINESS**

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

**State Proposals for Endorsement:** none this week

**Curriculum, Course, and Program Change Proposals:**

1. Council **approved** [Proposal 12](#) from **Industrial Cybersecurity Engineering Technology** ([Appendix 1](#)) to update courses and curriculum, create new CYBR prefix, delete ESET 0282A and 0282B.
2. Council **approved** [Proposal 13](#) from **ESTEC** ([Appendix 2](#)) to update Instrumentation Engineering Technology (IET) and Electrical Engineering Technology (EET) first year courses. *Contingent upon approval of [Proposal 12](#).*
3. Council **approved** [Proposal 14](#) from **Computer Science** ([Appendix 3](#)) to create a new undergraduate academic Certificate in Computer Science Cybersecurity, minor updates to courses and curriculum, and delete CS 4471. *Contingent upon OSBE approval of Letter of Notification #2020-LON-xx for the new certificate.*
4. Council **approved, pending receipt of the impact responder names,** [Proposal 15](#) from **Community and Public Health** ([Appendix 4](#)) to change HE prefix to CPH, renumber courses, and update course titles.
5. Council **approved** [Proposal 16](#) from **Kasiska Division of Health Sciences** ([Appendix 5](#)) to create a new 25-credit undergraduate Certificate in Addiction Studies. *Contingent upon OSBE approval of Letter of Notification #2020-LON-xx for the new certificate. Contingent upon approval of UCC [Proposal 15](#).*
6. Council **approved** [Proposal 17](#) from **Occupational Therapy** ([Appendix 6](#)) to delete PTOT 4401 and replace it with new course PTOT 4406 Analysis of Human Movement Through Activity.

**E. “PARKING LOT” – proposals and other items awaiting resolution**

1. [Proposal 6](#) from **Respiratory Therapy** to update course titles, descriptions, and curriculum for Respiratory Therapy program. **Remanded** back to department to work with Chris Hunt to put this proposal into the standard catalog format and work out the questions about curriculum.
2. [Proposal 10](#) from **Organizational Learning and Performance** to create new courses CTE 4454, 4455; OLP 4412, 4441, 4454, 4455; update course titles and descriptions for CTE 4444, OLP 4442. PO needs to address new comments in the proposal before UCC considers this proposal.

3. [Proposal 11](#) from **Teaching and Educational Studies** to create new 21-credit and 30-credit Endorsements in Marketing Technology Education. *SBOE and Professional Standards Commission have **approved** these endorsements. Contingent upon approval of [Proposal 10](#).*

**F. NEW BUSINESS:** untabled for discussion and **tabled** again until next meeting:

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

1. [AY2021-22 Change Memo #8 Drop CSD 4480](#)
2. [AY2021-22 Change Memo #9 correct BS Surveying and Geomatics Technology](#)
3. [AY2021-22 Change Memo #10 Remove NTD 4400 Prerequisite](#)
4. [AY2021-22 Change Memo #11 Change in ITC Energy Systems Technology](#) to add ENGL 1101 and CHEM 1101 as part of the Gen Ed requirements

**State Proposals for Endorsement:** none this week

**Curriculum, Course, and Program Change Proposals:**

1. [Proposal 18](#) from **Kasiska Division of Health Sciences and College of Pharmacy** to change PPRA 9907 to DHS 4427 and increase credits from 2 to 3 credits.
2. [Proposal 19](#) from **Global Studies and Languages** to update language course semester offerings and to change SPAN 3342 course title and description.
3. [Proposal 20](#) from **Finance and Economics** to create new 9-credit undergraduate Financial Literacy Certificate using existing courses. *Contingent upon OSBE approval of Letter of Notification #[2020-LON-xx](#) for the new certificate.*

**G. FUTURE BUSINESS:**

1. **Revise UCC Proposal Form, Procedures, and Bylaws - placeholder; deferred until Spring 2021**
  - a. [Suggestions for Improvement of UCC Proposal Form and Process](#) (restricted access)  
UCC reps, please add your suggestions and observations to this document as you work on and review proposals.
2. **Catalog Format Review Subcommittee – placeholder; deferred until Spring 2021**  
Create a subcommittee 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.

**H. ADJOURNMENT: 4:03 p.m.**

## APPENDICES

**ACTIONS APPROVED:** – none this week

**STATE PROPOSALS ENDORSED:** – none this week

### **CURRICULUM PROPOSALS APPROVED:**

1. [Proposal 12](#) from **Industrial Cybersecurity Engineering Technology** to update courses and curriculum, create new CYBR prefix, delete ESET 0282A and 0282B.
2. [Proposal 13](#) from **ESTEC** to update Instrumentation Engineering Technology (IET) and Electrical Engineering Technology (EET) first year courses. *Contingent upon approval of [Proposal 12](#).*
3. [Proposal 14](#) from **Computer Science** to create a new undergraduate academic Certificate in Computer Science Cybersecurity, minor updates to courses and curriculum, and delete CS 4471. *Contingent upon OSBE approval of Letter of Notification #[2020-LON-xx](#) for the new certificate.*
4. [Proposal 15](#) from **Community and Public Health** to change HE prefix to CPH, renumber courses, and update course titles.
5. [Proposal 16](#) from **Kasiska Division of Health Sciences** to create a new 25-credit undergraduate Certificate in Addiction Studies. *Contingent upon OSBE approval of Letter of Notification #[2020-LON-xx](#) for the new certificate. Contingent upon approval of UCC [Proposal 16](#).*
6. [Proposal 17](#) from **Occupational Therapy** to delete PTOT 4401 and replace it with new course PTOT 4406 Analysis of Human Movement Through Activity.

**Undergraduate Curriculum Council (UCC)**  
**October 15, 2020 – 3:00-5:00 p.m. via Zoom**  
**Volume XXXVI, Meeting 08 (22-08)**

**MINUTES – *Approved by Curriculum Council on October 22, 2020; Accepted by Faculty Senate on October 26, 2020; Accepted by Academic Affairs on November 3, 2020***

**A. PRELIMINARIES**

1a. Attendance:

Members: Carmen Febles, Deidre Caputo-Levine, Steve Byers, Joanne Toevs, Allison Badger (for Cathy Gray), Barbara Frank, Wenxiang Zhu, Steve Clay, Wesley Usyak, Wendy Mickelson, Barb Mason

Ex-Officio: Cindy Hill, Chris Hunt, Buck Benson, Tiffany Mitchell

Admin. Asst: Catherine Read

1b. Excused: LaVona Andrew; Matt Wilson (GERC)

Absent: none

1c. Guests: Brenda Jacobsen and Rob Lion (COE)

1. Announcements –

Representatives from the College of Education will join this meeting a little later to answer questions about Proposal 10.

2. Council **approved** its Minutes from October 8, 2020

3. Report from the Executive Committee: did not meet this week.

4. Information from Academic Affairs:

Cindy Hill sits on EAB Leadership Team which is working on an early alert system, but it won't be ready until Fall 2021 to implement on a small scale to start with.

5. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC) update

GERC met this week. They reviewed the Objectives 1 thru 6 and identified areas they want brought up at the annual statewide Summit.

b. BAS Committee update

- Last week's new members were seated on the committee.
- UCC unanimously **approved** the new COSE rep, **Carrie Bottenberg** to serve on the BAS committee. BAS Committee's membership is now complete.

6. Information from the Chair:

More departments are wanting to create accelerated pathways for students to complete Bachelor's and Master's degrees in less time by allowing some graduate level courses to count toward both degrees. Febles is working with Graduate School, Graduate Council, the Registrar's Office, Academic Affairs, VP of Finance, and Academic Standards Council on a new policy for how such accelerated degrees would be created and managed. Also need to decide what criteria a student must meet to be eligible to enroll in these accelerated programs

An initial draft of the policy is ready for UCC members to review and provide their input. Currently there are two catalog proposals awaiting resolution of this matter for the Fall 2021 catalog, so there is some urgency to getting this policy finished as soon as possible. Academic Standards Council has purview over academic policies such as this one, so will have to approve it as well.

Graduate Council has weighed in, and suggested UCC be the initial approving body for proposed accelerated pathways, followed by Graduate Council's approval. Ideally, there will be a new, separate proposal form for such combined accelerated degree requirements that would be submitted to both UCC and Graduate Council for approval. Programs will need to specify exactly what coursework would be required, including which graduate level courses would be allowed to count toward both the undergraduate and graduate degrees, up to a maximum of 12 credits. The policy must meet state requirements and accreditation standards as well as ISU's requirements.

UCC members briefly discussed [the draft BA/BS to MA/MS Accelerated Pathway policy](#) and suggested some initial edits. They have another week to carefully peruse the draft before next week's meeting when hopefully it will be ready for a vote.

7. Information from the Faculty Senate and other Councils:  
Deidre Caputo-Levine reported the primary issue for Faculty Senate was the extension of program evaluations. There was also more discussion of Chick Filet becoming a new food option on campus.

No other report from any councils.

8. Other related information or questions: none

**B. INFORMATION ITEMS** – none

**C. CONSENT CALENDAR** – none this week

**D. UNFINISHED BUSINESS**

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

Council voted to **approve** the entire Consent Calendar:

1. Council **approved**, as part of the Consent Calendar, [AY2021-22 Change Memo #8 Drop CSD 4480 \(Appendix A\)](#)
2. Council **approved**, as part of the Consent Calendar, [AY2021-22 Change Memo #9 correct BS Surveying and Geomatics Technology \(Appendix B\)](#)
3. Council **approved**, as part of the Consent Calendar, [AY2021-22 Change Memo #10 Remove NTD 4400 Prerequisite \(Appendix C\)](#)
4. Council **approved**, as part of the Consent Calendar, [AY2021-22 Change Memo #11 Change in ITC Energy Systems Technology](#) to add ENGL 1101 and CHEM 1101 as part of the Gen Ed requirements ([Appendix D](#))

**State Proposals for Endorsement:** none this week

**Curriculum, Course, and Program Change Proposals:**

1. Council **approved** [Proposal 10 as amended](#) from **Organizational Learning and Performance (Appendix 1)** to create new courses CTE 4454, 4455; OLP 4412, 4441, 4454, 4455; update course titles and descriptions for CTE 4444, OLP 4442.  
The Proposer Originator had addressed the comments in the proposal as requested. Dr. Brenda Jacobsen explained the changes. She and Rob Lion agreed to a few additional changes in



response to members' questions. The main concern was that some of the proposed new courses appeared to duplicate some College of Business courses. The difference was that the new courses addressed specific content that meets industry educational training certification needs. College of Education's focus is teaching the teachers, not teaching individual leadership skills.

2. Council **approved** [Proposal 11](#) from **Teaching and Educational Studies** ([Appendix 2](#)) to create new 21-credit and 30-credit Endorsements in Marketing Technology Education. *SBOE and Professional Standards Commission have **approved** these endorsements. Contingent upon approval of [Proposal 10](#).*
3. Council **approved** [Proposal 18](#) from **Kasiska Division of Health Sciences and College of Pharmacy** ([Appendix 3](#)) to change PPRA 9907 to DHS 4427 and increase credits from 2 to 3 credits.
4. Council **approved** [Proposal 19](#) **as amended** from **Global Studies and Languages** ([Appendix 4](#)) to update language course semester offerings and to change SPAN 3342 course title and description.
5. Council **approved** [Proposal 20](#) from **Finance and Economics** ([Appendix 5](#)) to create new 9-credit undergraduate Financial Literacy Certificate using existing courses. *Contingent upon OSBE approval of Letter of Notification #2020-LON-xx for the new certificate.*

#### **E. "PARKING LOT" – proposals and other items awaiting resolution**

1. [Proposal 6](#) from **Respiratory Therapy** to update course titles, descriptions, and curriculum for Respiratory Therapy program.

Had been remanded back to department to work with Chris Hunt to put this proposal into the standard catalog format and work out the questions about curriculum. That work is now complete, so this proposal will be listed as **Unfinished Business** on next week's agenda.

#### **F. NEW BUSINESS:** none this week

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

**State Proposals for Endorsement:** none this week

**Curriculum, Course, and Program Change Proposals:**

#### **G. FUTURE BUSINESS:**

1. **Revise UCC Proposal Form, Procedures, and Bylaws - placeholder; deferred until Spring 2021**
  - a. [Suggestions for Improvement of UCC Proposal Form and Process](#) (restricted access)  
UCC reps, please add your suggestions and observations to this document as you work on and review proposals.
2. **Catalog Format Review Subcommittee – placeholder; deferred until Spring 2021**  
Create a subcommittee 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.

#### **H. ADJOURNMENT: 4:34 p.m.**

## APPENDICES

### ACTIONS APPROVED:

- A. [AY2021-22 Change Memo #8 Drop CSD 4480](#)
- B. [AY2021-22 Change Memo #9 correct BS Surveying and Geomatics Technology](#)
- C. [AY2021-22 Change Memo #10 Remove NTD 4400 Prerequisite](#)
- D. [AY2021-22 Change Memo #11 Change in ITC Energy Systems Technology](#) to add ENGL 1101 and CHEM 1101 as part of the Gen Ed requirements

STATE PROPOSALS ENDORSED: – none this week

### CURRICULUM PROPOSALS APPROVED:

1. [Proposal 10](#) **as amended** from **Organizational Learning and Performance** to create new courses CTE 4454, 4455; OLP 4412, 4441, 4454, 4455; update course titles and descriptions for CTE 4444, OLP 4442.
2. [Proposal 11](#) from **Teaching and Educational Studies** to create new 21-credit and 30-credit Endorsements in Marketing Technology Education. *SBOE and Professional Standards Commission have approved these endorsements. Contingent upon approval of [Proposal 10](#).*
3. [Proposal 18](#) from **Kasiska Division of Health Sciences** and **College of Pharmacy** to change PPRA 9907 to DHS 4427 and increase credits from 2 to 3 credits.
4. [Proposal 19](#) **as amended** from **Global Studies and Languages** to update language course semester offerings and to change SPAN 3342 course title and description.
5. [Proposal 20](#) from **Finance and Economics** to create new 9-credit undergraduate Financial Literacy Certificate using existing courses. *Contingent upon OSBE approval of Letter of Notification #[2020-LON-xx](#) for the new certificate.*

**Undergraduate Curriculum Council (UCC)**

**October 22, 2020 – 3:00-5:00 p.m. via Zoom**

**Volume XXXVI, Meeting 09 (22-09)**

**MINUTES – *Approved by Curriculum Council on October 29, 2020; Accepted by Faculty Senate on November 9, 2020; Accepted by Academic Affairs on November 3, 2020***

**A. PRELIMINARIES**

1a. Attendance:

Members: Carmen Febles, Deidre Caputo-Levine, Steve Byers, Joanne Toevs, Cathy Gray, Barbara Frank, Wenxiang Zhu, Steve Clay, Wendy Mickelson, LaVona Andrew, Barb Mason

Ex-Officio: Cindy Hill, Chris Hunt, Buck Benson, Tiffany Mitchell

Admin. Asst: Catherine Read

1b. Excused: Wesley Usyak; Matt Wilson (GERC)

Absent: none

1c. Guests:

1. Announcements - none

2. Council **approved** the Minutes from October 15, 2020

3. Report from the Executive Committee:

Met on Tuesday. Discussed change proposals generally and a couple that are forthcoming. Febles explained a change memo is created by the Registrar's Office to make a simple change that doesn't affect other programs. This process circumvents the college dean and impact responses, which creates a grey area as it also streamlines the process for cleaning up and/or clarifying the catalog. Hunt explained a potential forthcoming change memo he is working on will help students and Degree Auditing, but could be a bit problematic because of the circumvention. Discussion. Members advocated creating clear, consistent criteria for change memos.

**Future business in spring:** form a subcommittee to delineate what is appropriate for a change memo instead of full proposal.

**Carmen Febles, Chris Hunt, Deidre Caputo-Levine, and Tiffany Mitchell** all expressed interest in serving on this subcommittee.

Council's consensus was to have Chris **go ahead** with the Music change memo he is working on.

**Clarification on impact responses:** as long as Chris Hunt has responded, after a reasonable time go ahead and submit proposals even if a couple of impact responses are missing. They can be gathered as the proposal is processed.

4. Information from Academic Affairs: no report

5. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC) update

The Statewide Gen Ed Summit starts tonight and continues tomorrow. Cindy Hill will have an update for next week's meeting.

b. BAS Committee update – only meets once a month

6. Information from the Chair:

Faculty Senate will receive the Program Prioritization report from Academic Affairs for their review. Faculty Senate's Executive Committee is discussing how Senate can have a pro-active voice in the decision-making process. This council will have a role in that process because of its

purview over courses, curriculum, and requirements, and its responsibility in preventing unnecessary duplication of programs, courses, and degrees.

Faculty Senate is planning to reinstate Faculty Senate Advisory Council made up of all the chairs of Senate's Councils, the Faculty Senate Executive Committee, and upper-level administrators. This council would facilitate discussions of campus issues and council work in a broader, overarching framework, and together find cooperative ways of resolving questions and concerns.

7. Information from the Faculty Senate and other Councils:  
Faculty Senate did not meet this week. Caputo-Levine reported they plan to discuss the impact of President Trump's executive order regarding the teaching of critical race theory and intersectionality. Any interested faculty may contact Faculty Senate for more details.
8. Other related information or questions: none

**B. INFORMATION ITEMS** – none

**C. CONSENT CALENDAR** – none this week

**D. UNFINISHED BUSINESS**

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

**State Proposals for Endorsement:** none this week

**Curriculum, Course, and Program Change Proposals:**

1. Council **approved** [Proposal 6](#) from **Respiratory Therapy** ([Appendix 1](#)) to update course titles, descriptions, and curriculum for Respiratory Therapy program. Had been remanded back to department to work with Chris Hunt to put this proposal into the standard catalog format and work out the questions about curriculum.  
Chris Hunt explained he left the department's original curriculum format in the proposal, and added the standardized format showing how the changes would appear in the catalog. This format clarifies how credits are counted in the program. Students can choose one of two Anatomy & Physiology pathways, one of which adds a pre-requisite course and increases the total number of credits.

**Proposed Policy:**

1. [Institutional Framework for Accelerated Programs \(Bachelor's to Master's Degree\) draft](#) – *collaborative effort among UCC, Grad Council, Academic Standards Council, Faculty Senate, Academic Affairs, Grad School, and Registrar's Office.*  
Council discussed the draft and made a few revisions. The accelerated policy creates a framework for programs to allow students to take up to 12 credits of graduate level coursework that will count toward both the undergraduate and master's degrees, which will allow them to complete the master's degree a year earlier. Students must meet eligibility requirements for the graduate program and be approved by the department to enroll in an accelerated program. The Bachelor's degree will be awarded upon completion of the undergraduate program, whether the student goes on to complete the Master's program or not.

Council voted to **endorse** the draft **Institutional Framework for Accelerated Programs** ([Appendix A](#)) and refer it to Academic Standards Council for consideration as the next step toward eventual approval and implementation.

**E. “PARKING LOT” – proposals and other items awaiting resolution – none this week**

**F. NEW BUSINESS:**

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

**State Proposals for Endorsement:** none this week

**Curriculum, Course, and Program Change Proposals:**

1. [Proposal 21](#) from **Emergency Services** to update EMGT curriculum to HSEM (Homeland Security and Emergency Mgmt), create new HSEM courses and delete EMGT courses. *OSBE has already approved the program name change; confirmed no further notification to OSBE is required.*
2. [Proposal 22](#) from **Theatre & Dance** to update courses and BA in Theatre curriculum, create new courses THEA 2215, 2235, and 3315. *Affects COE Drama Endorsements [Proposal 23](#).*
3. [Proposal 23](#) from **Teaching and Educational Studies** to update Drama Endorsements to match changes in Theatre curriculum. *Contingent upon approval of [Proposal 22](#).*
4. [Proposal 24](#) from **Radiographic Science** to create a 16-month part-time option for the Diagnostic Medical Sonography program, and to create new course DMS 4494. *Contingent upon OSBE approval of Letter of Notification #[2020-LON-xx](#).*
5. [Proposal 25](#) from **Chemistry** to generalize BS/MS admission requirements and to remove summer offering for CHEM 1111 & 1112.
6. [Proposal 26](#) from **Physician Assistant Studies** to create a new Pre-Physician Assistant Minor. *Contingent upon OSBE approval of Letter of Notification #[2020-LON-xx](#).*

**G. FUTURE BUSINESS:**

1. **Revise UCC Proposal Form, Procedures, and Bylaws - placeholder; deferred until Spring 2021**
  - a. [Suggestions for Improvement of UCC Proposal Form and Process](#) (restricted access)  
UCC reps, please add your suggestions and observations to this document as you work on and review proposals.
2. **Catalog Format Review Subcommittee – placeholder; deferred until Spring 2021**  
Create a subcommittee 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.

**H. ADJOURNMENT: 4:20 p.m.**

## APPENDICES

### **ACTIONS ENDORSED:**

- A. [Institutional Framework for Accelerated Programs \(Bachelor's to Master's Degree\) draft](#) – –  
*collaborative effort among UCC, Grad Council, Academic Standards Council, Faculty Senate, Academic Affairs, Grad School, and Registrar's Office.*

**STATE PROPOSALS ENDORSED:** – none this week

### **CURRICULUM PROPOSALS APPROVED:**

1. [Proposal 6](#) from **Respiratory Therapy** to update course titles, descriptions, and curriculum for Respiratory Therapy program.

**Undergraduate Curriculum Council (UCC)**

**October 29, 2020 – 3:00-5:00 p.m. via Zoom**

**Volume XXXVI, Meeting 10 (22-10)**

**MINUTES – *Approved by Curriculum Council on November 5, 2020; Accepted by Faculty Senate on November 9, 2020; Accepted by Academic Affairs on November 19, 2020***

**A. PRELIMINARIES**

1a. Attendance:

Members: Carmen Febles, Deidre Caputo-Levine, Steve Byers, Joanne Toevs, Cathy Gray, Barbara Frank, Wenxiang Zhu, Wesley Usyak, Steve Clay, Wendy Mickelson, LaVona Andrew

Ex-Officio: Cindy Hill, Chris Hunt, Buck Benson, Tiffany Mitchell

Admin. Asst: Catherine Read

1b. Excused: Barb Mason; Matt Wilson (GERC)

Absent: none

1c. Guests:

1. Announcements: none

2. Council **approved** the Minutes from **October 22, 2020**

3. Report from the Executive Committee:

Met on Tuesday. College of Business submitted two proposals, and two more are forthcoming. Lavona is checking on the Healthy Aging proposal. Finish up all proposals and get them submitted because the catalog cut-off deadline is fast approaching.

4. Information from Academic Affairs:

Hill gave a brief update on last week's Gen Ed Summit. Justin Stover from Arts & Letters received the gen ed teaching award for Objective 6. Early College program was a major topic of discussion, lots of concerns. Suggestion to hold an Early College summit this Spring 2021 to bring together high school teachers, university and college faculty, and OSBE staff to work out solutions.

5. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC) update

i. Council **accepted** GERC's Minutes for **September 22, 2020**

Febles reported GERC met this week and agreed the Summit went well and the new format was productive. Suggested dual credit be assigned by region instead of statewide so each higher ed institution handles the dual credit courses for high schools in their region. GERC discussed the Objective Review Reports for Objectives 1 thru 6 and identified trouble spots and potential changes to the outcomes.

b. BAS Committee update

BAS Committee is revising its bylaws to conform with the Faculty Senate council reporting structure.

6. Information from the Chair:

- The **Accelerated Programs Framework** document endorsed by UCC last week will be considered by Academic Standards Council during their next meeting on November 13. Adam Bradford from Graduate School, and Carmen Febles plan to attend. Febles also will meet with Faculty Senate leadership about this framework document on November 2.

- Febles met with representatives from Biology, College of Science & Engineering and Division of Health Sciences about the BSHS proposal in the works. There are concerns about the proposal potentially duplicating existing programs. Biology already has similar tracks in their program that this new BSHS program is proposing to create. The proposed BSHS tracks use many courses provided by other programs but wants to claim the students in DHS headcounts. Suggestion raised that UCC consider providing written guidance delineating what constitutes a duplicate course and/or program, since curriculum and programs are under UCC's purview.
  - FUTURE BUSINESS: form a subcommittee to take a good, considered look at this dilemma and write a guidance document. Include Academic Affairs and Faculty Senate in the working group. When does a course duplicate an existing course, and a program duplicate a similar program? How can UCC reasonably and objectively evaluate such potential duplications?
- Another, related topic, to work out with Academic Affairs: programs are competing for students. Is there a way to encourage more collaboration between programs to alleviate the tensions and break down the current 'silo' mentality that separates units from the university as a whole. Perhaps an MOU between programs? Is there a potential pathway that can be found? Cindy Hill said the Faculty Senate's subcommittee on Program Prioritization was working on some metrics for measuring program health. Those metrics could possibly be changed slightly to focus on student success in the university as a whole, rather than where those students are housed in which programs and colleges.

7. Information from the Faculty Senate and other Councils:

Caputo-Levine reported the Provost brought up the process of stopping tenure clock because of COVID-19; Faculty Senate is creating a subcommittee to look at the long term effects of that. Student enrollment has declined this Fall, mostly dual enrollment students because of the pandemic. Also discussed revising BAS Committee's bylaws.

8. Other related information or questions: none

**B. INFORMATION ITEMS** – none this week

**C. CONSENT CALENDAR** – none this week

**D. UNFINISHED BUSINESS**

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

**State Proposals for Endorsement:** none this week

**Curriculum, Course, and Program Change Proposals:**

1. Council **approved** [Proposal 21](#) **as amended** from **Emergency Services** ([Appendix 1](#)) to update EMGT curriculum to HSEM (Homeland Security and Emergency Mgmt.), create new HSEM courses and delete EMGT courses. *OSBE has already approved the program name change; confirmed no further notification to OSBE is required.*
2. [Proposal 22](#) from **Theatre & Dance** to update courses and BA in Theatre curriculum, create new courses THEA 2215, 2235, and 3315. *Affects COE Drama Endorsements* [Proposal 23](#). **Tabled** pending clarifications of course credit changes.
3. [Proposal 23](#) from **Teaching and Educational Studies** to update Drama Endorsements to match changes in Theatre curriculum. *Contingent upon approval of Proposal 22*. **Tabled** to be considered simultaneously with Proposal 22.



4. Council **approved** [Proposal 24](#) from **Radiographic Science** ([Appendix 2](#)) to create a 16-month part-time option for the Diagnostic Medical Sonography program, and to create new course DMS 4494. *Contingent upon OSBE approval of Letter of Notification #2020-LON-13.*
5. Council **approved** [Proposal 25](#) from **Chemistry** ([Appendix 3](#)) to generalize BS/MS program admission requirements and to remove summer offering for CHEM 1111 & 1112.
6. [Proposal 26](#) from **Physician Assistant Studies** to create a new Pre-Physician Assistant Minor. *Contingent upon OSBE approval of Letter of Notification #2020-LON-xx.* **Tabled** pending resolution of the potential duplication with the BSHS proposal in process.

**E. “PARKING LOT” – proposals and other items awaiting resolution**

1. [Proposal 30](#) from **History** to create new BA/MA accelerated pathway program, and create new course HIST 4468 World War II and Holocaust. *Contingent upon new policy for accelerated programs.* **Tabled** pending resolution of Registrar’s questions.

**F. NEW BUSINESS:** Council **tabled** all items until next meeting:

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

**State Proposals for Endorsement:** none this week

**Curriculum, Course, and Program Change Proposals:**

1. [Proposal 27](#) from **Nuclear Engineering** to create new NE 4450 course, update course description for NE 4488.
2. [Proposal 28](#) from **Health Informatics** to change course prefix from INFO to HI (courses 3330, 4422, 4424, and 4426)
3. [Proposal 29](#) from **Kasiska Division of Health Science** to create new permanent course DHS 4428 Evidence-Based Lipid Practice.
4. [Proposal 31](#) from **Human Performance and Sport Studies** to create new accelerated 3+2 pathway to earn BA/BS in Exercise Science and Masters in Athletic Training (BS/MSAT or BA/MSAT) in 5 years. *Changes affect Graduate Catalog. Contingent upon new policy for accelerated programs.*
5. [Proposal 32](#) from **Mathematics & Statistics** to add MATH 3310 to Applied Math Minor requirements, change course description for MATH 1143, and update pre-requisites for MATH 4423 and MATH 4424. *Department opted not to change corresponding 5500 level graduate course pre-reqs.*

**G. FUTURE BUSINESS:**

1. **Revise UCC Proposal Form, Procedures, and Bylaws - placeholder; deferred until Spring 2021**
  - a. [Suggestions for Improvement of UCC Proposal Form and Process](#) (restricted access)  
UCC reps, please add your suggestions and observations to this document as you work on and review proposals.
2. **Catalog Format Review Subcommittee – placeholder; deferred until Spring 2021**

Create a subcommittee 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.

Additional items:

Working Group for Change Memos from last week's discussion

Subcommittee to develop Impact Response Time Limit guidelines from last week's discussion

Working Group for Course and Program Duplication guidelines

**H. ADJOURNMENT: 4:15 p.m.**

## APPENDICES

**ACTIONS ENDORSED:** – none this week

**STATE PROPOSALS ENDORSED:** – none this week

**CURRICULUM PROPOSALS APPROVED:**

1. [Proposal 21](#) **as amended** from **Emergency Services** to update EMGT curriculum to HSEM (Homeland Security and Emergency Mgmt), create new HSEM courses and delete EMGT courses. *OSBE has already approved the program name change; confirmed no further notification to OSBE is required.*
2. [Proposal 24](#) from **Radiographic Science** to create a 16-month part-time option for the Diagnostic Medical Sonography program, and to create new course DMS 4494. *Contingent upon OSBE approval of Letter of Notification #2020-LON-xx.*
3. [Proposal 25](#) from **Chemistry** to generalize BS/MS admission requirements and to remove summer offering for CHEM 1111 & 1112.

**Undergraduate Curriculum Council (UCC)**  
**November 5, 2020 – 3:00-5:00 p.m. via Zoom**  
**Volume XXXVI, Meeting 11 (22-11)**

**MINUTES – *Approved by Curriculum Council on November 12, 2020; Accepted by Faculty Senate on November 30, 2020 via email ballot; Accepted by Academic Affairs on November 19, 2020***

**A. PRELIMINARIES**

1a. Attendance:

Members: Carmen Febles, Deidre Caputo-Levine, Steve Byers, Joanne Toevs, Cathy Gray, Barbara Frank, Wenxiang Zhu, Wesley Usyak, Wendy Mickelson, LaVona Andrew, Barb Mason

Ex-Officio: Cindy Hill, Chris Hunt, Buck Benson, Tiffany Mitchell

Admin. Asst: Catherine Read

1b. Excused: Steve Clay; Matt Wilson (GERC)

Absent: none

1c. Guests: none

1. Announcements: Provost Laura Woodworth-Ney is leaving ISU in January; we will miss her!

2. Council approved the Minutes from **October 29, 2020**

3. Report from the Executive Committee:

Executive Committee met on Tuesday and approved 3 Change Memos and 8 proposals for New Business on today's agenda for consideration next week.

Faculty Senate will be reviewing the Program Prioritization documents; their feedback is due February 15, 2021. Faculty Senate has asked UCC to participate in that review since UCC's purview includes responsibility for undergraduate curriculum, courses, degrees, and programs. Febles reviewed UCC's Bylaws with the Council, in particular the sections pertaining to its purpose and purview.

4. Information from Academic Affairs:

Hill mentioned a Faculty COVID-19 Impacts subcommittee is being formed. Their charge is to review and make recommendations on the pandemic's impact on teaching workload, tenure and promotion guideline adjustments, and changing landscape of online teaching. It's a subcommittee of the Instruction Roaring Back Committee. The subcommittee's co-chairs are former Faculty Senate co-chairs: Laura Ahola-Young and Rick Waggoner. The subcommittee's membership will be one faculty member from each college, one representative from Faculty Senate, and one representative from Human Resources, with support from Academic Affairs.

5. Current Subcommittee Activities:

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

b. BAS Committee update –

The committee meets once a month near the end of each month. Febles wants to attend the next meeting. Mitchell will have Irene Robinson to include Febles on the meeting invitation.

6. Information from the Chair:

Bachelor's to Master's Accelerated Program Framework policy will be on the agenda for Academic Standards Council (ASC) meeting on Nov. 13 at 2:00 p.m. Febles and Adam Bradford from Graduate School plans to attend the ASC meeting. Faculty Senate Executive Committee is investigating the proper procedures for implementing the policy once it is approved. Faculty Senate and Deans' Council will also review and consider this policy in their upcoming meetings.

7. Information from the Faculty Senate and other Councils:  
Senate meets again this coming Monday. No other report.
8. Other related information or questions: none

**B. INFORMATION ITEMS** – none this week

**C. CONSENT CALENDAR** – none this week

**D. UNFINISHED BUSINESS**

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

**State Proposals for Endorsement:** none this week

**Curriculum, Course, and Program Change Proposals:**

1. Council **approved** [Proposal 22 as amended](#) from **Theatre & Dance** ([Appendix 1](#)) to update courses and BA in Theatre curriculum, create new courses THEA 2215, 2235, and 3315. *Affects COE Drama Endorsements [Proposal 23](#).*
2. Council **approved** [Proposal 23](#) from **Teaching and Educational Studies** ([Appendix 2](#)) to update Drama Endorsements to match changes in Theatre curriculum. *Contingent upon approval of [Proposal 22](#).*
3. Council **approved** [Proposal 27](#) from **Nuclear Engineering** ([Appendix 3](#)) to create new NE 4450 course, update course description for NE 4488.
4. Council **approved** [Proposal 28](#) from **Health Informatics** ([Appendix 4](#)) to change course prefix from INFO to HI (courses 3330, 4422, 4424, and 4426)
5. Council **approved** [Proposal 29](#) from **Kasiska Division of Health Science** ([Appendix 5](#)) to create new permanent course DHS 4428 Evidence-Based Lipid Practice.
6. [Proposal 30](#) from **History** to create new BA/MA accelerated pathway program, and create new course HIST 4468 World War II and Holocaust. Was **tabled** last week pending clarifications from department to answer questions. *Contingent upon new policy for accelerated programs.*  
**Tabled** pending clarification of “junior year” and College of Ed’s decision on how to add the WWII course to their Endorsements.
7. [Proposal 31 as amended](#) from **Human Performance and Sport Studies** to create new accelerated 3+2 pathway to earn BA/BS in Exercise Science and Masters in Athletic Training (BS/MSAT or BA/MSAT) in 5 years. *Changes affect Graduate Catalog. Contingent upon new policy for accelerated programs.*  
**Tabled** pending departmental approval of changes made by UCC.
8. [Proposal 32](#) from **Mathematics & Statistics** to add MATH 3310 to Applied Math Minor requirements, change course description for MATH 1143, and update pre-requisites for MATH 4423 and MATH 4424. *Department opted not to change corresponding 5500 level graduate course pre-reqs.* Some of the proposed changes are intended to align with the SBOE’s Momentum Pathways initiative.  
**Tabled** pending clarification by department of faculty vote counts.

**E. “PARKING LOT” – proposals and other items awaiting resolution – none this week**

1. [Proposal 26](#) from **Physician Assistant Studies** to create a new Pre-Physician Assistant Minor. *Contingent upon OSBE approval of Letter of Notification #2020-LON-xx.* Has been **tabled** pending discussion of BSHS [Proposal 37](#).

**F. NEW BUSINESS:**

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

1. [AY 2020-21 Change Memo #12 Clarification of B. Music ensemble requirements](#)
2. [AY 2021-22 Change Memo #13 SOWK PSYC substitutions](#)
3. [AY 2021-22 Change Memo #14 Update BIOL 4470 prerequisite](#)  
Mickelson suggested adding BIOL 3301 and BIOL 2228 as an acceptable pre-requisite combination. Hunt will look into that.

**State Proposals for Endorsement:** none this week

**Curriculum, Course, and Program Change Proposals:**

1. [Proposal 33](#) from **Nursing** to create new course NURS 4130C, delete NURS 3110L, and update curriculum for the Traditional BSN and Accelerated BSN.
2. [Proposal 34](#) from **Fire Services Administration** to delete FSA 2201 and replace it with new course HSEM 1125.
3. [Proposal 35](#) from **College of Business** to add ECON 4485 to the Applied Education Course list
4. [Proposal 36](#) from **Marketing and Management** to create new Professional Sales Certificate and to delete the minor in Marketing. *Contingent upon OSBE approval of Letters of Notification #2020-LON-18 for the Certificate and 2020-LON-19 to discontinue the minor*
5. [Proposal 37](#) from **Kasiska Division of Health Sciences** to update B.S. in Health Sciences degree requirements and create 7 new tracks: Pre-Medical, Pre-Physician Assistant, Pre-Dental, Pre-Healthcare Advocacy & Leadership, Pre-Occupational Therapy, Pre-Physical Therapy, and Pre-Veterinary Studies. *Contingent upon OSBE approval of Letter of Notification #2020-LON-xx to eliminate the Pre-Occupational Therapy Concentration.*  
Discussion revealed significant concern that some of the proposed tracks may duplicate programs within other departments and colleges. The Tracks are subdivisions of Concentrations, so fall below OSBE’s program component tracking mechanisms. There currently is an existing BSHS Pre-Occupational Therapy Concentration, which OSBE does track. This proposal would eliminate that Concentration and replace it with this sub-Track. **Biology is very opposed to this proposal** because the tracks significantly overlap with existing programs within the Biology department, among others.

Febles explained she has attended some meetings with COSE Dean, KDHS administrative and departmental representatives, the Chair of Biology, and Academic Affairs discussing this proposal. No resolution of the issues yet. This Council will invite those stakeholders to attend an upcoming UCC meeting, probably in two weeks, to discuss this proposal and work out some

- solutions that will satisfy some of the concerns. This will allow members a chance to discuss this proposal among themselves first before including others.
6. [Proposal 38](#) from **Pharmacy** to create new courses PHAR 9941, 9983, 9984; and for minor Pharmacy course and curricular updates.
  7. [Proposal 39](#) from **Kasiska Division of Health Sciences** for a new Minor in Healthy Aging.  
*Contingent upon OSBE approval of Letter of Notification #2020-LON-xx.*  
Discussion about faculty vote and oversight of Healthy Aging program and other interdisciplinary programs outside of departments within the Kasiska Division of Health Sciences.
  8. [Proposal 40](#) from **Microbiology** to add BIOL 4423 and BIOL 4436 as electives for the B.S. in Microbiology degree.

#### **G. FUTURE BUSINESS:**

1. **Revise UCC Proposal Form, Procedures, and Bylaws - placeholder; deferred until Spring 2021**
  - a. [Suggestions for Improvement of UCC Proposal Form and Process](#) (restricted access)  
UCC reps, please add your suggestions and observations to this document as you work on and review proposals.
2. **Catalog Format Review Subcommittee – placeholder; deferred until Spring 2021**  
Create a subcommittee 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.
3. **Change Memo Clarification Subcommittee -- placeholder; deferred until Spring 2021**  
Create a subcommittee to create clear, consistent criteria for change memos. Change Memos streamline catalog cleanup changes, but circumvent college dean and impact response reviews.  
**Carmen Febles, Chris Hunt, Deidre Caputo-Levine, and Tiffany Mitchell** all expressed interest in serving on this subcommittee.
4. **Course and Program Duplication -- placeholder; deferred until Spring 2021**  
Create a working group to develop written guidance on what constitutes duplication of courses and programs. Include Academic Affairs and Faculty Senate in the discussion. Consider ways of alleviating competition and encourage collaboration among programs. Student headcount in majors and programs is an important metric in measuring program health, but what should happen when a program uses many courses from another department in their programs?
5. **Impact Response Timeline -- placeholder; deferred until Spring 2021**  
Clarify how long POs should hold proposals awaiting impact responses before submitting to UCC.
6. **UCC’s Role in Program Prioritization -- placeholder; awaiting Faculty Senate’s direction**  
UCC has purview over courses and curriculum

Next week: take up BSHS and PA proposals for discussion. If after that, this council wants to invite other interested parties, can take it up again in two weeks for more in-depth discussion.

#### **H. ADJOURNMENT: 4:55 p.m.**

## APPENDICES

**ACTIONS ENDORSED:** – none this week

**STATE PROPOSALS ENDORSED:** – none this week

**CURRICULUM PROPOSALS APPROVED:**

1. [Proposal 22 as amended](#) from **Theatre & Dance** to update courses and BA in Theatre curriculum, create new courses THEA 2215, 2235, and 3315. *Affects COE Drama Endorsements [Proposal 23](#).*
2. [Proposal 23](#) from **Teaching and Educational Studies** to update Drama Endorsements to match changes in Theatre curriculum. *Contingent upon approval of [Proposal 22](#).*
3. [Proposal 27](#) from **Nuclear Engineering** to create new NE 4450 course, update course description for NE 4488.
4. [Proposal 28](#) from **Health Informatics** to change course prefix from INFO to HI (courses 3330, 4422, 4424, and 4426)
5. [Proposal 29](#) from **Kasiska Division of Health Science** to create new permanent course DHS 4428 Evidence-Based Lipid Practice.

**Undergraduate Curriculum Council (UCC)**  
**November 12, 2020 – 3:00-5:00 p.m. via Zoom**  
**Volume XXXVI, Meeting 12 (22-12)**

**MINUTES – *Approved by Curriculum Council via email ballot on November 24, 2020; Accepted by Faculty Senate on November 30, 2020 via email ballot; Accepted by Academic Affairs on December 7, 2020***

**A. PRELIMINARIES**

1a. Attendance:

Members: Carmen Febles, Deidre Caputo-Levine, Steve Byers, Joanne Toevs, Cathy Gray, Barbara Frank, Wenxiang Zhu, Wesley Usyak, Steve Clay, Wendy Mickelson, LaVona Andrew, Barb Mason

Ex-Officio: Cindy Hill, Chris Hunt, Buck Benson, Tiffany Mitchell

Admin. Asst: Catherine Read

1b. Excused: Matt Wilson (GERC)

Absent: none

1c. Guests: Ivory Fort (new e-Catalog editor)

1. Announcements:

Chris Hunt announced the Registrar's Office has hired a new catalog editor, Ivory Fort, who is attending today's Council meeting.

2. Council approved its Minutes from **November 5, 2020**

3. Report from the Executive Committee:

- Need to reinforce UCC deadlines for proposals to avoid barrage of late proposals.
- Need for future discussion of faculty curricular oversight in interdisciplinary programs; consider updating UCC's bylaws to emphasize this.
- Consider inclusion of COE related changes in proposals in which a COE change is needed to avoid the necessity of a second proposal or change memo
- Consider Proposals #26 and #37 together after taking care of other proposals in today's meeting

4. Information from Academic Affairs:

Hill reported Deans' Council supports the Accelerated Program Framework policy endorsed by UCC a few weeks ago.

5. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC) update

- Febles reported Ann Hackert, the liaison for assessment, wants to see departments doing more indirect assessment of gen ed courses because that demonstrates the value of gen ed courses to career paths and employment opportunities outside of the student's major.
- GERC is debriefing Gen Ed Summit attendees. Still much concern across the state about dual enrollment and the effectiveness of that program in preparing high school students as well as whether the level of oversight is enough. Discussion about bringing together as many of various stakeholders as possible to work out solutions.
- Tom Klein reported on Objective 4 issues brought up at the Summit. Languages don't fit well in that Objective.
- Summit resulted in recommendations to revise learning outcomes for some of the Objectives. More information coming in the spring after the State Board of Education meets.

b. BAS Committee update -- none



6. Information from the Chair:  
Febles will be meeting on Monday with Faculty Senate Executive Committee and Dani Dunstan from President's Office to discuss the Accelerated Program Framework policy, which will soon be considered by Faculty Senate.
7. Information from the Faculty Senate and other Councils:  
Academic Standards Council meets tomorrow and will also be considering the Accelerated Program Framework document. Deidre Caputo-Levine will represent UCC at that meeting since Febles will be out of town.
8. Other related information or questions: none

**B. INFORMATION ITEMS** – none this week

**C. CONSENT CALENDAR** – Council **approved** all items in the consent calendar:

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

1. Council **approved**, as part of the Consent Calendar, [AY 2020-21 Change Memo #12 Clarification of B. Music ensemble requirements \(Appendix A\)](#)
2. Council **approved**, as part of the Consent Calendar, [AY 2021-22 Change Memo #13 SOWK PSYC substitutions \(Appendix B\)](#)
3. Council **approved**, as part of the Consent Calendar, [AY 2021-22 Change Memo #14 Update BIOL 4470 prerequisite \(Appendix C\)](#)

**D. UNFINISHED BUSINESS**

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

**State Proposals for Endorsement:** none this week

**Curriculum, Course, and Program Change Proposals:**

1. Council **approved** [Proposal 30](#) from **History** ([Appendix 2](#)) to create new BA/MA accelerated pathway program, and create new course HIST 4468 World War II and Holocaust. Was **tabled** pending clarification of “junior year”, and College of Ed’s decision on how to add the WWII course to their Endorsements. *Contingent upon new policy for accelerated programs.*
2. Council **approved** [Proposal 31 as amended](#) from **Human Performance and Sport Studies** ([Appendix 3](#)) to create new accelerated 3+2 pathway to earn BA/BS in Exercise Science and Masters in Athletic Training (BS/MSAT or BA/MSAT) in 5 years. *Changes affect Graduate Catalog. Contingent upon new policy for accelerated programs.* Had been tabled pending departmental approval of UCC’s changes, which have been received.
3. Council **approved** [Proposal 32](#) from **Mathematics & Statistics** ([Appendix 4](#)) to add MATH 3310 to Applied Math Minor requirements, change course description for MATH 1143, and update pre-requisites for MATH 4423 and MATH 4424. *Department opted not to change corresponding 5500 level graduate course pre-reqs.* Had been tabled last week pending clarification by department of faculty vote counts.

4. Council **approved** [Proposal 33](#) from **Nursing** ([Appendix 5](#)) to create new course NURS 4130C, delete NURS 3110L, and update curriculum for the Traditional BSN and Accelerated BSN.
5. Council **approved** [Proposal 34](#) from **Fire Services Administration** ([Appendix 6](#)) to delete FSA 2201 and replace it with new course HSEM 1125.
6. Council **approved** [Proposal 35](#) from **College of Business** ([Appendix 7](#)) to add ECON 4485 to the Applied Education Course list
7. Council **approved** [Proposal 36](#) from **Marketing and Management** ([Appendix 8](#)) to create new Professional Sales Certificate and to delete the minor in Marketing. *Contingent upon OSBE approval of Letters of Notification #2020-LON-18 for the Certificate and 2020-LON-19 to discontinue the Minor.*
8. [Proposal 37](#) from **Kasiska Division of Health Sciences** to update B.S. in Health Sciences degree requirements and create 7 new tracks: Pre-Med, Pre-Physician Assistant, Pre-Dental, Pre-Healthcare Advocacy & Leadership, Pre-Occupational Therapy, Pre-Physical Therapy, and Pre-Veterinary Studies. *Contingent upon OSBE approval of Letter of Notification to discontinue the Pre-Occupational Therapy Concentration for the BSHS degree. (Keep the Pre-Occupational Therapy Accelerated Concentration).*

Much discussion about the differences between the proposed BSHS tracks and the Biology program, and the Pre-Physician Assistant program, and other similar programs. A side-by-side comparison document was presented to UCC members showing the various programs and how they differed.

Council’s consensus was to request more side-by-side comparisons of the Pre-Vet and other tracks, and to invite the various stakeholder parties to next week’s UCC meeting. **Tabled** until next week, move it to the “Parking Lot.”
9. Council **approved** [Proposal 38](#) from **Pharmacy** ([Appendix 9](#)) to create new courses PHAR 9941, 9983, 9984; and for minor Pharmacy course and curricular updates.
10. Council **approved** [Proposal 39](#) from **Kasiska Division of Health Sciences** ([Appendix 10](#)) for a new Minor in Healthy Aging. *Contingent upon OSBE approval of Letter of Notification #2020-LON-22.*
11. Council **approved** [Proposal 40](#) from **Microbiology** ([Appendix 11](#)) to add BIOL 4423 and BIOL 4436 as electives for the B.S. in Microbiology degree.

**E. “PARKING LOT” – proposals and other items awaiting resolution – untabled and discussed**

1. Council **approved**, with 2 abstentions, [Proposal 26](#) from **Physician Assistant Studies** ([Appendix 1](#)) to create a new Pre-Physician Assistant Minor. *Contingent upon OSBE approval of Letter of Notification #2020-LON-21.*

**F. NEW BUSINESS:**

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

1. [AY 2021-22 Change Memo #15 Adjust Prerequisite for ENGL 4494](#)
2. [AY 2021-22 Change Memo #16 ATC Cosmetology change](#)
3. [AY 2021-22 Change Memo #17 Update Education History endorsements](#) *Contingent upon approval of History [Proposal 30](#)*

**State Proposals for Endorsement:** none this week

**Curriculum, Course, and Program Change Proposals:**

1. [Proposal 41](#) from **Marketing and Management** to create new course MGT 4485, update the course title for MGT 4462, and change to letter grading for MGT 4484.
2. [Proposal 42](#) from **Health Care Administration** to change the BS to BBA in Healthcare Administration, add new course HCA 3393 and bring back HCA 4480. *Contingent upon OSBE approval of Letter of Notification # [2020-LON-20](#) to change the degree from BS to BBA.*

**G. FUTURE BUSINESS:**

1. **Revise UCC Proposal Form, Procedures, and Bylaws - placeholder; deferred until Spring 2021**
  - a. [Suggestions for Improvement of UCC Proposal Form and Process](#) (restricted access)  
UCC reps, please add your suggestions and observations to this document as you work on and review proposals.
  - b. Proposal template for Bachelors/Masters Accelerated programs
  - c. Include COE proposal change in proposals affecting COE
  - d. Interdisciplinary programs: How to deal with faculty oversight of curriculum
2. **Catalog Format Review Subcommittee – placeholder; deferred until Spring 2021**

Create a subcommittee 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.
3. **Change Memo Clarification Subcommittee -- placeholder; deferred until Spring 2021**

Create a subcommittee to create clear, consistent criteria for change memos. Change Memos streamline catalog cleanup changes, but circumvent college dean and impact response reviews. **Carmen Febles, Chris Hunt, Deidre Caputo-Levine, and Tiffany Mitchell** all expressed interest in serving on this subcommittee.
4. **Course and Program Duplication -- placeholder; deferred until Spring 2021**

Create a working group to develop written guidance on what constitutes duplication of courses and programs. Include Academic Affairs and Faculty Senate in the discussion. Consider ways of alleviating competition and encourage collaboration among programs. Student headcount in majors and programs is an important metric in measuring program health, but what should happen when a program uses many courses from another department in their programs?
5. **Impact Response Timeline -- placeholder; deferred until Spring 2021**

Clarify how long POs should hold proposals awaiting impact responses before submitting to UCC.
6. **UCC’s Role in Program Prioritization -- placeholder; awaiting Faculty Senate’s direction**

UCC has purview over courses and curriculum

**H. ADJOURNMENT: 4:38 p.m.**

## APPENDICES

### ACTIONS ENDORSED:

- A. [AY 2020-21 Change Memo #12 Clarification of B. Music ensemble requirements](#)
- B. [AY 2021-22 Change Memo #13 SOWK PSYC substitutions](#)
- C. [AY 2021-22 Change Memo #14 Update BIOL 4470 prerequisite](#)

**STATE PROPOSALS ENDORSED:** none this week

### CURRICULUM PROPOSALS APPROVED:

1. [Proposal 26](#) from **Physician Assistant Studies** to create a new Pre-Physician Assistant Minor. *Contingent upon OSBE approval of Letter of Notification #2020-LON-21.*
2. [Proposal 30](#) from **History** to create new BA/MA accelerated pathway program, and create new course HIST 4468 World War II and Holocaust. *Contingent upon new policy for Accelerated Programs.*
3. [Proposal 31](#) from **Human Performance and Sport Studies** to create new accelerated 3+2 pathway to earn BA/BS in Exercise Science and Masters in Athletic Training (BS/MSAT or BA/MSAT) in 5 years. *Changes affect Graduate Catalog. Contingent upon new policy for Accelerated Programs.*
4. [Proposal 32](#) from **Mathematics & Statistics** to add MATH 3310 to Applied Math Minor requirements, change course description for MATH 1143, and update pre-requisites for MATH 4423 and MATH 4424. *Department opted not to change corresponding 5500 level graduate course pre-reqs.*
5. [Proposal 33](#) from **Nursing** to create new course NURS 4130C, delete NURS 3110L, and update curriculum for the Traditional BSN and Accelerated BSN.
6. [Proposal 34](#) from **Fire Services Administration** to delete FSA 2201 and replace it with new course HSEM 1125.
7. [Proposal 35](#) from **College of Business** to add ECON 4485 to the Applied Education Course list
8. [Proposal 36](#) from **Marketing and Management** to create new Professional Sales Certificate and to delete the minor in Marketing. *Contingent upon OSBE approval of Letters of Notification #2020-LON-18 for the Certificate and 2020-LON-19 to discontinue the minor.*
9. [Proposal 38](#) from **Pharmacy** to create new courses PHAR 9941, 9983, 9984; and for minor Pharmacy course and curricular updates.
10. [Proposal 39](#) from **Kasiska Division of Health Sciences** for a new Minor in Healthy Aging. *Contingent upon OSBE approval of Letter of Notification #2020-LON-22.*
11. [Proposal 40](#) from **Microbiology** to add BIOL 4423 and BIOL 4436 as electives for the B.S. in Microbiology degree.

**Undergraduate Curriculum Council (UCC)**  
**November 19, 2020 – 3:00-5:00 p.m. via Zoom**  
**Volume XXXVI, Meeting 13 (22-13)**

**MINUTES – *Approved by Curriculum Council via email ballot on November 24, 2020; Accepted by Faculty Senate on November 30, 2020 via email ballot; Accepted by Academic Affairs on December 7, 2020***

**A. PRELIMINARIES**

1a. Attendance:

Members: Carmen Febles, Deidre Caputo-Levine, Steve Byers, Joanne Toevs, Cathy Gray, Barbara Frank, Wenxiang Zhu, Wesley Usyak, Wendy Mickelson, LaVona Andrew, Barb Mason

Ex-Officio: Cindy Hill, Chris Hunt, Buck Benson, Tiffany Mitchell

Admin. Asst: Catherine Read

1b. Excused: Matt Wilson (GERC)

Absent: Steve Clay

1c. Guests: Ivory Fort (new e-Catalog editor), Shanon Ohler (BSHS PO), Chris Owens (KDHS VP), Janet Loxterman (BIOL), Jasun Carr (Faculty Senate Vice Chair)

1. Announcements:

Febles welcomed the guests. Read asked members to watch for Minutes from UCC and GERC and get them approved via email in time for the last Faculty Senate meeting scheduled for November 30, 2020.

2. Minutes from **November 12, 2020** – will be voted upon via email

3. Report from the Executive Committee:

Executive Committee decided to hold discussion on Proposal #37 at the end of Preliminaries section of today's agenda so the guests will not need to stay for the whole meeting. Council will consider the proposal after the other Unfinished Business items are taken care of. At the request of some council members, voting on Proposal 37 will be held via secret ballots using Zoom's polling feature. Febles explained how that feature works.

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:

UCC's Minutes need to be accepted by Faculty Senate before proposals are included in the catalog. Faculty Senate's last meeting for the semester is November 30. In addition to UCC and GERC Minutes, Senate will be considering the final version of the Accelerated Program Framework document for approval.

Academic Standards Council and Faculty Senate have made some revisions to the Accelerated Program Framework document endorsed by UCC a few weeks ago, specifically:

- Change "policy" to "framework" throughout the document
- Clarify the 12 credits of graduate coursework students may use toward their undergraduate degree must be earned at ISU

Council **agreed** to include and consider the Revised Accelerated Program Framework document as part of today's Consent Agenda. If a member has any concerns about the document, he or she is free to pull it from the Consent Agenda for separate discussion and vote.

7. Information from the Faculty Senate and other Councils:

Jasun Carr, the Senate Vice Chair, acknowledged the heavy workload this Council carries as one of the most intensive on campus, and expressed his appreciation of members and their work.

8. Other related information or questions:

Discussion of [Proposal 37](#):

Chris Owens opened discussion by explaining the origins of and reasons for the BSHS degree and its interdisciplinary Concentrations. The proposed Tracks are within the Health Sciences Concentration only. KDHS advisors already advise students in the proposed pathways to help prepare them for pursuing their career goals in various health professions.

Carmen Febles reminded council members the side-by-side comparisons they requested last week have been provided to help them see how the tracks overlap with Biology Department's offerings. Discussion. The proposal is complex because of all the different tracks being included in the single proposal. Janet Loxterman said that after looking at this proposal more closely, she and her faculty have even more concerns than before because of the significant overlap with Biology's programs and potential impact on the availability of course offerings. The Pre-Vet students in Biology programs are not interested in humans; they are interested in animal physiology and comparative anatomy. She reported the COSE Dean is comfortable leaving the evaluation and decision up to UCC, because of the importance of shared governance. Chris Owens conceded with Loxterman's point that Pre-Vet students may not be as well served by the proposed BSHS track because of the human vs. non-human focus; he is open to revisiting that track. He, too, believes this Council is the right body to consider and decide whether this proposal go forward. Concern about how the BSHS program is assessed, and how student success will be evaluated and their progress through each track will be monitored. Still concern that the significant overlap with Biology creates an unnecessary redundancy.

As to postponing the proposal for another year, Chris Owens said there is no real downside to holding off on the new Tracks for now, but he is really hoping the Professional Competencies be updated now. Barbara Frank expressed some concerns with the competencies as well; she noted some things that could be cleaned up before approval. The Professional Competencies are quite flexible as intended, but some students could take mostly lower division courses and not have enough upper division courses to graduate. Not all students seek advising, so the pathways in the catalog should be quite clear. Owens reiterated this program has been operating successfully since 2013; the proposal is attempting to clarify the various pathways.

Open discussion of this proposal ended. Chris Owens, Shanon Oler, and Janet Loxterman left the meeting at this time.

**B. INFORMATION ITEMS** – none

**C. CONSENT CALENDAR** - Council **approved** the Consent Agenda in its entirety.

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

1. Council **approved**, as part of the Consent Agenda, [AY 2021-22 Change Memo #15 Adjust Prerequisite for ENGL 4494 \(Appendix A\)](#)

2. Council **approved**, as part of the Consent Agenda, [AY 2021-22 Change Memo #16 ATC Cosmetology change](#) ([Appendix B](#))
3. Council **approved**, as part of the Consent Agenda, [AY 2021-22 Change Memo #17 Update Education History endorsements](#) *Contingent upon approval of History [Proposal 30](#)* ([Appendix C](#))
4. Council **approved**, as part of the Consent Agenda, **Revised [Accelerated Program Framework document](#)** as recommended by Faculty Senate and Academic Standards Council ([Appendix D](#))

#### D. UNFINISHED BUSINESS

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

**State Proposals for Endorsement:** none this week

#### **Curriculum, Course, and Program Change Proposals:**

1. Council **approved** [Proposal 41](#) from **Marketing and Management** ([Appendix 2](#)) to create new course MGT 4485, update the course title for MGT 4462, and change to letter grading for MGT 4484
2. Council **approved** [Proposal 42](#) from **Health Care Administration** ([Appendix 3](#)) to change the BS to BBA in Healthcare Administration, add new course HCA 3393 and bring back HCA 4480.  
*Contingent upon OSBE approval of Letter of Notification # [2020-LON-20](#) to change the degree from BS to BBA.*

#### E. "PARKING LOT" – proposals and other items awaiting resolution

1. [Proposal 37 as amended](#) from **Kasiska Division of Health Sciences** ([Appendix 1](#)) to update B.S. in Health Sciences degree requirements and Professional Competencies. ~~Create 7 new tracks: Pre-Med, Pre-Physician Assistant, Pre-Dental, Pre-Healthcare Advocacy & Leadership, Pre-Occupational Therapy, Pre-Physical Therapy, and Pre-Veterinary Studies.~~ *Contingent upon OSBE approval of Letter of Notification #2020-LON-xx.*

##### Side-by-side Biology Comparison documents:

BSHS Tracks 1, 2, 3, & 7 / Biology Biomedical Science

BSHS / BS Biology: PreMed

BSHS / BS Biology: Pre-PA

BSHS / BS Biology: Pre-Dental

BSHS / BS Biology: Pre-Vet

[BSHS BioSci comparison](#)

[Degree Overlap Comparison DHS and BS](#)

Council discussed the proposal and the overlap comparison. Members noted the BSHS degree relies very heavily on courses offered in other Colleges and programs.

Council broke Proposal 37 into two pieces and considered each piece separately.

Council voted to **approve**, with one Nay vote, the Core Requirements and Professional Competencies on pp. 5-7.

Council voted **against** approving the rest of the proposal (3 yes, 5 no, and 2 abstain).

**F. NEW BUSINESS:**

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

1. [AY 2021-22 Change Memo #18 - BIOL 2228 Prerequisites](#) – supercedes [AY 2021-22 Change Memo #14 Update BIOL 4470 prerequisite](#) which was approved by UCC on 11/12/2020.

**State Proposals for Endorsement:** none this week

**Curriculum, Course, and Program Change Proposals:** none this week, AY2021-22 catalog proposals are concluded.

**G. FUTURE BUSINESS:**

1. **Revise UCC Proposal Form, Procedures, and Bylaws - placeholder; deferred until Spring 2021**
  - a. [Suggestions for Improvement of UCC Proposal Form and Process](#) (restricted access)  
UCC reps, please add your suggestions and observations to this document as you work on and review proposals.
  - b. Proposal template for Bachelors/Masters Accelerated programs
  - c. Include COE proposal change in proposals affecting COE
  - d. Interdisciplinary programs: How to deal with faculty oversight of curriculum
2. **Catalog Format Review Subcommittee – placeholder; deferred until Spring 2021**  
Create a subcommittee 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.
3. **Change Memo Clarification Subcommittee -- placeholder; deferred until Spring 2021**  
Create a subcommittee to create clear, consistent criteria for change memos. Change Memos streamline catalog cleanup changes, but circumvent college dean and impact response reviews.  
**Carmen Febles, Chris Hunt, Deidre Caputo-Levine, and Tiffany Mitchell** all expressed interest in serving on this subcommittee.
4. **Course and Program Duplication -- placeholder; deferred until Spring 2021**  
Create a working group to develop written guidance on what constitutes duplication of courses and programs. Include Academic Affairs and Faculty Senate in the discussion. Consider ways of alleviating competition and encourage collaboration among programs. Student headcount in majors and programs is an important metric in measuring program health, but what should happen when a program uses many courses from another department in their programs?
5. **Impact Response Timeline -- placeholder; deferred until Spring 2021**  
Clarify how long POs should hold proposals awaiting impact responses before submitting to UCC.
6. **UCC’s Role in Program Prioritization -- placeholder; awaiting Faculty Senate’s direction**  
UCC has purview over courses and curriculum

**H. ADJOURNMENT: 4:52 p.m.**



## APPENDICES

### ACTIONS ENDORSED:

- A. [AY 2021-22 Change Memo #15 Adjust Prerequisite for ENGL 4494](#)
- B. [AY 2021-22 Change Memo #16 ATC Cosmetology change](#)
- C. [AY 2021-22 Change Memo #17 Update Education History endorsements](#) *Contingent upon approval of History Proposal 30*
- D. Revised [Accelerated Program Framework document](#) as recommended by Faculty Senate and Academic Standards Council

**STATE PROPOSALS ENDORSED:** none this week

### CURRICULUM PROPOSALS APPROVED:

1. [Proposal 37 as amended](#) from **Kasiska Division of Health Sciences** to update B.S. in Health Sciences degree requirements and Professional Competencies. ~~and create 7 new tracks: Pre-Med, Pre-Physician Assistant, Pre-Dental, Pre-Healthcare Advocacy & Leadership, Pre-Occupational Therapy, Pre-Physical Therapy, and Pre-Veterinary Studies.~~ *Contingent upon OSBE approval of Letter of Notification #2020-LON-xx.*
2. [Proposal 41](#) from **Marketing and Management** to create new course MGT 4485, update the course title for MGT 4462, and change to letter grading for MGT 4484.
3. [Proposal 42](#) from **Health Care Administration** to change the BS to BBA in Healthcare Administration, add new course HCA 3393 and bring back HCA 4480. *Contingent upon OSBE approval of Letter of Notification # [2020-LON-20](#) to change the degree from BS to BBA.*

**Undergraduate Curriculum Council (UCC)**

**November 24, 2020 – 3:00-5:00 p.m. ‘virtual’ meeting via email**

**Volume XXXVI, Meeting 14 (22-14)**

**MINUTES – *Approved by Curriculum Council on November 25, 2020 via email ballot; Accepted by Faculty Senate on November 30, 2020 via email ballot; Accepted by Academic Affairs on December 7, 2020***

**A. PRELIMINARIES**

1a. Attendance:

Members: Carmen Febles, Deidre Caputo-Levine, Steve Byers, Joanne Toevs, Cathy Gray, Barbara Frank, Wenxiang Zhu, Wesley Usyak, Steve Clay, Wendy Mickelson, LaVona Andrew, Barb Mason

Ex-Officio: Cindy Hill, Chris Hunt, Buck Benson, Tiffany Mitchell

Admin. Asst: Catherine Read

1b. Excused: Matt Wilson (GERC)

Absent:

1c. Guests: none

2. Announcements: UCC’s business for Fall 2020 is concluded. Council will reconvene in January.

3. Council **approved** the Minutes from **November 12, 2020** and **November 19, 2020**

**B. INFORMATION ITEMS – none**

**C. CONSENT CALENDAR – none this week**

**D. UNFINISHED BUSINESS**

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

1. Council **approved** [AY 2021-22 Change Memo #18 - BIOL 2228 Prerequisites](#) – to add BIOL 3301 as prerequisite option for BIOL 2228. *Supersedes* [AY 2021-22 Change Memo #14 Update BIOL 4470 prerequisite](#) which was approved by UCC on 11/12/2020.

**F. NEW BUSINESS:** none until next semester

**G. FUTURE BUSINESS:**

**1. Revise UCC Proposal Form, Procedures, and Bylaws - placeholder; deferred until Spring 2021**

a. [Suggestions for Improvement of UCC Proposal Form and Process](#) (restricted access)

UCC reps, please add your suggestions and observations to this document as you work on and review proposals.

b. Proposal template for Bachelors/Masters Accelerated programs

c. Include COE proposal change in proposals affecting COE

d. Interdisciplinary programs: How to deal with faculty oversight of curriculum

**2. Catalog Format Review Subcommittee – placeholder; deferred until Spring 2021**

Create a subcommittee 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.

**3. Change Memo Clarification Subcommittee -- placeholder; deferred until Spring 2021**

Create a subcommittee to create clear, consistent criteria for change memos. Change Memos streamline catalog cleanup changes, but circumvent college dean and impact response reviews.

**Carmen Febles, Chris Hunt, Deidre Caputo-Levine, and Tiffany Mitchell** all expressed interest in serving on this subcommittee.

**4. Course and Program Duplication -- placeholder; deferred until Spring 2021**

Create a working group to develop written guidance on what constitutes duplication of courses and programs. Include Academic Affairs and Faculty Senate in the discussion. Consider ways of alleviating competition and encourage collaboration among programs. Student headcount in majors and programs is an important metric in measuring program health, but what should happen when a program uses many courses from another department in their programs?

**5. Impact Response Timeline -- placeholder; deferred until Spring 2021**

Clarify how long POs should hold proposals awaiting impact responses before submitting to UCC.

**6. UCC's Role in Program Prioritization -- placeholder; awaiting Faculty Senate's direction**

UCC has purview over courses and curriculum

**H. ADJOURNMENT: 4:00 p.m.**

## APPENDICES

### ACTIONS ENDORSED:

- A. [AY 2021-22 Change Memo #18 - BIOL 2228 Prerequisites](#) – to add BIOL 3301 as prerequisite option for BIOL 2228. *Supercedes [AY 2021-22 Change Memo #14 Update BIOL 4470 prerequisite](#) which was approved by UCC on 11/12/2020.*

**STATE PROPOSALS ENDORSED:** none this week

**CURRICULUM PROPOSALS APPROVED:** none, AY2021-22 catalog proposals are concluded.

**Undergraduate Curriculum Council (UCC)  
February 4, 2021 – 3:00-5:00 p.m. via Zoom  
Volume XXXVI, Meeting 15 (22-15)**

**MINUTES – *Approved by Curriculum Council on February 22, 2021 via email ballot; Accepted by Faculty Senate on February 22, 2021; Accepted by Academic Affairs on February 25, 2021***

**A. PRELIMINARIES**

1a. Attendance:

Members: Carmen Febles, Deidre Caputo-Levine, Steve Byers, Joanne Toevs, Cathy Gray, Barbara Frank, Wenxiang Zhu, Wesley Usyak, Steve Clay, Wendy Mickelson, LaVona Andrew, Barb Mason

Ex-Officio: Cindy Hill, Chris Hunt, Buck Benson, Tiffany Mitchell

Admin. Asst: Catherine Read

1b. Excused: none

1c. Guests: Matt Wilson (GERC), Ivory Fort (new e-Catalog editor)

1. Announcements: Grad School is having their Three-Minute Thesis presentations today

2. Minutes – none, all have been approved

3. Report from the Executive Committee:

Has met every week in January to work on tasks from UCC's Future Business list:

**a. Revisions to [UCC Proposal Form](#) and [Proposal Request Form](#)**

- Include COE changes in proposals affecting College of Education programs
- Streamline infrastructure impact process

The current revisions will get UCC through this semester at least. A summer subcommittee could be created to make further changes to the proposal form if needed. Catherine Read and Carmen Febles explained the changes to the proposal form. UCC Executive Committee is working with Graduate School on what, if anything, could be included in UCC's form that would be helpful for Graduate Council for 4000/5000 level courses, and accelerated Bachelor's/Master's degree program pathways. Impact reviewers will now be able to enter their impact responses directly into the proposal instead of sending emails to the PO.

**b. Proposal template for Bachelors/Masters Accelerated programs**

Working with Grad School to create one form to use for both councils.

**c. Impact Response Timeline**

Clarify how long POs should hold proposals awaiting impact responses before submitting to UCC. For now, Catherine Read and the UCC Executive Committee will help collect missing impact responses.

**d. Change Memo Clarification Subcommittee**

Carmen Febles, Chris Hunt, Deidre Caputo-Levine, and Tiffany Mitchell have met and come up with proposed process changes. Chris Hunt redesigned and streamlined the proposal request form and process to allow the UCC Executive Committee to decide up front which requests can be change memos and which require a proposal. This will allow the Registrar's Office to create the correct form from the start.

4. Information from Academic Affairs:

Cindy Hill shared and explained the proposed revisions to the GEM Gen Ed Objective Learning Outcomes. The CAAP council of Provosts met today to consider these changes, and asked for

more general faculty input before they move forward. This document will be shared with UCC and GERC members to help gather additional faculty feedback.

5. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC) update

Council **accepted** GERC's Minutes for [October 13, 2020](#), [October 27, 2020](#), and [November 11, 2020](#)

GERC is developing procedures for selecting faculty members to serve on the Statewide Gen Ed Discipline Groups. So far, it has been a rather haphazard mix with no standardized process. GERC also intends to implement a process for keeping the campus community regularly apprised of the discipline groups' work. GERC has begun their yearly review of the annual assessment reports submitted since inception for each gen ed objective. They will soon be convening the Objective Review Committees to review Objectives 7 and 8.

b. BAS Committee update – has not met yet, hopes to start meeting in late February.

6. Information from the Chair: none

7. Information from the Faculty Senate and other Councils:

Faculty Senate is reviewing Program Health assessment documents from departments and Academic Affairs. Faculty Senators will work with the programs in the bottom two quintiles to produce action plans in response to the Program Health assessment. No response is needed from the programs in the upper three quintiles.

8. Other related information or questions: none

**B. INFORMATION ITEMS – none**

**C. CONSENT CALENDAR – none this week**

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

**D. UNFINISHED BUSINESS**

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

1. Council **approved** [AY 2021-20 Change Memo #19 – FIN 4445 Prerequisite change to add FIN 3303 \(Appendix A\)](#)

**E. “PARKING LOT” – proposals and other items awaiting resolution – none this week**

**F. NEW BUSINESS: none this week**

**G. FUTURE BUSINESS:**

1. **Revise UCC Bylaws** – Carmen Febles anticipates UCC will work on bylaws updates later this Spring, probably in March or April.

2. **Interdisciplinary programs:** How to deal with faculty oversight of curriculum; on hold for now.

- 3. Catalog Format Review Subcommittee – placeholder; deferred until Spring 2021**  
Create a subcommittee 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.
- 4. Course and Program Duplication -- placeholder; deferred until Spring 2021**  
Create a working group to develop written guidance on what constitutes duplication of courses and programs. Include Academic Affairs and Faculty Senate in the discussion. Consider ways of alleviating competition and encourage collaboration among programs. Student headcount in majors and programs is an important metric in measuring program health, but what should happen when a program uses many courses from another department in their programs?
- 5. UCC’s Role in Program Prioritization -- placeholder; awaiting Faculty Senate’s direction**  
UCC has purview over courses and curriculum. Febles will coordinate with Faculty Senate when it is time to address this.

**H. ADJOURNMENT: 3:43 p.m.**

## **APPENDICES**

### **ACTIONS ENDORSED:**

- A. [AY 2021-20 Change Memo #19 – FIN 4445 Prerequisite change to add FIN 3303](#)

**STATE PROPOSALS ENDORSED:** none this week

**CURRICULUM PROPOSALS APPROVED:** none

**Undergraduate Curriculum Council (UCC)**  
**February 18, 2021 – 3:00-5:00 p.m. via Zoom**  
**Volume XXXVI, Meeting 16 (22-16)**

**MINUTES – *Approved by Curriculum Council on February 22, 2021 via email ballot; Accepted by Faculty Senate on February 22, 2021; Accepted by Associate Deans on February 25, 2021***

**A. PRELIMINARIES**

1a. Attendance:

Members: Carmen Febles, Steve Byers, Joanne Toevs, Cathy Gray, Barbara Frank, Wenxiang Zhu, Steve Clay, Wendy Mickelson, LaVona Andrew, Barb Mason

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

Admin. Asst: Catherine Read

1b. Excused: Deidre Caputo-Levine, Wesley Usyak,

Absent: Buck Benson

1c. Guests: Ivory Fort (e-Catalog editor)

1. Announcements: none

2. Council approved its Minutes for February 4, 2021 and today, February 18, 2021 via email vote.

3. Report from the Executive Committee:

- Need a new Vice Chair for this semester. Febles explained what the position entails and asked members to consider nominations.
- Mid-term vacating council seats: Barbara Frank needs a mid-term replacement, as well as those rotating off UCC this spring. The list will be forwarded to Faculty Senate to initiate college elections.

4. Information from Academic Affairs:

Cindy Hill asked for additional comments regarding the proposed GEM Learning Outcomes. She answered Cathy Gray's questions about the research component of the learning outcomes.

5. Current Subcommittee Activities:

a. General Education Requirements Committee (GERC) update

Council **accepted** GERC's Minutes for **January 26, 2021** and **February 9, 2021** as well as the [Objective 6 ORC Report](#) that GERC reviewed last fall but didn't formally accept until their last meeting.

b. BAS Committee update

Mitchell reported the BAS Committee will meet at the end of this month to approve students' BAS degree proposals. The BAS program fell within the second Quintile in the Program Health assessment and they will look at those findings as well.

6. Information from the Chair: nothing to report

7. Information from the Faculty Senate and other Councils:

Febles reported Faculty Senate is working on the Program Health review and is reaching out to departments to answer questions and gather faculty input.

8. Other related information or questions:

Barb Mason remarked that Zoom is working out very well for UCC and is a very efficient way for members to get their work done. She suggests UCC continue using Zoom even post-COVID.

**B. INFORMATION ITEMS** – none this week

**C. CONSENT CALENDAR** – none this week

**D. UNFINISHED BUSINESS**

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

1. Council **approved** [AY 2021-22 Change Memo #20 -- Update Credits in Aircraft Maintenance \(Appendix A\)](#). *Requires approval by OSBE and CTE.*

Chris Hunt explained the credit changes correct some adverse effects on the students enrolled in the program.

**State Proposals for Endorsement:** none this week

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

**E. “PARKING LOT” – proposals and other items awaiting resolution** – none this week

**F. NEW BUSINESS:** none this week

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

1. Possible ENGL Change Memo

Chris Hunt heard back from English; they have decided to **postpone** making this change until the next catalog. There were unanticipated impacts to admissions and early college program that need to be addressed before this goes forward.

**State Proposals for Endorsement:** none this week

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

**Officer replacement needed:**

New Vice Chair to replace Deirdre Caputo-Levine for this semester – need volunteers. Send nominations to Carmen Febles.

**G. FUTURE BUSINESS:**

1. **Revise UCC Bylaws**

2. **Interdisciplinary programs:** How to deal with faculty oversight of curriculum

3. **Catalog Format Review Subcommittee – placeholder; deferred until Spring 2021**

Create a subcommittee 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.

4. **Course and Program Duplication -- placeholder; deferred until Spring 2021**



Create a working group to develop written guidance on what constitutes duplication of courses and programs. Include Academic Affairs and Faculty Senate in the discussion. Consider ways of alleviating competition and encourage collaboration among programs. Student headcount in majors and programs is an important metric in measuring program health, but what should happen when a program uses many courses from another department in their programs?

- 5. UCC's Role in Program Prioritization -- placeholder; awaiting Faculty Senate's direction**  
UCC has purview over courses and curriculum

**6. Impact Response Timeline**

Clarify how long POs should hold proposals awaiting impact responses before submitting to UCC

**H. ADJOURNMENT: 3:30 p.m.**

## **APPENDICES**

**ACTIONS ENDORSED:**

- A. [AY 2021-22 Change Memo #20 -- Update Credits in Aircraft Maintenance](#) *(requires approval by OSBE and CTE)*

**STATE PROPOSALS ENDORSED:** none this week

**CURRICULUM PROPOSALS APPROVED:** none