Undergraduate Curriculum Council (UCC)
April 8, 2021 – 3:00-5:00 p.m. via Zoom
Volume XXXVII, Meeting 1 (23-01)
MINUTES – *Approved by Curriculum Council on May 3, 2021; Accepted by Faculty Senate on May 3, 2021; Accepted by Academic Affairs on May 7, 2021*

A. PRELIMINARIES

1a. Attendance:

Members:	Carmen Febles, Deidre Caputo-Levine, Steve Byers, Joanne Toevs, Cathy Gray, Barbara Frank, Steve Clay, Wendy Mickelson, LaVona Andrew, Barb Mason
Ex-Officio:	Cindy Hill, Chris Hunt, Ivory Fort (e-Catalog editor), Buck Benson, Tiffany Mitchell
Admin. Asst:	excused

1b. Excused: Catherine Read
    Absent: Wenxiang Zhu, Wesley Usyak

1c. Guests: Matt Wilson (GERC)

1. Announcements:
   - Remember to vote in your college elections to fill vacating Faculty Senate and Council seats.
   - State proposals that require SBOE approval must be approved this Spring; UCC only has one or two more meetings this semester. Make sure your POs submit their proposals.
   - A committee will be forming this Fall to explore revamping the catalog to make it more user friendly. The committee membership will be drawn from all campus constituencies, including one or two UCC members, so start thinking about whether you'd like to serve and any ideas you might have for improving the catalog. One thing to consider is the purpose of the catalog: what is it for, and what should be included or not included?

2. Minutes – none, all have been approved

3. Report from the Executive Committee:
   - Has met regularly throughout the semester to discuss items that haven't needed full UCC consideration.
   - **Learning Outcomes - Inclusion in the Catalog:** To meet accreditation requirements, Cindy Hill has asked UCC and Grad Council to initiate adding program learning outcomes into the catalog, along with course learning outcomes that align with the program outcomes. Graduate Council developed their process, and Febles has drafted a process for UCC that will be discussed later in this meeting under New Business.
   - **Accelerated Program Proposals**: The Executive Committee met with Adam Bradford and Barbara Wood-Roberts in Graduate School and worked out a process for managing proposed accelerated programs, i.e., pathways whereby undergraduates can take graduate-level courses in their senior year that count toward their Bachelor's degree and give them a head start on earning a Master's degree. Departments will include the graduate catalog entries in their UCC proposal, which will be shared with Graduate Council after processing.
   - **Next Year's Officers**: Need to elect new Officers for next year's Council – see New Business item below. The Officers, along with Chris Hunt and Catherine Read, comprise the UCC Executive Committee, which functions as a clearing house to decide what proposals and business to add to UCC's agenda. It also serves as a front-end contact for other groups wanting to bring business items to UCC.

4. Information from Academic Affairs: No report.

5. Current Subcommittee Activities:
   a. General Education Requirements Committee (GERC) update
      UCC **accepted** GERC Minutes for **February 23, 2021** and **March 9, 2021** via email vote on April 1, 2021.

Matt Wilson reported GERC is developing a written process for selecting ISU's faculty representatives for the statewide Gen Ed Discipline Groups. That document should be finalized and approved soon. Objective Review Committees for Objectives 7 and 8 are working on their reports. Last year GERC formed a subcommittee to create a faculty survey to collect feedback on the gen ed program; the survey was put on hold because of COVID. The subcommittee has started working on the survey again, but GERC may hold off finishing it until Fall because of time constraints this semester. GERC is also working on a feedback summary for each gen ed course as a way of providing written feedback to the departments and assessment coordinators on their assessment reporting.

    b. BAS Committee update

Tiffany Mitchell reported BAS Committee met once and approved several BAS degree proposals, and have conducted more approvals and business via email.
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6. Information from the Chair:

Febles reminded members that the UCC proposal form now require student learning outcomes for each course in the proposal, and for new programs, so please ensure the POs have included them. This addition was prompted by accreditation requirements.

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

8. Other related information or questions: none

B. INFORMATION ITEMS –

Next week's UCC meeting on **April 15 is canceled** because the Chair will be out of town and the Vice Chair will not be available to run the meeting. The next meeting will be on April 22; be prepared to consider and vote on several time-sensitive proposals and elect Officers. If time allows, possible changes to Bylaws would also be considered. If necessary to finish time-sensitive business, there is the option of meeting on May 6 during Finals Week.

C. CONSENT CALENDAR – none this week

D. UNFINISHED BUSINESS – none this week

E. "PARKING LOT" – proposals and other items awaiting resolution – none this week

F. NEW BUSINESS:

1. **Nominations for Next Year's Council Officers: Chair, Vice Chair, Executive Secretary**
Members eligible: Carmen Febles, Steven Byers, Joanne Toevs, Steven Clay, Wesley Usyak, Wendy Mickelsen, LaVona Andrew
    Nomination and second for Carmen Febles as Chair; she accepted the nomination.
    No other nominations were received.
        Please consider, and submit more nominations for the other officers. Nominations will be considered and the vote will be held at the next meeting, April 22.

2. **Proposed Undergraduate Catalog Update Process and Timeline** – this is related to accreditation and the Catalog Format Review Subcommittee in future business below.
Febles explained Graduate Council put together a similar document that they plan to send to graduate program directors reminding them to update their departmental catalog pages. UCC's programs are a little more complicated in that there are more people to contact about programs. This draft document outlines a multi-year timeline for the steps. She reiterated the addition of learning outcomes to the UCC proposal form. The scope of the catalog revision committee convening in Fall 2021 will be broader than just the curriculum and courses and will encompass all stakeholders and users of the catalog. The committee will consider the overall purpose of the

catalog, what information should be included and what is unnecessary, how to make it user-friendly for students and other users. UCC and Graduate School are working to develop a standardized template for the program overview sections of the catalog. Once the template is established, then the committee can reach out to departments' designated point people who will be responsible for updating those catalog sections. Febles encouraged members to add comments and suggestions over the next couple of weeks and the discussion will continue at the next meeting.

3. **Potential Revisions to UCC's Bylaws**
    Febles asked members to read the bylaws and post their comments and suggestions for possible changes for discussion next time.

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

1. Change Memo #18 from **Health Occupations** for a new BS degree completion in Respiratory Therapy, which will be offered fully online. *Requires SBOE and NWCCU approval of State Proposal #2021-06 for the new degree*. Chris Hunt clarified the catalog proposal was originally approved a couple of years ago, but the department decided not to submit the program proposal to the state until now. This change memo cleans up a few minor pieces to bring the curriculum current.

State Proposals for Endorsement:

1. 2021-02 COSE new BS in Computer Engineering *Corresponds to UCC Proposal #3*

2. 2021-LON-06: COT Specialized Certificate in Cloud Computing Technology *Corresponds to UCC Proposal #9*

3. 2021-04 CAL BFA in Design and Digital Media *Corresponds to UCC Proposal #12*

4. 2021-06 COT Respiratory Therapy (BS Degree Completion program) *Corresponds to UCC* Change Memo #18

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

2. Proposal #3 from **Electrical and Computer Engineering** to create a new B.S. in Computer Engineering. *Requires SBOE and NWCCU approval of State Proposal #2021-02 for the new degree*.

3. Proposal #4 from **Computer Science** to update existing CS courses to accommodate the new BS in Computer Engineering degree. *Contingent upon approval of Proposal #3*

4. Proposal #9 from **Business Technology** for a new online Specialized Certificate in Cloud Computing. *Requires CTE, SBOE, and NWCCU approval of Letter of Notification #2021-LON-06 for the certificate.*

5. Proposal #12 from **Art** and **Communication, Media and Persuasion** to create a new BFA in Digital Media. *Requires SBOE and NWCCU approval of State Proposal #2021-04 for the new degree*.

Other Business:
    Military Science has a proposal to add a new course. There is some question whether the ROTC curriculum belongs in the catalog since it is not an ISU degree. Currently the curriculum is located on the Department page in the catalog and is maintained and updated by the department once a year. This curriculum is not under UCC's purview; only the Military Science Minor is an ISU degree and

UCC's purview. The proposal can go forward as-is, and this conversation can be continued in the Fall.

G. FUTURE BUSINESS:

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

2. **Catalog Format Review Subcommittee – placeholder; deferred until Fall 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 Fall 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: 4:16 p.m.

APPENDICES

None – council did not approve any Items or Actions during this meeting.

Undergraduate Curriculum Council (UCC)
April 22, 2021 – 3:00-5:00 p.m. via Zoom
Volume XXXVII, Meeting 2 (23-02)
MINUTES – *Approved by Curriculum Council on May 3, 2021; Accepted by Faculty Senate on May 3, 2021; Accepted by Academic Affairs on May 7, 2021*

A. PRELIMINARIES

1a. Attendance:

Members:	**Carmen Febles**, **Deidre Caputo-Levine**, **Steve Byers**, **Cathy Gray**, **Barbara Frank**, **Steve Clay**, **Wesley Usyak**, **Wendy Mickelson**, **LaVona Andrew**
Ex-Officio:	**Cindy Hill**, **Chris Hunt**, **Buck Benson**, **Tiffany Mitchell**
Admin. Asst:	excused

1b. Excused: Joanne Toevs, Barb Mason; Catherine Read
   Absent: Wenxiang Zhu,

1c. Guests: none

1. Announcements: none

2. Minutes for April 8, 2021

3. Report from the Executive Committee:
   The Executive Committee decided UCC can approve proposals pending the inclusion of student learning outcomes, since this change in the process is so new. UCC reps should communicate and work with their POs to make sure all proposals include learning outcomes before the catalog cut-off deadline in November.

4. Information from Academic Affairs:
   Chris Hunt confirmed that proposals are due by September 20 each year to ensure they will meet the catalog deadline.

5. Current Subcommittee Activities:
   a. General Education Requirements Committee (GERC) update
      1) Council **endorsed** the [Process for Selecting ISU Gen Ed Reps for Statewide Discipline Groups]([Appendix C]) – created in response to request from Academic Affairs to formalize the process.
      2) GERC elected its Officers for next year:
         Chair: Matt Wilson
         Vice Chair: Joanne Tokle (she is returning to faculty in College of Business starting Fall, and was elected to serve on GERC)
         Executive Secretary: DeWayne Derryberry

   b. BAS Committee update -- the committee is reviewing and updating their Bylaws.
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6. Information from the Chair:
   Ann Hackert in the Academic Affairs Office of Assessment has been added as a proposal infrastructure impact reviewer to ensure departments' student learning outcomes are measurable and actionable.

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

8. Other related information or questions: none

B. INFORMATION ITEMS – none this week

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

D. **UNFINISHED BUSINESS**

1. **Nominations for Next Year's Council Officers: Chair, Vice Chair, Executive Secretary**
   <u>Members eligible</u>: Carmen Febles, Steven Byers, Joanne Toevs, Steven Clay, Wesley Usyak, Wendy Mickelsen, LaVona Andrew
   <u>Nominations</u>:   Chair: **Carmen Febles**
   Vice Chair: **Steven Clay** accepted the nomination
   Executive Secretary: **LaVona Andrew** volunteered.

   LaVona Andrew mentioned she learned a lot serving as Secretary about what happens behind the scenes. Wendy Mickelsen, Wesley Usyak, and Steven Byers have workloads that will preclude them serving as officers.

   The election vote will be held via email or in the next meeting if there is one on May 6.

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

   1. Council **approved** Change Memo #18 from **Health Occupations** (Appendix A) for a new BS degree completion in Respiratory Therapy, which will be offered fully online. *Requires SBOE and NWCCU approval of State Proposal #2021-06 for the new degree*.

   State Proposals for Endorsement:

   1. Council **endorsed** 2021-02 from COSE: new BS in Computer Engineering (Appendix S-1). *Corresponds to UCC Proposal #3*

   2. Council **endorsed** 2021-LON-06 from COT: new Specialized Certificate in Cloud Computing Technology with online program fee (Appendix S-4). *Corresponds to UCC Proposal #9*

   3. Council **endorsed** 2021-04 from CAL: new BFA in Design and Digital Media (Appendix S-2). *Corresponds to UCC Proposal #12*

   4. Council **endorsed** 2021-06 from COT: Respiratory Therapy (BS Degree Completion program) (Appendix S-3) with online program fee. *Corresponds to UCC Change Memo #18*

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

   1. Council **approved, ~~pending~~ ~~student learning outcomes~~**, Proposal #3 from **Electrical and Computer Engineering** (Appendix 2) to create a new B.S. in Computer Engineering. *Requires SBOE and NWCCU approval of State Proposal #2021-02 for the new degree*. *Contingent upon approval of Proposal #4.* The department subsequently amended the student learning outcomes satisfactorily.

   2. Council **approved, pending** student learning outcomes, Proposal #4 from **Computer Science** (Appendix 3) to update existing CS course titles and prereqs to accommodate the new BS in Computer Engineering degree. *Changes affect Grad Catalog.*

   3. Council **approved** Proposal #9 from **Business Technology** (Appendix 4) for a new, online 16-credit Specialized Certificate in Cloud Computing. *Requires CTE, SBOE, and NWCCU approval of Letter of Notification #2021-LON-06 for the certificate.*

4. Council **approved** Proposal #12 from **Art** and **Communication, Media and Persuasion** (Appendix 7) to create a new BFA in Digital Media. *Requires SBOE and NWCCU approval of State Proposal #2021-04 for the new degree*.

Other Business

1. Council **endorsed** the proposed Undergraduate Catalog Update Process and Timeline**, pending** cleanup edits (Appendix B) – this is related to accreditation and the Catalog Format Review Subcommittee in future business below.

2. **Potential Revisions to UCC's Bylaws**
   Council discussed the purpose statements in the bylaws. Consider forming a subcommittee to develop procedures and guidelines for duplication and dilution of programs and courses. The transfer credit policies is more of an Academic Standards Council purview than this Council's. Febles will ask Faculty Senate to clarify the purview. Update the membership college designations.

   Council will take this up again in the Fall as Unfinished Business.

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

F. **NEW BUSINESS:**   Council chose to consider the following business items in this meeting.

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

   State Proposals for Endorsement:

   1. Council **endorsed** 2021-LON-07 from COT: new Microcertificates in Paralegal Studies, with online program fee (Appendix S-5). *Corresponds to UCC Proposal #14*

   2. Council **endorsed** 2021-LON-08 from COT: new Nuclear Welding Specialized Certificate (Appendix S-6) *Corresponds to UCC Proposal #10*

   3. Council **endorsed** 2021-LON-09 from COT: new Barbering Specialized Certificate (Appendix S-7). *Corresponds to UCC Proposal #11*

   4. Council **endorsed** 2021-LON-11 from COT: two new emphases in Nuclear Facility Technician and in Licensed Operator for the Nuclear Operations Technology program (Appendix S-8). *Corresponds to UCC Proposal #17*.

   Curriculum, Course, and Program Change Proposals:

   1. Council **approved** Proposal #10 from **Trade & Industrial: Welding** (Appendix 5) to create a new 4-credit Specialized Certificate in Nuclear Welding using two new courses WELD 0237 and WELD 0238. *Requires CTE, SBOE, and NWCCU approval of Letter of Notification #2021-LON-08 for the certificate.*

   2. Council **approved** Proposal #11 from **Business & Support Services: Cosmetology** (Appendix 6) to create a new 3-credit Specialized Certificate in Barbering and a new course COSM 0251. *Requires CTE, SBOE, and NWCCU approval of Letter of Notification #2021-LON-09 for the certificate.*

3. Council **approved** Proposal #14 from **Business & Support Services: Paralegal Studies** (Appendix 9) to create new, online, Microcertifications in Paralegal Studies, available for each course listed. *Requires CTE, SBOE, and NWCCU approval of Letter of Notification #2021-LON-07 for the certificate.*

4. Council **approved** Proposal #17 from **ESTEC** (Appendix 10) to create two emphases tracks in the Nuclear Operations Technology Program: emphasis in Nuclear Facility Technician and emphasis in Licensed Operator. *Requires CTE, SBOE, and NWCCU approval of Letter of Notification #2021-LON-11 for the new emphases.*

5. Council **approved, pending** GERC approval, Proposal #13 from **Technical: Robotics and Communications Systems Engineering Technology** (Appendix 8) to create new course RCET 3372, delete RCET 0264, update course titles, prereqs, and minor curriculum changes.

6. Council **approved, pending** student learning outcome, Proposal #2 from **Military Science** (Appendix 1) to create new course MSL 4495 and make minor curriculum updates.

Other Business:

May 6 meeting will be held virtually via email to finish the following business items; will need a 2/3 quorum to approve the Bylaws.
Officer elections
Bylaws changes
Minutes

G. **FUTURE BUSINESS:**

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

2. **Catalog Format Review Subcommittee – placeholder; deferred until Fall 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 Fall 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:** 4:42 p.m.

APPENDICES

ACTIONS APPROVED or ENDORSED:

A. Change Memo #18 from **Health Occupations** for a new BS degree completion in Respiratory Therapy, which will be offered fully online. *Requires SBOE and NWCCU approval of State Proposal #2021-06 for the new degree*.

B. Undergraduate Catalog Update Process and Timeline *pending cleanup edits*– this is related to accreditation and the Catalog Format Review Subcommittee in future business below.

C. Process for Selecting ISU Gen Ed Reps for Statewide Discipline Groups – created in response to request from Academic Affairs to formalize the process.

STATE PROPOSALS ENDORSED:

S-1. 2021-02 from COSE: new BS in Computer Engineering. *Corresponds to UCC Proposal #3*

S-2. 2021-04 from CAL: new BFA in Design and Digital Media. *Corresponds to UCC Proposal #12*

S-3. 2021-06 from COT: Respiratory Therapy (BS Degree Completion program) with online program fee. *Corresponds to UCC Change Memo #18*

S-4. 2021-LON-06 from COT: new Specialized Certificate in Cloud Computing Technology with online program fee. *Corresponds to UCC Proposal #9*

S-5. 2021-LON-07 from COT: new Microcertificates in Paralegal Studies, with online program fee. *Corresponds to UCC Proposal #14*

S-6. 2021-LON-08 from COT: new Nuclear Welding Specialized Certificate *Corresponds to UCC Proposal #10*

S-7. 2021-LON-09 from COT: new Barbering Specialized Certificate *Corresponds to UCC Proposal #11*

S-8. 2021-LON-11 from COT: two new emphases in Nuclear Facility Technician and in Licensed Operator for the Nuclear Operations Technology program. *Corresponds to UCC Proposal #17*.

CURRICULUM PROPOSALS APPROVED:

1. Proposal #2 from **Military Science** to create new course MSL 4495 and make minor curriculum updates. *Pending student learning outcomes.*

2. Proposal #3 from **Electrical and Computer Engineering** to create a new B.S. in Computer Engineering. *Requires SBOE and NWCCU approval of State Proposal #2021-02 for the new degree*. *Contingent upon approval of Proposal #4.* . The department satisfactorily amended the student learning outcomes.

3. Proposal #4 from **Computer Science** to update existing CS course titles and prereqs to accommodate the new BS in Computer Engineering degree. *Changes affect Grad Catalog. Pending student learning outcomes.*

4. [Proposal #9](#) from **Business Technology** for a new, online 16-credit Specialized Certificate in Cloud Computing. *Requires CTE, SBOE, and NWCCU approval of Letter of Notification #[2021-LON-06](#) for the certificate.*

5. [Proposal #10](#) from **Trade & Industrial: Welding** to create a new 4-credit Specialized Certificate in Nuclear Welding using two new courses WELD 0237 and WELD 0238. *Requires CTE, SBOE, and NWCCU approval of Letter of Notification #[2021-LON-08](#) for the certificate.*

6. [Proposal #11](#) from **Business & Support Services: Cosmetology** to create a new 3-credit Specialized Certificate in Barbering and a new course COSM 0251. *Requires CTE, SBOE, and NWCCU approval of Letter of Notification #[2021-LON-09](#) for the certificate.*

7. [Proposal #12](#) from **Art** and **Communication, Media and Persuasion** to create a new BFA in Digital Media. *Requires SBOE and NWCCU approval of State Proposal #[2021-04](#) for the new degree.*

8. [Proposal #13](#) from **Technical: Robotics and Communications Systems Engineering Technology** to create new course RCET 3372, delete RCET 0264, update course titles, prereqs and minor curriculum changes. ***Pending** GERC approval.*

9. [Proposal #14](#) from **Business & Support Services: Paralegal Studies** to create new, online, Microcertifications in Paralegal Studies, available for each course listed. *Requires CTE, SBOE, and NWCCU approval of Letter of Notification #[2021-LON-07](#) for the certificate.*

10. [Proposal #17](#) from ESTEC to create two emphases tracks in the Nuclear Operations Technology Program: emphasis in Nuclear Facility Technician and emphasis in Licensed Operator. *Requires CTE, SBOE, and NWCCU approval of Letter of Notification #[2021-LON-11](#) for the new emphases.*

Undergraduate Curriculum Council (UCC)
September 2, 2021 – 3:00-5:00 p.m. via Zoom
Volume XXXVII, Meeting 3 (23-03)
MINUTES – *Approved by Curriculum Council on September 9, 2021; Accepted by Faculty Senate on*
September 13, 2021; Accepted by Academic Affairs on September 29, 2021

A. PRELIMINARIES
1a. Attendance:

Members:	Carmen Febles, Ines Jindra, Steve Byers, Joanne Toevs, Ben Bolin, Randa Kress, Steve Clay, Wesley Usyak, Wendy Mickelsen, LaVona Andrew, Shanna O'Connor
Ex-Officio:	Margaret Johnson, Laura McKenzie (for Sarah Mead), Ivory Fort, Buck Benson, Tiffany Mitchell
Admin. Asst:	Catherine Read

1b. Excused: none
1c. Guests: none

1. Announcements:
   a. Welcome to new members:
      Ines Jindra (CAL); **Ben Bolin** (Library); **Randa Kress** (COSE); **Shanna O'Conner** (PHARM); **Margaret Johnson** (ex-officio Academic Affairs); **Laura McKenzie** (Registrar, filling in <u>this week only</u> for **Sarah Mead**, who will be taking Chris Hunt's place on UCC this year)

2. Minutes for April 8, 2021 and April 22, 2021 were approved via email last spring.

3. Report from the Executive Committee:
   Carmen explained the Executive Committee meets regularly every week to set the UCC agenda and discuss behind-the-scenes business items.

   a. Chris Hunt has left ISU; his position is currently open
      There will be a bit of shuffling as the Registrar's Office and UCC get accustomed to Chris's absence and loss of his institutional knowledge.

   b. Change Memos – update
      Chris Hunt had developed Change Memos as a way of expediting simple catalog changes. However, without his extensive knowledge of the catalog and programs, UCC will not be using Change Memos this year except for a few that Chris had written this summer.

   c. Guest for Sept. 9 meeting: Ann Hackert from Office of Assessment
      Last Spring UCC added student learning outcomes to the proposal form, both at the course level and at the program level. Ann Hackert reviews all proposals to check the learning outcomes. She will attend next week's UCC meeting to inform members what she looks for as she reviews the proposed learning outcomes. Ultimately the learning outcomes will be published in the catalog.

   d. UCC Proposal priority deadline: Sept. 20, 2021

4. Information from Academic Affairs:
   - Northwest Accreditation site visit is scheduled for October 6-8, with a mock site visit on September 16. All UCC and GERC members are encouraged to attend if at all possible.
   - Last week SBOE had the first reading of revised Gen Ed policies, the second reading will be at the October SBOE meeting. These are the changes the faculty discipline groups recommended

after last year's Gen Ed Summit. The revised learning outcomes will need to be published in the 2022-23 undergraduate catalog.

5. Current Subcommittee Activities:

Carmen explained that GERC and BAS are permanent subcommittees of UCC and do not share membership with UCC; members are elected from the university faculty through Faculty Senate's election process, as are UCC members. As the parent council, UCC reviews and accepts GERC and BAS minutes and recommendations.

a. General Education Requirements Committee (GERC) update – met Tuesday, Aug. 31
   - Carmen briefly explained GERC oversees the general education program at ISU. They coordinate with the statewide discipline groups, giving input to ISU's discipline group reps regarding the learning outcomes for the statewide GEM Objectives 1 through 6. The statewide discipline groups convene at the annual Gen Ed Summit.
   - Matt Wilson is the new Chair of GERC this year, and he has instituted an Executive Committee modeled on UCC's Executive Committee to meet in advance of the full membership to discuss upcoming council business items and set the agendas. Carmen has proposed the UCC Chair attend GERC's Executive Committee meetings to foster closer coordination between the two councils as an alternative to having a representative from each council attend each other's regular meetings.

b. BAS Committee update – will have their first meeting on September 23.
   - Tiffany reported the committee will be updating their Bylaws, so watch for that later in the semester since UCC, as the parent council, approves their Bylaws.
   .

6. Information from the Chair:

a. UCC 101 – refresher on what UCC does, proposal form and process, UCC reps' responsibilities, etc.
   - Carmen displayed her Powerpoint presentation describing the proposal process and timeline. The yellow text indicates where UCC reps need to take some action in the process. The Powerpoint will be made available to UCC members for reference after this meeting.
   - Carmen also displayed and explained the proposal request form, and described what Proposer Originators need to do in the various sections of the proposal form. She asked returning members to share what they look for as they review proposals for accuracy and completeness before signing off and submitting completed proposals to UCC.
   - UCC members are responsible for reviewing <u>all</u> proposals, not just those from their constitutent departments, to help ensure another college's proposals do not have unintended adverse affects on programs in their constituent colleges.
   - The UCC Executive Committee helps resolve issues with conflicting proposals or potential adverse effects or disputes with other programs.
   - Feel free to ask Catherine or Carmen any time you have questions about proposals or the process. Catherine can help collect belated impact responses when she processes a proposal.
   - DO NOT submit a proposal that has not been signed off by the Registrar's Office!

   1) UCC's website: www.isu.edu/ucc
      - Please use uccmail@isu.edu for all for sending proposals and correspondence with Catherine; it helps her keep everything pertinent to UCC in one place.

   2) AY2022-23 UCC Proposal Request Tracking Sheet
      Carmen displayed the tracking sheet and explained its purpose, and showed how to find and follow the progress of proposals through the process.

b. Learning Outcomes required on the proposal form

- New to this catalog are learning outcomes for individual courses and for programs. This step was added to help fulfill accreditation requirements.

7. Information from the Faculty Senate and other Councils:
   a. Faculty Senate met Monday, August 30
      Faculty Senate plans to take up faculty workload issues and policy this year. They are also involved with ISU's policies and actions in response to the ever-changing COVID-19 pandemic situation

   b. Academic Standards Council – meets September 17
      1) use of professional credits in an undergraduate degree:
         Affects UCC 2022-23_Proposal-020_COH_Create_BSHS Pharmacotherapy Concentration – see Chris Hunt's notes in Part D
         Laura McKenzie confirmed that Academic Standards Council will consider Pharmacy's request and possibly develop a policy for incorporating professional credits in a program.

8. Other related information or questions: none

B. **INFORMATION ITEMS** –

1. DENIED by Idaho Career Technical Education (IDCTE) this summer:
   a. UCC 2022-23 Proposal #14 from **Business & Support Services: Paralegal Studies** to create new, online, Microcertifications in Paralegal Studies, available for each course listed. *Letter of Notification #2021-LON-07.*
      IDCTE determined the proposal does not fit the clarified definition for microcertifications. The department is reconsidering its options.

2. Last week SBOE approved changes to Policy III.G. governing the program proposal process. A new 'Short Form Proposal' is required for program components (minors, emphases, concentrations, certificates under 30 credits, etc.) requiring approval by OSBE's Executive Director, rather than Letters of Notification.

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

D. **UNFINISHED BUSINESS** – none this week

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

F. **NEW BUSINESS** – none this week

G. **FUTURE BUSINESS:** These items will be addressed as time permits

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

2. **Reference:** Accelerated Programs Policy Proposal-11-18-20-rev
   More programs are starting to propose allowing students to take graduate level courses in their final undergraduate year to fulfull their Bachelor's degree requirements, which will give them a head start on earning their Master's degree. Graduate Council has agreed to consider UCC proposals for the graduate catalog instead of requiring a separate graduate level proposal.

3. **Catalog Format Review Subcommittee – placeholder;** deferred until ~~Fall 2021~~ further notice, since Chris Hunt is no longer at ISU to work on this project.

    Undergraduate Catalog Update Process and Timeline

    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 Fall 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

7. **Potential Revisions to UCC's Bylaws**

H. **ADJOURNMENT: 4:32 p.m.**

APPENDICES

None: No Proposals nor Actions approved or endorsed this week.

Undergraduate Curriculum Council (UCC)
September 9, 2021 – 3:00-5:00 p.m. via Zoom
Volume XXXVII, Meeting 4 (23-04)
MINUTES – *Approved by Curriculum Council on October 28, 2021; Accepted by Faculty Senate on*
   November 8, 2021; Accepted by Academic Affairs on November 12, 2021

A. PRELIMINARIES
   1a. Attendance:
      Members: Carmen Febles, Ines Jindra, , Ben Bolin, Randa Kress, Steve Clay, Wesley Usyak,
                 Wendy Mickelsen, LaVona Andrew, Shanna O'Connor
      Ex-Officio: Margaret Johnson, Sarah Mead, Ivory Fort, Buck Benson, Tiffany Mitchell
      Admin. Asst: *Excused*
   1b. Excused: Steve Byers, Joanne Toevs; Catherine Read
   1c. Guests: Ann Hackert, Office of Assessment

   1. Announcements:
      Catherine Read is out today, but she will produce minutes from the video recording.

   2. Council **approved** the Minutes for **September 2, 2021** with spelling correction of Shanna's name.

   3. Report from the Executive Committee:
      The Executive Committee met this week and set today's agenda. They will meet regularly on
      Mondays before UCC meetings at 3:00 pm this semester.

   4. Guest: Ann Hackert, Office of Assessment
      Hackert displayed her PowerPoint presentation (Appendix) and briefly explained what she does
      in helping departments develop their assessment plans and learning outcomes for programs and
      courses. Several resources are available on ISU's assessment website (www.isu.edu/assessment).
      She demonstrated Watermark's Faculty Success online tool for recording faculty assessment
      efforts for workload and other purposes.

   5. Information from Academic Affairs: nothing to report

   6. Current Subcommittee Activities:
      a.   General Education Requirements Committee (GERC) update
           Febles reported GERC will meet next week. She and the GERC Executive Committee
           have decided she will attend GERC's Executive Committee meetings to discuss any
           business that affects both councils and add any items to GERC's agenda that need
           GERC's attention.

      b.   BAS Committee update – will meet September 23.
                           .
   6. Information from the Chair:
      Febles showed the Google Classroom where she is posting UCC documents as a centralized
      location.

   7. Information from the Faculty Senate and other Councils:
      a.   **Academic Standards Council** – meets September 17
           1)   use of professional credits in an undergraduate degree:
                     Affects UCC 2022-23_Proposal-020_COH_Create_BSHS Pharmacotherapy
                     Concentration – see Chris Hunt's notes in Part D
                           Febles briefly explained Academic Standards Council needs to weigh in on
                           whether professional credits can be used toward fulfilling degree

requirements. She has informed the Faculty Senate chair about this issue. She hopes to attend the ASC meeting and will provide updates to this council as soon as more information is available.

8. Other related information or questions: none

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

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

D. **UNFINISHED BUSINESS –** none this week

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

F. **NEW BUSINESS: Tabled** for consideration and action next week.
Some confusion about the proper procedures for tabling items in compliance with Idaho's Sunshine law. Febles and Andrew will look into what the council needs to do.

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

1. Change Memo #28 from **English & Philosophy** to add ENGL 4408 as an alternate to ENGL 4406 in the Minor in English: Creative Writing option.

State Proposals for Endorsement: None this week

Curriculum, Course, and Program Change Proposals:

1. Proposal #5 from **Communication Sciences & Disorders** to create new elective course CSD 3316 to address the shortage of Speech Language Pathologists in Idaho.

Other Business: none this week

G. **FUTURE BUSINESS:**

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

2. **Reference: Accelerated Programs Policy Proposal-11-18-20-rev**

3. **Course and Program Duplication -- placeholder; deferred until Fall 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?

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

5. **Impact Response Timeline**
   Clarify how long POs should hold proposals awaiting impact responses before submitting to UCC

6. **Potential Revisions to UCC's Bylaws**

7. **Catalog Format Review Subcommittee – placeholder; deferred indefinitely until new Associate Registrar is hired**
   Undergraduate Catalog Update Process and Timeline
   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: 3:47 p.m.**
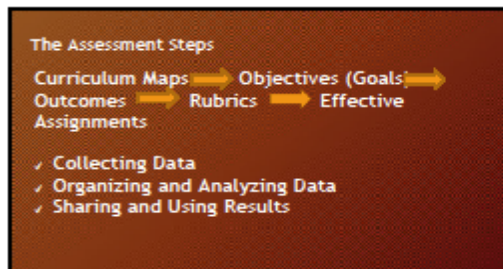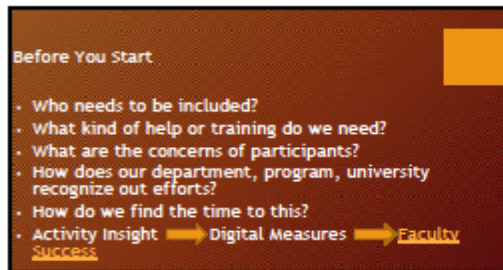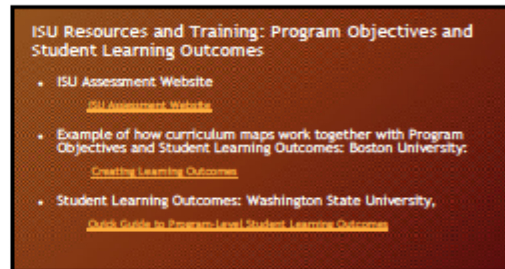
APPENDICES

No action items this week.

Assessment PowerPoint presentation is included below for reference.

ASSESSMENT PRESENTATION to UCC   09/09/2021

Building Sustainable Assessment

UCC September 9, 2021

ISU Resources and Training: Program Objectives and Student Learning Outcomes

- ISU Assessment Website

  ISU Assessment Website

- Example of how curriculum maps work together with Program Objectives and Student Learning Outcomes: Boston University:

  Creating Learning Outcomes

- Student Learning Outcomes: Washington State University,

  Quick Guide to Program-Level Student Learning eReferences

Before You Start

- Who needs to be included?
- What kind of help or training do we need?
- What are the concerns of participants?
- How does our department, program, university recognize out efforts?
- How do we find the time to this?
- Activity Insight ➡ Digital Measures ➡ Faculty Success

Does it Count?

Activity Insight
Digital Measures
Faculty Success

The Assessment Steps

Curriculum Maps ➡ Objectives (Goals) ➡ Outcomes ➡ Rubrics ➡ Effective Assignments

- Collecting Data
- Organizing and Analyzing Data
- Sharing and Using Results

CHALLENGE

1

Undergraduate Curriculum Council (UCC)
September 30, 2021 – 3:00-5:00 p.m. via Zoom
Volume XXXVII, Meeting 5 (23-05)
MINUTES – *Approved by Curriculum Council on October 28, 2021; Accepted by Faculty Senate on*
November 8, 2021; Accepted by Academic Affairs on November 12, 2021

A. PRELIMINARIES

1a. Attendance:

Members:	Carmen Febles, Ines Jindra, Steve Byers, Joanne Toevs, Ben Bolin, Randa Kress, Janet Loxterman, Steve Clay, Wesley Usyak, Wendy Mickelsen, LaVona Andrew, Shanna O'Connor
Ex-Officio:	Sarah Mead, Ivory Fort, Buck Benson, Tiffany Mitchell, Margaret Johnson,
Admin. Asst:	Catherine Read

1b. Excused: none
1c. Guests: Ann Hackert

1. Announcements:
   - Welcome to new member Janet Loxterman from COSE. Council membership is now complete.
   - UCC members are encouraged to participate in the upcoming Accreditation Site Visit session(s). Major focus will be assessment, mission, and governance.

2. Minutes for **September 9, 2021** – *forthcoming*

3. Report from the Executive Committee:
   Executive Committee met on Monday. Sarah Mead will attend from now on to bring Registrar's perspective to discussions. Margaret Johnson asked to be on today's UCC's agenda to provide feedback to members from the mock accreditation session in preparation for next week. She will speak later in today's meeting. Ann Hackert also indicated she may attend in case anyone has any questions about assessment.

4. Information from Academic Affairs: none

5. Current Subcommittee Activities:
   a. General Education Requirements Committee (GERC) update
      - GERC is working on a faculty feedback survey to gather input about the general education program. It had been put on hold for a year during the pandemic, but they are getting back to it now.
      - GERC is also reviewing annual Gen Ed assessment reports submitted and preparing feedback summaries for departments.
      - A few new reps for the statewide Disciplinary Groups were appointed for Objectives 3, 4, and 6.

   b. BAS Committee update
      - Met last week and approved three degree plans.
      - Discussed some curriculum changes to the Paralegal Studies program
      - Reviewing revisions to their bylaws, hoping to get the bylaws to UCC next week for consideration.
        .

6. Information from the Chair
   - Carmen Febles encouraged UCC reps to speak up during next week's Accreditation Site Visit. Pertinent reference materials are posted on UCC's Google Classroom. Please review the accreditation self-study report and be prepared to answer questions about UCC's role in

assessment, communication and knowledge across the university, and closing the loop in assessment. Assessment applies not only to academic units, but to non-academic units as well as the university as a whole.

- Part of UCC's assessment includes its annual review of proposal forms and process, which often result in adjustments to improve the process. UCC also gets constant feedback from constituents, and regularly reviews its Bylaws.
- **Items for future discussion:** Ann Hackert has brought up that departments need to have Assessment MAPs in place as well as their Advising MAPs. Should UCC take this on as part of their role, or perhaps consider creating another subcommittee similar to GERC to oversee Assessment as GERC oversees the Gen Ed program?

7. Information from the Faculty Senate and other Councils:
   a. **Faculty Senate**:
      Steve Clay attended Faculty Senate and reported most of their meeting was spent discussing proposed revisions to the faculty grievance policy. Until a new policy is implemented, several pending grievance cases have to operate under the current policy which is not serving faculty very well.

   b. **Academic Standards Council** – met September 17
      1) use of professional credits in an undergraduate degree:
         Affects UCC 2022-23_Proposal-020_COH_Create_BSHS Pharmacotherapy Concentration – see Chris Hunt's notes in Part D
         - Shanna O'Connor reported this item was bumped off ASC's agenda, so they haven't addressed this issue yet. They are scheduled to meet again in two weeks.
         - The intent is to develop a policy that would apply to all programs, not just Pharmacy's.

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):

1. Council voted **approve** Change Memo #28 from CAL **English & Philosophy** (Appendix A) to add ENGL 4408 as an alternate to ENGL 4406 in the Minor in English: Creative Writing option.

Carmen Febles reiterated no more change memos will be generated until further notice, since we no longer have Chris Hunt's expertise to guide the process.

State Proposals for Endorsement: None this week

Curriculum, Course, and Program Change Proposals:

1. Council **approved** (*pending resolution of student learning objectives)* Proposal #5 from COH **Communication Sciences & Disorders** (Appendix 1) to create new elective course CSD 3316 to address the shortage of Speech Language Pathologists in Idaho.

2. Council **approved** Proposal #23 from COH **Dental Hygiene** (Appendix 2) to remove BIOL 1101 & BIOL 1101L from prerequisite list, update course title for DENT 3307.

3. [Proposal #39](#) from COE **Human Performance and Sport Studies** to add repeatable credits to HPSS 4490 and reduce semester offerings of HPSS 3357 and HPSS 4437. Council voted **to move this proposal to the** "**Parking Lot**" until the student learning outcomes are entered.

Other Business: Margaret Johnson – Mock Accreditation feedback and overview
- Margaret Johnson shared her [PowerPoint presentation](#) onscreen. Academic Affairs wants to provide a bit of guidance to help groups know what to expect during next week's accreditation site visit.
- NWCCU's Standards are interconnected to foster and build upon continuous improvement. The goal for ISU is to show is doing everything we can to follow the standards and using the data collected to keep improving.
- The mock accreditors indicated questions were answered well and included good detail, but more faculty need to speak up and show more familiarity of core themes and assessment mission.
- UCC members should read the accreditation reports so they will be prepared for next week's site visit. Also review the UCC website so members know where to find information quickly.
- Be familiar with the interrelationships between core themse, mission, vision, planning processes, governance, infrastructure, and be able to answer questions regarding information sharing, communication, and transparency campus wide.
- Ann Hackert described some of her observations as she worked with departments in creating their UCC proposals and developing learning outcomes. She explained the UCC & Assessment flowchart and template she developed.
- Margaret Johnson asked members to review the materials posted in UCC's Google Classroom.
- Ann Hacket explained that many programs have external accrediting bodies that have their own standards that the programs must meet.
- Question arose what happens with the learning outcomes that are being collected on UCC proposals. Carmen Febles clarified that no final decision has been made where and whether the learning outcomes will published in the catalog or elsewhere. She acknowledged that it would be quite cumbersome if the outcomes could only be changed via a UCC proposal rather than by the departments directly.
- Members were encouraged to reach out to Academic Affairs or to Ann Hackert if they have any questions or want more information.

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

F. **NEW BUSINESS:** Council voted to **untable** the New Business items for discussion.

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

1. Council **approved** [Change Memo #45](#) from COT **Business and Support Services** ([Appendix B](#)) to change Cloud Computing Specialized Certificate in [UCC-2022-23_Proposal #9](#) to a Basic Technical Certificate (BTC) in accordance with Idaho Dept. of Career & Technical Education (IDCTE) definitions. *Contingent upon SBOE approval of [2021-08 COT BTC in Cloud Computing w/Online Program Fee $300/credit.](#)*

State Proposals for Endorsement: None this week

Council **tabled** the proposals below until next time:

Curriculum, Course, and Program Change Proposals:

1. [Proposal #19](#) from COT **Civil Engineering Technology** to create new elective course CET 0252 3D Laser Scanning.

2. [Proposal #33](#) from COH **Fire Services Administration** to create new FSA courses, remove pre-reqs from FSA courses, add FSA 4401 Ethics course to B.S. requirements, and to remove CHEM courses from A.S. and B.S. degree requirements. *May require Letter of Notification to OSBE after approval.*

3. [Proposal #42](#) from CAL **English & Philosophy** to change English placement criteria from GPA and test scores to The Write Class.

4. [Proposal #54](#) from CAL **Anthropology** to create a new 17-22 credit Certificate in Forensic Science. *Changes affect Graduate Catalog. Requires Letter of Notification to OSBE.*

Other Business: none this week

G. FUTURE BUSINESS:

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

2. **Reference: [Accelerated Programs Policy Proposal-11-18-20-rev](#)**

3. **Course and Program Duplication -- placeholder; deferred until Fall 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?

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

5. **Impact Response Timeline**
    Clarify how long POs should hold proposals awaiting impact responses before submitting to UCC

6. **Potential Revisions to [UCC's Bylaws](#)**

7. **Catalog Format Review Subcommittee – placeholder; deferred indefinitely until new Associate Registrar is hired**
    [Undergraduate Catalog Update Process and Timeline](#)
    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.

8. Added from discussion above: **Assessment MAPs and faculty oversight**
    Do faculty want to be involved in monitoring and overseeing assessment? If so, what mechanism or entity should be implemented to manage this task? Does UCC want to take on the responsibility as part of their purview, or create a new subcommittee similar to GERC, or some other option?

H. ADJOURNMENT: 4:39 p.m.

APPENDICES

ACTIONS APPROVED or ENDORSED:

A.   Change Memo #28 from CAL **English & Philosophy** to add ENGL 4408 as an alternate to ENGL 4406 in the Minor in English: Creative Writing option.

B.   Change Memo #45 from COT **Business and Support Services** to change Cloud Computing Specialized Certificate in UCC-2022-23_Proposal #9 to a Basic Technical Certificate (BTC) in accordance with Idaho Dept. of Career & Technical Education (IDCTE) definitions. *Contingent upon SBOE approval of 2021-08 COT BTC in Cloud Computing w/Online Program Fee $300/credit.*

CURRICULUM PROPOSALS APPROVED:

1.   Council **approved** Proposal #5 *pending resolution of student learning obj**ective**s* from COH **Communication Sciences & Disorders** to create new elective course CSD 3316 to address the shortage of Speech Language Pathologists in Idaho.

2.   Council **approved** Proposal #23 from COH **Dental Hygiene** to remove BIOL 1101 & BIOL 1101L from prerequisite list, update course title for DENT 3307.

Accreditation PowerPoint Presentation on next page for reference.

ISU Accreditation Preparation—UCC

Purpose of NWCCU Standards

The Standards for Accreditation are best understood within the context of the seven-year accreditation cycle. The Standards are interconnected and build upon one another in a recursive cycle of continuous improvement.

NWCCU Standards

- Standard One—Student Success, and Institutional Mission and Effectiveness
- Standard Two—Governance Resources and Capacity

NWCCU Schedule

- Year 3: Mid-cycle. Assessment, Data, and Planning; Self-Study and Onsite Peer Review
- Year 6: Standard Two. Policies, Regulations, and Financial Review; Self-Study and Offsite Peer Review
- Year 7: Evaluation of Institutional Effectiveness (student learning and student achievement). Comprehensive Self-Study and Onsite Peer Review
- Annual Reports

Feedback from Practice Visit

- Questions were answered well
- Responses included good detail and examples
- Most questions were answered by a small group of UCC members
- For all groups: Need more familiarity with core themes and assessment of mission fulfillment

Preparation for Site Visit

Review sections of the self-study that are specifically relevant to UCC:

- The sections under Standard 1.C. address Student Learning and include discussions of UCC in several places, particularly 1.C.1, 1.C.2, and 1.C.5.
- Review UCC Website

UCC Accreditation Site Visit Prep   10/26/2021

Additional Preparation

Anticipate that there might be questions related to the recommendations from the 2014 accreditation process that focus on these areas:

* Relationship of mission to core themes, indicators, benchmarks/targets
* Transparency and collegiality across institution
* Campus planning process
* Clarify use of assessment results to inform decision-making
* Develop and implement assessment for general education

Additional Preparation— Planning and Mission

* Standard 1.A.1 addresses mission, vision, and core themes
* Standard 1.B.1 addresses the systematic evaluation and planning processes, including IEAC and later transitions to the current model for planning.
* Other sections in 1.B include more detail on mission fulfillment, planning processes, and governance.
* ISU Governance Structure
* Accreditation Fact Sheet
* ISU Mission Fulfillment

Additional Preparation— Assessment

Resources on assessment can be found on the Office of Assessment web page. In particular, these materials can help you learn more about the process of assessment at ISU:

* Comprehensive Assessment Plan
* Office of Assessment Home Page

UCC & ASSESSMENT
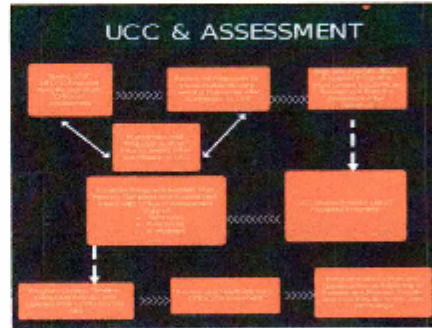
Site Visit Schedule

You can find information regarding the schedule for the site visit on the Academic Affairs website

Academic Affairs→

Institutional Effectiveness→

Accreditation→

Virtual Visit Schedule

Undergraduate Curriculum Council (UCC)
October 7, 2021 – 3:00-5:00 p.m. via Zoom
Volume XXXVII, Meeting 6 (23-06)
MINUTES – *Approved by Curriculum Council on October 28, 2021; Accepted by Faculty Senate on*
November 8, 2021; Accepted by Academic Affairs on November 12, 2021

A. PRELIMINARIES
  1a. Attendance:
   Members: Carmen Febles, Ines Jindra, Steve Byers, Joanne Toevs, Ben Bolin, Randa Kress,
        Steve Clay, Wesley Usyak, Wendy Mickelsen, LaVona Andrew, Shanna O'Connor
   Ex-Officio: Margaret Johnson, Sarah Mead, Ivory Fort, Buck Benson, Tiffany Mitchell
   Admin. Asst: Catherine Read
  1b. Excused: Janet Loxterman
  1c. Guests: none

  1. Announcements:
    UCC met with NWCCU Evaluators today at 10:30-11:20 via Zoom. Shanna O'Connor suggested
    a flowchart might be helpful. UCC's session with the accreditors was less stressful than
    anticipated.

  2. Minutes for **September 9, 2021 and September 30, 2021 --** *forthcoming*

  3. Report from the Executive Committee:
    • Impact signature line for Ann Hackert was left off many of the proposal forms, which is causing a
     bit of slow-down in finishing proposals for submission. Make sure to include her when sending
     proposals out for impacts.
    • Clarifications on what to review in proposals before submission; many problems being
     encountered during proposal processing. Some proposals were created on older versions of the
     form, which is not helping. Make sure to check the catalog to identify other programs that are
     affected by a proposal and solicit their impact response.
    • Signature order and sending proposals for impacts – discussion ensued, with the ultimate
     consensus to continue current practices.
    • Impacts from SIS/Registrar must be obtained before submitting proposal. If one or two impacts
     are still missing, Catherine will help collect those when she is processing proposals.

  4. Information from Academic Affairs:
    Margaret mentioned the Provost Search Committee is reviewing applications and is hoping to
    hold Zoom interviews of the semi-finalists at the end of October and bring candidates to campus
    by mid-November.

  5. Current Subcommittee Activities:
    a. General Education Requirements Committee (GERC) update -- none

    b. BAS Committee update – next meeting is October 28.
                  .
  6. Information from the Chair: none

  7. Information from the Faculty Senate and other Councils:
    a. **Academic Standards Council** – has not met to hold the discussion
       1) use of professional credits in an undergraduate degree:
          Affects UCC 2022-23_Proposal-020_COH_Create_BSHS Pharmacotherapy
          Concentration – see Chris Hunt's notes in Part D

8. Other related information or questions:
   - After discussion, the Council's consensus was to allow POs Commenting/Suggesting access throughout the review process until the proposal is approved. Also, make sure the necessary responders to posted comments have Commenting access, too.
   - <u>Add to Future Business</u>: Consider ramifications of including student learning outcomes on UCC proposals: does not allow programs to update their learning outcomes without submitting a catalog proposal.

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** <u>Proposal #19</u> from COT **Civil Engineering Technology** (<u>Appendix 1</u>) to create new elective course CET 0252 3D Laser Scanning.

2. Council **approved**, with one vote against, <u>Proposal #33</u> from COH **Fire Services Administration** (<u>Appendix 2</u>) to create new FSA courses, remove pre-reqs from FSA courses, add FSA 4401 Ethics course to B.S. requirements, and to remove CHEM courses from A.S. and B.S. degree requirements. *May require Letter of Notification to OSBE after approval. There are two course descriptions still missing that the Registrar's Office will add, in coordination with the department.*

Some discussion of the student learning outcomes (SLOs) and UCC's role and purview over the assessment process. Clarify with departments that the course SLOs should reference how they map onto existing program outcomes.

3. Council **approved** <u>Proposal #42</u> from CAL **English & Philosophy** (<u>Appendix 3</u>) to change English placement criteria from GPA and test scores to The Write Class.

4. <u>Proposal #54</u> from CAL **Anthropology** to create a new 17-22 credit Certificate in Forensic Science. *Changes affect Graduate Catalog. Requires Letter of Notification to OSBE.*
   Council voted to **move this proposal to the** 'PARKING LOT' *pending the new course be put in the correct table type and verify with the PO that the curriculum is correct and accurate in the standardized format.*

Other Business: none this week

E. "PARKING LOT" – proposals and other items awaiting resolution – none this week

1. [Proposal #39](#) from COE **Human Performance and Sport Studies** to add repeatable credits to HPSS 4490 and reduce semester offerings of HPSS 3357 and HPSS 4437. Remains in '**PARKING LOT**' awaiting entry of student learning outcomes.

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: Council untabled the New Business for discussion.

Shanna requested the Pharmacy [Proposal #31](#) be remanded back to the department for revisions; Council voted to **remand** it.

Council voted to **table** the remaining proposals for consideration next week:

1. [Proposal #15](#) from COE **Teaching and Educational Studies: Secondary Education** to create a new 20-credit teaching endorsement in Computer Science, and create new course EDUC 4491. *Approved by Dept. of Ed's Professional Standards Commission; still awaiting SBOE approval.*

2. [Proposal #27](#) from COT **Business Technology** to delete obsolete courses BT 0118, 0119, 0121, 0141, 0154, 0172, 0173, 0174 and 0230.

3. Council voted to **remand** to the department for revisions [Proposal #31](#) from **Pharmacy** to update the PharmD curriculum and courses, remove BIOL cross-listings and pre-requisites, delete PHAR 9941L, 9944L, 9945L, and 9952 lab courses that have been incorporated into the lecture courses.

4. [Proposal #32](#) from COB **Management** to create two new 9-credit Certificates, one in Project Management and one in Entrepreneurship.

5. [Proposal #53](#) from CAL **Philosophy** to create new course PHIL 2260 Philosophy of Life and Death, and to include it in the General Education Program for Objective 7**. *Contingent upon GERC's approval of [PHIL 2260 Gen Ed proposal](#) as a new Objective 7 Gen Ed course.*

6. [Proposal #63](#) from COT **Information Technology Systems** to delete redundant course ITS 0225. *May require IDCTE approval of credit reductions for BTC Computer Network and AAS in Information Technology Systems.*

Other Business:

1. **Add to Future Business:**
   a. Consider ramifications of including student learning outcomes on UCC proposals
   b. Continue discussions with Graduate School and Graduate Council to revisit ways of collaborating more closely and streamlining the proposal process for both catalogs. May require involving Faculty Senate and Administration in the discussions.

G. **FUTURE BUSINESS:**

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

2. **Reference: [Accelerated Programs Policy Proposal-11-18-20-rev](#)**

3. **Course and Program Duplication -- placeholder; deferred until Fall 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?

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

5. **Impact Response Timeline**
   Clarify how long POs should hold proposals awaiting impact responses before submitting to UCC

6. **Potential Revisions to [UCC's Bylaws](#)**

7. **Catalog Format Review Subcommittee – placeholder; deferred indefinitely until new Associate Registrar is hired**
   [Undergraduate Catalog Update Process and Timeline](#)
   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.

8. **Added to Future Business:** Consider ramifications of including student learning outcomes on UCC proposals

9. **Added to Future Business**: Continue discussions with Graduate School and Graduate Council to collaborate more closely and streamline the proposal process for both catalogs.

   H. **ADJOURNMENT:** 4:57 p.m.

APPENDICES

CURRICULUM PROPOSALS APPROVED:

1. [Proposal #19](#) from COT **Civil Engineering Technology** to create new elective course CET 0252 3D Laser Scanning.

2. [Proposal #33](#) from COH **Fire Services Administration** to create new FSA courses, remove pre-reqs from FSA courses, add FSA 4401 Ethics course to B.S. requirements, and to remove CHEM courses from A.S. and B.S. degree requirements. *May require Letter of Notification to OSBE after approval.*

3. [Proposal #42](#) from CAL **English & Philosophy** to change English placement criteria from GPA and test scores to 'The Write Class.'

CURRICULUM PROPOSALS REMANDED for revisions:

1. [Proposal #31](#) from **Pharmacy** to update the PharmD curriculum and courses, remove BIOL cross-listings and pre-requisites, delete PHAR 9941L, 9944L, 9945L, and 9952 lab courses that have been incorporated into the lecture courses.

Undergraduate Curriculum Council (UCC)
October 14, 2021 – 3:00-5:00 p.m. via Zoom
Volume XXXVII, Meeting 7 (23-07)
MINUTES – *Approved by Curriculum Council on October 28, 2021; Accepted by Faculty Senate on*
November 8, 2021; Accepted by Academic Affairs on November 12, 2021

A. **PRELIMINARIES**
    1a. Attendance:
        Members: Carmen Febles, Ines Jindra, Steve Byers, Randa Kress, Janet Loxterman, Steve
                              Clay, Wesley Usyak, Wendy Mickelsen, LaVona Andrew, Shanna O'Connor
        Ex-Officio: Sarah Mead, Ivory Fort, Buck Benson, Tiffany Mitchell
        Admin. Asst: *Excused*
    1b. Excused: Joanne Toevs, Ben Bolin; Margaret Johnson, Catherine Read
    1c. Guests: None

1. Announcements: none

2. Minutes for **September 9, 2021, September 30, 2021,** and **October 7, 2021 --** *forthcoming*

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

4. Information from Academic Affairs: none

5. Current Subcommittee Activities:
    a. General Education Requirements Committee (GERC) update
        GERC met this week, but no update available.

    b. BAS Committee update – will meet October 28.
                                  .

6. Information from the Chair
    • Febles briefly reviewed ways of making and amending motions and asked members to follow
       those procedures a little more when approving agenda items and proposals.
    • Executive Committee recognizes the uncertainty regarding UCC's role in gathering learning
       outcomes and whether UCC should be evaluating the outcomes or not. The consensus was
       that assessment is not really under UCC's purview and Ann Hackert from the Office of
       Assessment is working with departments to ensure outcomes are measurable and make sense.
       Learning outcomes will be included on the program pages of the catalog, so the departments
       will be editing those pages anyway. Febles has mentioned this to Faculty Senate as an issue
       for a potential new UCC subcommittee to work out faculty involvement in assessment.
    • For now, UCC's motions on proposals will not be contingent upon learning outcomes
       (though it is helpful to have more eyes reviewing them) and leave it for Ann Hackert to work
       out with departments on the back end. Do not hold up curriculum changes for learning
       outcomes since it is still unclear whether they will be published in the catalog or not. Not all
       the proposal forms even have the impact line for Assessment impact signature. Executive
       Committee will talk about this more when they meet.

7. Information from the Faculty Senate and other Councils:
    a. **Academic Standards Council** – met September 17
        1) use of professional credits in an undergraduate degree:
            Affects UCC 2022-23_Proposal-020_COH_Create_BSHS Pharmacotherapy
            Concentration – see Chris Hunt's notes in Part D
        Shanna reported she has a meeting with Academic Standards Council tomorrow
           regarding this proposal.

8. Other related information or questions: none

B. INFORMATION ITEMS

Remains remanded back to department for revisions:

1. Proposal #31 from **Pharmacy** to update the PharmD curriculum and courses, remove BIOL cross-listings and pre-requisites, delete PHAR 9941L, 9944L, 9945L, and 9952 lab courses that have been incorporated into the lecture courses.

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 #15 from COE **Teaching and Educational Studies: Secondary Education** (Appendix 1) to create a new 20-credit teaching endorsement in Computer Science, and create new course EDUC 4491. *Approved by Dept. of Ed's Professional Standards Commission; still awaiting SBOE approval.*

2. Council **approved** Proposal #27 from COT **Business Technology** (Appendix 2) to delete obsolete courses BT 0118, 0119, 0121, 0141, 0154, 0172, 0173, 0174 and 0230.

3. Council **approved** Proposal #32 from COB **Management** (Appendix 3) to create two new 9-credit Certificates, one in Project Management and one in Entrepreneurship. *Requires Letter of Notification to OSBE.*

4. Council **approved** Proposal #53 from CAL **Philosophy** (Appendix 5) to create new course PHIL 2260 Philosophy of Life and Death, and to include it in the General Education Program for Objective 7. ***GERC has approved** PHIL 2260 Gen Ed proposal **as a new Objective 7 Gen Ed course.***

5. Council **approved** Proposal #63 from COT **Information Technology Systems** (Appendix 7) to delete redundant course ITS 0225. *May require IDCTE approval of credit reductions for BTC Computer Network and AAS in Information Technology Systems.*

Other Business: none this week

E. "PARKING LOT" – proposals and other items awaiting resolution – revisions have been made

1. Council removed from the 'Parking Lot' and **approved** Proposal #39 from COE **Human Performance and Sport Studies** (Appendix 4) to add repeatable credits to HPSS 4490 and reduce semester offerings of HPSS 3357 and HPSS 4437.

2. Council removed from the 'Parking Lot" and **approved** Proposal #54, **pending appropriate cross-listing,** from CAL **Anthropology** (Appendix 6) to create a new 17-22 credit Certificate in Forensic Science. *Changes affect Graduate Catalog. Requires Letter of Notification to OSBE.*

F. **NEW BUSINESS:** None this week.
Febles said submitted proposals are still being processed, so UCC will not meet next week as there is no business to consider.

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: None this week

Other Business: none this week

G. **FUTURE BUSINESS:**

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

2. **Reference: Accelerated Programs Policy Proposal-11-18-20-rev**
Febles reported several programs want to create pathways for undergraduate students to take up to 12 credits of graduate-level courses during their senior year that will not only count toward their Bachelor's degree, but allow those students to earn their Master's degree a year sooner. Last year Graduate School worked with UCC to develop a policy to guide these programs. The policy was reviewed and approved by Academic Standards Council and Faculty Senate.

3. **Course and Program Duplication -- placeholder; deferred until Fall 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?

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

5. **Impact Response Timeline**
Clarify how long POs should hold proposals awaiting impact responses before submitting to UCC

6. **Ramifications of Student Learning Outcomes**

7. **Collaboration between UCC and Graduate School -** Continue discussions with Graduate School on closer collaboration on proposals that affect both catalogs.

8. **Potential Revisions to UCC's Bylaws**

9. **Catalog Format Review Subcommittee – placeholder; deferred indefinitely until new Associate Registrar is hired**
Undergraduate Catalog Update Process and Timeline
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: 4:12 p.m.   **No UCC meeting next week!**

APPENDICES

CURRICULUM PROPOSALS APPROVED:

1. Proposal #15 from COE **Teaching and Educational Studies: Secondary Education** to create a new 20-credit teaching endorsement in Computer Science, and create new course EDUC 4491. *Approved by Dept. of Ed's Professional Standards Commission; still awaiting SBOE approval.*

2. Proposal #27 from COT **Business Technology** to delete obsolete courses BT 0118, 0119, 0121, 0141, 0154, 0172, 0173, 0174 and 0230.

3. Proposal #32 from COB **Management** to create two new 9-credit Certificates, one in Project Management and one in Entrepreneurship. *Requires Letter of Notification to OSBE.*

4. Proposal #39 from COE **Human Performance and Sport Studies** to add repeatable credits to HPSS 4490 and reduce semester offerings of HPSS 3357 and HPSS 4437.

5. Proposal #53 from CAL **Philosophy** to create new course PHIL 2260 Philosophy of Life and Death, and to include it in the General Education Program for Objective 7**. *GERC has approved PHIL 2260 Gen Ed proposal as a new Objective 7 Gen Ed course.***

6. Proposal #54 from CAL **Anthropology** to create a new 17-22 credit Certificate in Forensic Science. *Changes affect Graduate Catalog. Requires Letter of Notification to OSBE.*

7. Proposal #63 from COT **Information Technology Systems** to delete redundant course ITS 0225. *May require IDCTE approval of credit reductions for BTC Computer Network and AAS in Information Technology Systems.*

Undergraduate Curriculum Council (UCC)
October 28, 2021 – 3:00-5:00 p.m. via Zoom
Volume XXXVII, Meeting 8 (23-08)
MINUTES – *Approved by Curriculum Council on November 4, 2021; Accepted by Faculty Senate on*
November 8, 2021; Accepted by Academic Affairs on November 12, 2021

A. PRELIMINARIES

1a. Attendance:

Members:	Carmen Febles, Ines Jindra, Steve Byers, Joanne Toevs, Ben Bolin, Randa Kress, Janet Loxterman, Steve Clay, Wendy Mickelsen, LaVona Andrew, Shanna O'Connor
Ex-Officio:	Sarah Mead, Ivory Fort, Buck Benson, Tiffany Mitchell, Margaret Johnson
Admin. Asst:	Catherine Read

1b. Excused: Wesley Usyak
1c. Guests: None

1. Announcements: none

2. Council **approved** its Minutes for **September 9, 2021, September 30, 2021, October 7, 2021** and for **October 14, 2021** **as corrected**.

3. Report from the Executive Committee:
   - Met this week and set the agenda for this week. As proposals get processed, the agendas may look long and daunting, but focus on the Unfinished Business for the upcoming meeting. The goal is to do the best the council can to get through everything before Thanksgiving Break.
   - Carmen Febles will be out of town on November 11, so Steve Clay as Vice Chair will be running that meeting.
   - Bachelor's Master's proposals will start being reviewed next week.
   - UCC may meet after Thanksgiving Break if there is still work that needs to get done. Usually UCC takes a break between Thanksgiving and February, meeting only as necessary take care of business items that may come up. Regular meetings resume once the new proposal cycle begins.

4. Information from Academic Affairs:
   - Margaret Johnson thanked everyone for their work and participation in the accreditation visit. Once the formal accreditation letter is received, it will be shared with the campus community.
   - Provost is hosting a panel discussion on Academic Freedom and Responsibility on Friday, November 5 to discuss the recent Idaho law about critical race theory. Speakers will include a representative from the Office of the State Board of Education, ISU's General Counsel, faculty representatives from Office of Research and Graduate School.

5. Current Subcommittee Activities:
   a. General Education Requirements Committee (GERC) update
      1) Council **accepted** GERC's via email vote last Thursday, October 21, 2021: August 31, 2021, September 14, 2021, September 28, 2021 and October 12, 2021
      2) Carmen Febles attended GERC Executive Committee meeting on Friday, not much business for UCC at this time.

   b. BAS Committee update
      1) Committee sent its revised Bylaws to UCC for consideration; see **New Business** below. Carmen Febles asked members to start reviewing the Bylaws. Tiffany Mitchell said the bylaws had not been updated for 10 years. Revisions should match Faculty Senate's election process. Make sure UCC and BAS Committee Bylaws concur on procedures.

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6. Information from the Chair

   Checking for a proposal's effect on other programs still needs more attention when working on proposals. When looking up courses in the online catalog, it only brings up where the course is required, but not in cases where the course is used as an elective. The best way is to download the .pdf catalog and search it using the **Find** feature. Please try to be more diligent in looking for impacts on other programs; Catherine does not have time to do that when she processes proposals.

7. Information from the Faculty Senate and other Councils:
   a. **Faculty Senate:**
      - Carmen Febles reported Faculty Senate had a long discussion about the proposed revised Faculty Grievance Policy. Several Senators were not amenable to having department chairs consult with Human Resources and the Provost's Office when a grievance procedure is needed. Faculty Senate sent a recommendation to the President's Office to remove that consultation piece from the policy.
      - Faculty Senate is in discussion with Academic Affairs about assessment and faculty governance, and whether faculty want oversight of assessment as part of the governance council structure.

   b. **Academic Standards Council** –
      1) use of professional credits in an undergraduate degree:
         Affects UCC 2022-23_Proposal-020_COH_Create_BSHS Pharmacotherapy Concentration – see Chris Hunt's notes in Part D
         Shanna O'Connor reported that despite a lot of discussion, no conclusion was reached as yet. The Council is not comfortable creating a blanket policy allowing professional credits to be used toward a Bachelor's degree; they want to know specifically which professional credits are to be considered.

8. Other related information or questions: none this week

B. INFORMATION ITEMS – none this week

C. CONSENT CALENDAR – none this week

D. UNFINISHED BUSINESS

1. Council **approved** Proposal #48 **as amended** from **Computer Science** (Appendix 7) to update BS 4465 course title, description and repeatability, and to add CS 4461 to B.S. degree requirements. ***Contingent upon approval of Proposal #34.***

2. Council **approved** Proposal #47 from **Global Studies and Languages** (Appendix 6) to update GLBL course semester offerings, update course description for GLBL 3400, and create new course GLBL 4490.

3. Council **approved** Proposal #55 from **Global Studies and Languages** (Appendix 8) to add GLBL 2202, GLBL 3380, and GLBL 4420 as electives for the BA in Spanish for Health Professions.

Interrelated group:
4. Council **approved** Proposal #36 from **Sociology, Social Work, and Criminology** (Appendix 4) to create several new SOC and SOWK courses, new SOWK 1101 as a new Objective 6 Gen Ed course, delete SOC 3335, 3366, 4402, 4413 and SOWK 2271, and add several electives to the curriculum for

BA in Sociology with Criminology Concentration. ***Changes affect Proposal #38***. *GERC approved SOWK 1101 as an Objective 6 Gen Ed course. Changes affect Graduate catalog.*

5. Council **approved** Proposal #38 from **Sociology, Social Work, and Criminology** (Appendix 5) to update the curriculum for the BA in Social Work, incorporating new Objective 6 Gen Ed course SOWK 1101, among other changes. ***Contingent upon approval of Proposal #36***.

6. Council voted to **remand** Proposal #59 from **Geosciences** to update GEOL course credits and prerequisites, create new course GEOL 3392 to replace GEOL 2292 being deleted. ***Contingent upon approval of Proposal #36***. *Needs further rationale in course description why credit increase from 3 to 4 is warranted.*

Interrelated group:
7. Council **approved** Proposal #25 *(pending sign-off from Workplace Training and Leadership)* from **Political Science** (Appendix 2) to renumber courses and change levels: POLS 2202 to POLS 1102 (Objective 7 Gen Ed course), POLS 3313 to POLS 2213, POLS 3331 to 2231, and create new POLS 3319. *GERC had no concerns about the Objective 7 Gen Ed course renumber to POLS 1102; the change will be reflected on Proposal #70*. **Changes affect Secondary Ed Proposal #29 and PHIL Proposal #60..**

8. Council **approved** Proposal #29 from **Secondary Education** (Appendix 3) to update POLS course numbers in the American Government and Political Science Endorsements to match changes in POLS Proposal #25. ***Contingent upon approval of Proposal #25***

9. Council **approved** Proposal #60 **as amended** from **Philosophy** (Appendix 10) to create new PHIL 2235 to replace PHIL 3335 being deleted, to match changes in cross-listed courses in POLS Proposal #25. ***Contingent upon approval of Proposal #25***

Complicated self-contained proposal:
10. Council **approved** Proposal #58 from **Communication, Media, and Persuasion** (Appendix 9) to create a new **Minor in Social Media**, merge the BA Communication – Visual Media Emphasis: Photo Media Track and Video Track into a single **Photo-Video Track**; create a new BA Communication – **Social Media & Digital Communications Emphasis**, update courses and curricula, create new course CMP 4459, and delete CMP 3332, 3333, 3375, and 4457. ***Changes affect CMP Proposal #65***. *Requires a Letter of Notification to OSBE.*

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

F. **NEW BUSINESS:** Council **untabled** New Business items for discussion.

Curriculum, Course, and Program Change Proposals:

1. Council **approved** Proposal #24 from **Economics** (Appendix 1) to remove ECON 4474 from requirements for the BBA in Economics.

Council voted to **table** the remaining items until next week's meeting, which will begin with considering the accelerated programs.

Sarah Mead pointed out Proposal #48 from Computer Science (approved above) mentions EE courses at the bottom of their curriculum, which will be affected by Proposal #34 from Electrical & Computer Engineering (listed below). She will make a note to take care of that piece in the proposal.

In preparing to review the accelerated programs (BA/MA and BS/MS) for next week, Sarah Mead asked members to consider how much information should be included in the catalog for clarity to students: should the courses be listed 44xx/55xx, or is a paragraph description at the bottom of the curriculum section sufficient. In their current state, the accelerated proposals vary in their presentation; it would be helpful to figure out a more standardized format. The Executive Committee will also discuss this when they meet on Monday. A maximum of 12 graduate-level credits can be double-counted toward both degrees, but fewer graduate credits is also okay; it's up to the departments what they want their programs to look like.

TABLED until next week:

Interrelated group:
2. [Proposal #34](#) from **Electrical & Computer Engineering** to change EE prefix to ECE by creating new ECE courses and deleting all EE courses from the catalog, in accordance with the already approved departmental name change. *Changes affect Graduate Catalog, [NE Proposal #22](#)* **and** *[CS Proposal #48](#)*.

3. [Proposal #22](#) from Nuclear Engineering to substitute ECE 2205 for EE 2240 and NE 4478 for EE 4416 in the BS Nuclear Engineering curriculum, since both EE courses are being deleted from the catalog. ***Contingent upon approval of ECE*** *[Proposal #34](#)*.

Interrelated group:
4. [Proposal #52](#) from **Homeland Security & Emergency Management** to update curriculum and courses HSEM 3360, HSEM 4410 and HSEM 4425, and to delete all remaining EMGT courses from the catalog. ***Changes affect*** *[Proposal #46](#)*. *Changes may affect Graduate catalog?*

5. [Proposal #46](#) from **Emergency Medical Services** to update the curriculum for the BS Health Science: Emergency Medical Services concentration and its various tracks. Also change the number credits for EMS 4409. ***Changes affect*** *[Proposal #52](#)*.

Accelerated or Combined Bachelor's/Master's proposals – need Grad Council's approval, too:
6. [Proposal #51](#) from **English** to create a **combined/accelerated BA/MA 4+1 program in English** allowing undergraduate students to take **12 credits** of 55xx courses in their fourth year that will count toward their Master's degree, and enable them to complete both degrees in five years instead of six. Also creates new ENGL 4411 and new ENGL 2215 Objective 9 (or 4?) Gen Ed course. ***Requires GERC's approval of ENGL 2215 as new Gen Ed course. Contingent upon Graduate Council's approval of the combined BA/MA program.***

7. [Proposal #57](#) to create **an accelerated BS/MS 4+1 program in Civil Engineering** allowing undergraduate students to take **9 credits** of 55xx courses in their fourth year that will count toward their Master's degree, and enable them to complete both degrees in five years instead of six. *Contingent upon Graduate Council's approval of the accelerated BS/MS program.*

Other Business:

1. Proposed revised [BAS Committee Bylaws](#) – subcommittee of UCC

G. FUTURE BUSINESS:

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

2. **Reference:** **Accelerated Programs Policy Proposal-11-18-20-rev**

3. **Course and Program Duplication -- placeholder; deferred until Fall 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?

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

5. **Impact Response Timeline**
   Clarify how long POs should hold proposals awaiting impact responses before submitting to UCC

6. **Ramifications of Student Learning Outcomes**
   Do faculty want to be involved in monitoring and overseeing assessment? If so, what mechanism or entity should be implemented to manage this task? Does UCC want to take on the responsibility as part of their purview, or create a new subcommittee similar to GERC, or some other option?

7. **Collaboration between UCC and Graduate School -** Continue discussions with Graduate School on closer collaboration on proposals that affect both catalogs.

8. **Potential Revisions to UCC's Bylaws**

9. **Catalog Format Review Subcommittee – placeholder; deferred indefinitely until new Associate Registrar is hired**
   Undergraduate Catalog Update Process and Timeline
   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: 4:52 p.m.

APPENDICES

CURRICULUM PROPOSALS APPROVED:

1. Proposal #24 from **Economics** to remove ECON 4474 from requirements for the BBA in Economics

2. Proposal #25 *pending sign-off from Workplace Training and Leadership* from **Political Science** to renumber courses and change levels: POLS 2202 to POLS 1102 (Objective 7 Gen Ed course), POLS 3313 to POLS 2213, POLS 3331 to 2231, and create new POLS 3319. *GERC had no concerns about the Objective 7 Gen Ed course renumber to POLS 1102; the change will be reflected on Proposal #70. Changes affect Secondary Ed Proposal #29 and PHIL Proposal #60. Approval contingent upon sign-off from Workplace Training and Leadership.*

3. Proposal #29 from **Secondary Education** to update POLS course numbers in the American Government and Political Science Endorsements to match changes in POLS Proposal #25. ***Contingent upon approval of Proposal #25***

4. Proposal #36 from **Sociology, Social Work, and Criminology** to create several new SOC and SOWK courses, new SOWK 1101 as a new Objective 6 Gen Ed course, delete SOC 3335, 3366, 4402, 4413 and SOWK 2271, and add several electives to the curriculum for BA in Sociology with Criminology Concentration. ***Changes affect Proposal #38***. *GERC approved SOWK 1101 as an Objective 6 Gen Ed course.* *Changes affect Graduate catalog.*

5. Proposal #38 from **Sociology, Social Work, and Criminology** to update the curriculum for the BA in Social Work, incorporating new Objective 6 Gen Ed course SOWK 1101, among other changes. ***Contingent upon approval of Proposal #36***.

6. Proposal #47 from **Global Studies and Languages** to update GLBL course semester offerings, update course description for GLBL 3400, and create new course GLBL 4490.

7. Proposal #48 **as amended** from **Computer Science** to update BS 4465 course title, description and repeatability, and to add CS 4461 to B.S. degree requirements. ***Contingent upon approval of ECE Proposal #34***

8. Proposal #55 from **Global Studies and Languages** to add GLBL 2202, GLBL 3380, and GLBL 4420 as electives for the BA in Spanish for Health Professions.

9. Proposal #58 from **Communication, Media, and Persuasion** to create a new **Minor in Social Media**, merge the BA Communication – Visual Media Emphasis: Photo Media Track and Video Track into a single **Photo-Video Track**; create a new BA Communication – **Social Media & Digital Communications Emphasis**, update courses and curricula, create new course CMP 4459, and delete CMP 3332, 3333, 3375, and 4457. ***Changes affect CMP Proposal #65***. *Requires a Letter of Notification to OSBE.*

10. Proposal #60 **as amended** from **Philosophy** to create new PHIL 2235 to replace PHIL 3335 being deleted, to match changes in cross-listed courses in POLS Proposal #25. ***Contingent upon approval of Proposal #25***

CURRICULUM PROPOSALS REMANDED for revisions:

R1. Proposal #59 from **Geosciences** to update GEOL course credits and prerequisites, create new course GEOL 3392 to replace GEOL 2292 being deleted. ***Contingent upon approval of Proposal #36.*** *Needs further rationale in course description why credit increase from 3 to 4 is warranted.*

Undergraduate Curriculum Council (UCC)
November 4, 2021 – 3:00-5:00 p.m. via Zoom
Volume XXXVII, Meeting 9 (23-09)
MINUTES – *Approved by Curriculum Council on December 13, 2021 via email vote; Accepted by Faculty*
Senate on December 15, 2021 via email vote; Accepted by Academic Affairs on December 22, 2021

A. **PRELIMINARIES**
1a. Attendance:

Members:	Carmen Febles, Ines Jindra, Joanne Toevs, Randa Kress, Janet Loxterman, Steve Clay, Wesley Usyak, Wendy Mickelsen, LaVona Andrew, Shanna O'Connor
Ex-Officio:	Sarah Mead, Ivory Fort, Buck Benson, Tiffany Mitchell
Admin. Asst:	Catherine Read

1b. Excused: Steve Byers; Margaret Johnson
Absent: Ben Bolin
1c. Guests: None

1. Announcements: none

2. Council **approved** its Minutes for **October 28, 2021**

3. Report from the Executive Committee:
   - Met on Monday and discussed accelerated program proposals and standardizing format for listing eligible courses as 44xx/55xx, and providing a link to the Graduate Catalog.
   - Clarification what standardized language should be used for the front-facing text.
   - Create a working group to figure out a standardized template for accelerated programs after working through this initial bunch to get a feel for what works and what doesn't. Bring a template to full UCC in early Spring for consideration.
     o Working group volunteers: Sarah Mead, Shanna O'Connor, Janet Loxterman, Carmen Febles

4. Information from Academic Affairs: none

5. Current Subcommittee Activities:
   a. General Education Requirements Committee (GERC) update
      1) Council **accepted** GERC Minutes for October 26, 2021

   b. BAS Committee update
      1) Council **accepted** BAS Committee Minutes for September 23, 2021

6. Information from the Chair: Provost candidates coming to campus tomorrow and next week.

7. Information from the Faculty Senate and other Councils:
   a. Faculty Senate: nothing to report

   b. **Academic Standards Council** –
      1) use of professional credits in an undergraduate degree:
         Affects UCC 2022-23_Proposal-020_COH_Create_BSHS Pharmacotherapy Concentration – see Chris Hunt's notes in Part D

         Shanna O'Connor reported there are behind-the-scenes conversations that will require more work before Academic Standards can make a determination. This proposal will probably be withdrawn for now and come back again in the next catalog cycle in the Spring.

8. Other related information or questions: none

B. **INFORMATION ITEMS:**

REMANDED last week -- needs further rationale in course description regarding credit increase
Proposal #59 from **Geosciences** to update GEOL course credits and prerequisites, create new
course GEOL 3392 to replace GEOL 2292 being deleted. ***Contingent upon approval of Proposal
#36.***

Janet has reached out to the PO; he understands the clarifications that are needed and will talk
with his chair to get this finished up.

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

D. **UNFINISHED BUSINESS:**

Accelerated or Combined Bachelor's/Master's proposals – need Grad Council's approval, too:

1. Council **approved** Proposal #51 **as amended** from CAL **English** to create a combined/accelerated
    BA/MA 4+1 program in English allowing undergraduate students to take **12 credits** of 55xx courses
    in their fourth year that will count toward their Master's degree, and enable them to complete both
    degrees in five years instead of six. Also creates new ENGL 4411 ~~and new ENGL 2215 Objective 9
    (or 4?) Gen Ed course.~~ ***~~Requires GERC's approval of ENGL 2215 as new Gen Ed course.~~***
    [Department chose to withdraw the new course since it does not fit in Objective 9.] ***Contingent upon
    Graduate Council's approval of the combined BA/MA program.***

2. Council **approved** Proposal #57 **as amended** from COSE **Civil Engineering** to create an accelerated
    BS/MS 4+1 program in Civil Engineering (Appendix x) allowing undergraduate students to take **9
    credits** of 55xx courses in their fourth year that will count toward their Master's degree, and enable
    them to complete both degrees in five years instead of six. ***Contingent upon Graduate Council's
    approval of the accelerated BS/MS program.***

The Working Group just formed above will figure out the catalog layout details of the explanatory
verbiage in the accelerated proposals

Interrelated group:
3. Council **approved** Proposal #34 from COSE **Electrical & Computer Engineering** to change EE
    prefix to ECE by creating new ECE courses and deleting all EE courses from the catalog, in
    accordance with the already approved departmental name change. *Changes affect Graduate Catalog,
    NE Proposal #22 and CS Proposal #48 and ME Proposal #37*

4. Council **approved** Proposal #22 **as amended** from COSE **Nuclear Engineering** to substitute ECE
    2205 for EE 2240 and NE 4478 for EE 4416 in the BS Nuclear Engineering curriculum, since both
    EE courses are being deleted from the catalog. ***Contingent upon approval of ECE*** Proposal #34.

Interrelated group:
5. Council **approved** Proposal #52 **as amended** from COH **Homeland Security & Emergency
    Management** to update curriculum and courses HSEM 3360, HSEM 4410 and HSEM 4425, and to
    delete all remaining EMGT courses from the catalog. ***Changes affect*** Proposal #46. *Changes may
    affect Graduate catalog?*

6. Council **approved** Proposal #46 from COH **Emergency Medical Services** to update the curriculum for the BS Health Science: Emergency Medical Services concentration and its various tracks. Also change the number credits for EMS 4409. ***Changes affect*** *Proposal #52.*

Other Business:

1. Council voted to **remand** the proposed revised BAS Committee Bylaws for their review and approval of the suggested changes.

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

F. **NEW BUSINESS:** Council voted to **untable** the New Business for consideration

State Proposals for Endorsement: None this week

Curriculum, Course, and Program Change Proposals:

Accelerated or Combined Bachelor's/Master's proposals – need Grad Council's approval, too:
1. Proposal #64 from COSE **Chemistry** to update the BS/MS in Chemistry and in Biochemistry to the more standardized accelerated format. ***Contingent upon Graduate Council's approval of the accelerated BS/MS program.***

2. Proposal #37 from COSE **Mechanical Engineering** to update curriculum and courses, create new courses ME 4421, ME 4437, and ME 4453 and new accelerated pathway from BS to PhD. ***Contingent upon approval of ECE*** *Proposal #34*. ***Contingent upon Graduate Council's approval of the accelerated BS/MS program.***

Single, stand-alone proposals
3. Council **approved** Proposal #26 from CAL **Music** to create new elective course MUSC 4422 Revolutions in Music.

4. Proposal #30 **as amended** from COSE **Biological Sciences** to remove BIOL 1100L (lab course only) from the catalog, and from Objective 5 of the Gen Ed program, while retaining the lecture course BIOL 1100. ***Contingent upon GERC's approval to remove the course from the General Education program.***

5. Council **approved** Proposal #31 resubmitted after revisions from COP **Pharmacy** to update the PharmD curriculum and courses, remove BIOL cross-listings and pre-requisites, delete PHAR 9941L, 9944L, 9945L, and 9952 lab courses that have been incorporated into the lecture courses.

6. Proposal #44 from COSE **Biological Sciences** to update courses and BS Biology concentrations curricula, create new courses BIOL 1191 and BIOL 4430, delete BIOL 2230 from catalog.

Interrelated group:
7. Council **approved** Proposal #35 from COB **Marketing and Management** to delete BA 1110 from the catalog. Proposal includes all necessary changes to COE Business Technology and Outdoor Education.

8. **WITHDRAWN:** Proposal #66 from COE **Business Education** to delete BA 1110 from Business Technology Endorsements. ***Duplicates changes included in*** **Proposal #35** *– College chose to withdraw this proposal.*

Interrelated group:

9. Council **approved** Proposal #43 **as amended** from CAL **History** to create new HIST 44xx to crosslist with MLS 3320, delete HIS 4411, and update History electives. ***Changes affect Military Science Proposal #73***

10. Council **approved** Proposal #73 **as amended** from CAL **Military Science** to update MSL 3320 to be equivalent and crosslisted with new HIST 44xx. ***Contingent upon approval of HIST Proposal #43***

Interrelated group:

11. Proposal #74 from COB **Business Informatics** to change course prefix from INFO to CYBR for cybersecurity courses sponsored by Informatics Research Institute; this change will help these courses better mesh with College of Techology's Industrial Cybersecurity Engineering Technology program. ***Changes affect ESTEC Proposal #50.***

12. Proposal #50 from COT **ESTEC Industrial Cybersecurity Engineering Technology** for minor curriculum updates and to create new course CYBR 4488 *[which duplicates CYBR 4419 being created by Proposal #74 to replace INFO 4419]*. ***Contingent upon approval of INFO Proposal #74***

Other Business: Sarah Mead will get the

G. FUTURE BUSINESS:

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

2. **Reference: Accelerated Programs Policy Proposal-11-18-20-rev**

3. **Course and Program Duplication -- placeholder; deferred until Fall 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?

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

5. **Impact Response Timeline**
   Clarify how long POs should hold proposals awaiting impact responses before submitting to UCC

6. **Ramifications of Student Learning Outcomes**
   Do faculty want to be involved in monitoring and overseeing assessment? If so, what mechanism or entity should be implemented to manage this task? Does UCC want to take on the responsibility as part of their purview, or create a new subcommittee similar to GERC, or some other option?

7. **Collaboration between UCC and Graduate School -** Continue discussions with Graduate School on closer collaboration on proposals that affect both catalogs.

8. **Potential Revisions to UCC's Bylaws**

9. **Catalog Format Review Subcommittee – placeholder; deferred indefinitely until new Associate Registrar is hired**

   Undergraduate Catalog Update Process and Timeline

   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: 4:36 pm**

APPENDICES

CURRICULUM PROPOSALS APPROVED:

1. Proposal #22 **as amended** from COSE **Nuclear Engineering** to substitute ECE 2205 for EE 2240 and NE 4478 for EE 4416 in the BS Nuclear Engineering curriculum, since both EE courses are being deleted from the catalog. ***Contingent upon approval of ECE*** *Proposal #34*.

2. Proposal #26 from CAL **Music** to create new elective course MUSC 4422 Revolutions in Music.

3. Proposal #31 **as amended** resubmitted after revisions from COP **Pharmacy** to update the PharmD curriculum and courses, remove BIOL cross-listings and pre-requisites, delete PHAR 9941L, 9944L, 9945L, and 9952 lab courses that have been incorporated into the lecture courses.

4. Proposal #34 from COSE **Electrical & Computer Engineering** to change EE prefix to ECE by creating new ECE courses and deleting all EE courses from the catalog, in accordance with the already approved departmental name change. *Changes affect Graduate Catalog, NE Proposal #22 **and** CS Proposal #48 **and** ME Proposal #37*

5. Proposal #35 **as amended** from COB **Marketing and Management** to delete BA 1110 from the catalog. Proposal includes all necessary changes to COE Business Technology and Outdoor Education.

6. Proposal #43 **as amended** from CAL **History** to create new HIST 4449 to crosslist with MLS 3320, delete HIS 4411, and update History electives. ***Changes affect Military Science*** *Proposal #73*

7. Proposal #46 from COH **Emergency Medical Services** to update the curriculum for the BS Health Science: Emergency Medical Services concentration and its various tracks. Also change the number credits for EMS 4409. ***Changes affect*** *Proposal #52*.

8. Proposal #51 **as amended** from CAL **English** to create a **combined/accelerated BA/MA 4+1 program in English** allowing undergraduate students to take **12 credits** of 55xx courses in their fourth year that will count toward their Master's degree, and enable them to complete both degrees in five years instead of six. Also creates new ENGL 4411 and new ENGL 2215 Objective 9 (or 4?) Gen Ed course. ***Requires GERC's approval of ENGL 2215 as new Gen Ed course.*** *Contingent upon Graduate Council's approval of the combined BA/MA program.*

9. Proposal #52 **as amended** from COH **Homeland Security & Emergency Management** to update curriculum and courses HSEM 3360, HSEM 4410 and HSEM 4425, and to delete all remaining EMGT courses from the catalog. ***Changes affect*** *Proposal #46*. *Changes may affect Graduate catalog?*

10. Proposal #57 **as amended** from COSE **Civil Engineering** to create an accelerated BS/MS 4+1 program in Civil Engineering allowing undergraduate students to take **9 credits** of 55xx courses in their fourth year that will count toward their Master's degree, and enable them to complete both degrees in five years instead of six. *Contingent upon Graduate Council's approval of the accelerated BS/MS program.*

11. Proposal #73 **as amended** from CAL **Military Science** to update MSL 3320 to be equivalent and crosslisted with new HIST 4449. ***Contingent upon approval of HIST*** *Proposal #43*

CURRICULUM PROPOSALS WITHDRAWN:

W-1. Proposal #66 from COE **Business Education** to delete BA 1110 from Business Technology Endorsements. ***Duplicates changes included in Proposal #35 – College chose to withdraw this proposal.***

Undergraduate Curriculum Council (UCC)
November 11, 2021 – 3:00-5:00 p.m. via Zoom
Volume XXXVII, Meeting 10 (23-10)
MINUTES – *Approved by Curriculum Council on December 13, 2021 via email vote; Accepted by Faculty*
Senate on December 15, 2021 via email vote; Accepted by Academic Affairs on December 22, 2021

A. PRELIMINARIES

1a. Attendance:

Members:	Ines Jindra, Steve Byers, Joanne Toevs, Randa Kress, Janet Loxterman, Steve Clay, Wesley Usyak, Wendy Mickelsen, LaVona Andrew, Shanna O'Connor
Ex-Officio:	Sarah Mead, Ivory Fort, Buck Benson, Tiffany Mitchell, Margaret Johnson
Admin. Asst:	Catherine Read

1b. Excused: Carmen Febles;
Absent: Ben Bolin

1c. Guests: None

1. Announcements: none

2. Minutes for **November 4, 2021 --** will vote by email

3. Report from the Executive Committee:
   Met with DeWayne Derryberry (Math chair) and Jasun Carr, (Faculty Senate chair) to discuss the faculty vote on Math Proposal #80. Only tenure-track faculty were included as eligible faculty, which does not comport with the Faculty Constitution' definition of faculty.

4. Information from Academic Affairs: none this week

5. Current Subcommittee Activities:
   a. General Education Requirements Committee (GERC) update
      Met on Tuesday. English and Anthropology withdrew their proposed Gen Ed courses for now. Awaiting revised assessment plans for approved Gen Ed courses. GERC is starting their review of the Gen Ed program as a whole; soliciting faculty feedback. Decided to meet again on November 30 since the regularly scheduled meeting on November 23 falls during Thanksgiving Break.

   b. BAS Committee update: none this week
                                                                    .

6. Information from the Chair: none

7. Information from the Faculty Senate and other Councils:
   a. **Academic Standards Council** –
      1) use of professional credits in an undergraduate degree:
         Affects UCC 2022-23_Proposal-020_COH_Create_BSHS Pharmacotherapy Concentration – see Chris Hunt's notes in Part D
         UCC Proposal has been **withdrawn** *from the Fall 2022 catalog cycle.*

8. Other related information or questions: none this week

B. INFORMATION ITEMS

WITHDRAWN Proposals:

Proposal #6 from COSE **Physics** to eliminate the CHEM 1112 requirement from the A.S. in Physics. **WITHDRAWN** by College, per email 10/5/2021

Proposal #8 from COB Business to update courses in BS in Business program to ensure all are listed as online -- **WITHDRAWN** by department.

Proposal #16 from COT ESTEC to create a new Industrial Mechanic certificate -- **postponed** until 2023-24 catalog

Proposal #20 from COP **Pharmacy** to add a Pharmacotherapy concentration to the BS in Health Sciences. **WITHDRAWN** by department; requires more time to work out professional credits issue

Proposal #72 from COSE **Math & Statistics** to change course prerequisites -- **postponed** until 2023-24 catalog

Proposal #76 from COT **Technical Department** to course updates and deletions -- **postponed** until 2023-24 catalog

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

D. **UNFINISHED BUSINESS**

Single, stand-alone proposals

1. Proposal #30 **as amended** from COSE **Biological Sciences** to remove BIOL 1100L (lab course only) from the catalog, and from Objective 5 of the Gen Ed program, while retaining the lecture course BIOL 1100. *Contingent upon GERC's approval to remove the course from the General Education program.*

   Janet Loxterman explained the department wants to have more flexibility to respond to current topics since it takes a lot of work to create a lab to fit with the lecture course. BIOL 2227 is another non-science major course that students could take.

   Council voted **to move this proposal to the 'Parking Lot'** pending GERC's decision.

2. Council **approved** Proposal #44 from COSE **Biological Sciences** to update courses and BS Biology concentrations curricula, create new courses BIOL 1191 and BIOL 4430, delete BIOL 2230 from catalog.

Accelerated or Combined Bachelor's/Master's proposals – need Grad Council's approval, too:

3. Council **approved** Proposal #64 from COSE **Chemistry** to update the BS/MS in Chemistry and in Biochemistry to the more standardized accelerated format. *Contingent upon Graduate Council's approval of the accelerated BS/MS programs.*

4. Council **approved** Proposal #37 from COSE **Mechanical Engineering** to update curriculum and courses, create new courses ME 4421, ME 4437, and ME 4453 and new accelerated pathway from BS to PhD. *Contingent upon approval of ECE Proposal #34. Contingent upon Graduate Council's approval of the accelerated BS/MS programs.*

Interrelated group:

5. Council **approved** Proposal #74 from COB **Business Informatics** to change course prefix from INFO to CYBR for cybersecurity courses sponsored by Informatics Research Institute; this change will help these courses better mesh with College of Techology's Industrial Cybersecurity Engineering Technology program. *Changes affect ESTEC Proposal #50.*

6. Council **approved** Proposal #50 from COT **ESTEC Industrial Cybersecurity Engineering Technology** for minor curriculum updates and to create new course CYBR 4488. ***Contingent upon approval of INFO Proposal #74***

Other Business:

1. Council **approved** the revised BAS Committee Bylaws as-is **with a recommendation** that BAS Committee include an eligibility clause next time the committee revisits these bylaws to clarify department chairs with an appointment of less than 50% administrative appointment are eligible to serve on the committee.

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

F. **NEW BUSINESS:**

State Proposals for Endorsement: None this week

Curriculum, Course, and Program Change Proposals: untabled for discussion

Council discussed and approved some of the proposals below, and tabled the rest until next time, as indicated below.

Single, stand-alone proposals

1. Proposal #41 from COT **Health Information Technology** to update curriculum and courses, create new HIT 0216 and HIT 0217, delete HIT 0201, HIT 0203, and HIT 0214.

2. Council **approved** Proposal #59 **as amended** from **Geosciences** to update GEOL course credits and prerequisites, create new course GEOL 3392 to replace GEOL 2292 being deleted. ***Contingent upon approval of Proposal #36***. Had been remanded, now resubmitted with requested changes.

3. Proposal #67 **as amended** from COH **Physical & Occupational Therapy** to update courses and curriculum, replace deleted courses PTOT 4403 & 4404 with new courses PTOT 4481 & 4407 respectively. *Changes affect Graduate Catalog,*

4. Council **approved** Proposal #68 **as amended** from COT **Health Occupations** to add PNUR 0115 back into the ITC in Practical Nursing, Traditional Option, change PNUR 0123 from 3 credits to 2 credits.

5. Proposal #69 from COH **Nursing** to add licensure prerequisite statements as footnotes to BSN Nursing Completion program.

6. Council **approved** Proposal #75 from COB **Marketing & Management** to rename MKTG 4454 to The Future of Markets.

7. Proposal #78 from COB **Finance & Economics** to create new 9-credit Certificate in Labor Economics, minor course prerequisite updates, new ECON 4473 course. *Requires Letter of Notification to OSBE.*

Interrelated group:

8. Council **approved** Proposal #61 from COB **Marketing & Management** to create new MKTG 4470, MGT 4412, and MGT 1116 Business Math courses. ***Changes affect Proposal #80 for proposed cross-listing with new MATH 1116.***

9. Proposal #80 from COSE **Math & Statistics** to create new MATH 1116 course to cross-list with proposed new course MGT 1116. ***Contingent upon approval of Proposal #61 for proposed cross-listing.***
   Council **remanded** back to Math department for vote from all full-time faculty.

Accelerated or Combined Bachelor's/Master's proposals – need Grad Council's approval, too:

10. Proposal #65 from CAL **Communication, Media, and Persuasion** to create accelerated pathways for BA/MA in Communication, including emphases and tracks. ***Contingent upon Graduate Council's approval of the accelerated BA/MA programs.***

Other Business: none this week

G. FUTURE BUSINESS:

1. **Accelerated Programs Catalog Layout Working Group:** create standardized catalog format for UCC's consideration Spring 2022
   Members: Sarah Mead, Shanna O'Connor, Janet Loxterman, Carmen Febles

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

3. **Reference: Accelerated Programs Policy Proposal-11-18-20-rev**

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

7. **Ramifications of Student Learning Outcomes**
   Do faculty want to be involved in monitoring and overseeing assessment? If so, what mechanism or entity should be implemented to manage this task? Does UCC want to take on the responsibility as part of their purview, or create a new subcommittee similar to GERC, or some other option?

8. **Collaboration between UCC and Graduate School -** Continue discussions with Graduate School on closer collaboration on proposals that affect both catalogs.

9. **Potential Revisions to UCC's Bylaws**

10. **Catalog Format Review Subcommittee** – placeholder; deferred indefinitely until new Associate **Registrar is hired**

> Undergraduate Catalog Update Process and Timeline
>
> 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: 4:35 p.m.**

APPENDICES

ACTIONS APPROVED or ENDORSED:

A. BAS Committee Bylaws as-is**, with a recommendation** that BAS Committee include an eligibility clause next time the committee revisits these bylaws to clarify department chairs with an appointment of less than 50% administrative appointment are eligible to serve on the committee.

CURRICULUM PROPOSALS APPROVED:

1. Proposal #37 from COSE **Mechanical Engineering** to update curriculum and courses, create new courses ME 4421, ME 4437, and ME 4453 and new accelerated pathway from BS to PhD. *Contingent upon approval of ECE Proposal #34. Contingent upon Graduate Council's approval of the accelerated BS/MS programs.*

2. Proposal #44 from COSE **Biological Sciences** to update courses and BS Biology concentrations curricula, create new courses BIOL 1191 and BIOL 4430, delete BIOL 2230 from catalog.

3. Proposal #50 from COT **ESTEC Industrial Cybersecurity Engineering Technology** for minor curriculum updates and to create new course CYBR 4488*. Contingent upon approval of INFO Proposal #74*

4. Proposal #59 **as amended** from **Geosciences** to update GEOL course credits and prerequisites, create new course GEOL 3392 to replace GEOL 2292 being deleted. *Contingent upon approval of Proposal #36*. Had been remanded, now resubmitted with requested changes.

5. Proposal #61 from COB **Marketing & Management** to create new MKTG 4470, MGT 4412, and MGT 1116 Business Math courses. *Changes affect Proposal #80 for proposed cross-listing with new MATH 1116.*

6. Proposal #64 from COSE **Chemistry** to update the BS/MS in Chemistry and in Biochemistry to the more standardized accelerated format. *Contingent upon Graduate Council's approval of the accelerated BS/MS programs.*

7. Proposal #68 **as amended** from COT **Health Occupations** to add PNUR 0115 back into the ITC in Practical Nursing, Traditional Option, change PNUR 0123 from 3 credits to 2 credits.

8. Proposal #74 from COB **Business Informatics** to change course prefix from INFO to CYBR for cybersecurity courses sponsored by Informatics Research Institute; this change will help these courses

better mesh with College of Techology's Industrial Cybersecurity Engineering Technology program. ***Changes affect ESTEC Proposal #50.***

9. Proposal #75 from COB **Marketing & Management** to rename MKTG 4454 to The Future of Markets.

CURRICULUM PROPOSALS REMANDED:

R1. Proposal #80 from COSE **Math & Statistics** to create new MATH 1116 course to cross-list with proposed new course MGT 1116. ***Contingent upon approval of Proposal #61 for proposed cross-listing.***

CURRICULUM PROPOSALS WITHDRAWN:

1) Proposal #6 from COSE **Physics** to eliminate the CHEM 1112 requirement from the A.S. in Physics. **WITHDRAWN** by College, per email 10/5/2021

2) Proposal #8 from COB Business to update courses in BS in Business program to ensure all are listed as online -- **WITHDRAWN** by department.

3) Proposal #16 from COT ESTEC to create a new Industrial Mechanic certificate -- **postponed** until 2023-24 catalog

4) Proposal #20 from COP **Pharmacy** to add a Pharmacotherapy concentration to the BS in Health Sciences. **WITHDRAWN** by department; requires more time to work out professional credits issue

5) Proposal #72 from COSE **Math & Statistics** to change course prerequisites -- **postponed** until 2023-24 catalog

6) Proposal #76 from COT **Technical Department** to course updates and deletions -- **postponed** until 2023-24 catalog

Undergraduate Curriculum Council (UCC)
November 18, 2021 – 3:00-5:00 p.m. via Zoom
Volume XXXVII, Meeting 11 (23-11)
MINUTES – *Approved by Curriculum Council on December 13, 2021 via email vote; Accepted by Faculty*
Senate on December 15, 2021 via email vote; Accepted by Academic Affairs on December 22, 2021

A. PRELIMINARIES

1a. Attendance:

Members:	Carmen Febles; Ines Jindra, Steve Byers, Joanne Toevs, Ben Bolin, Randa Kress, Janet Loxterman, Steve Clay, Wesley Usyak, Wendy Mickelsen, LaVona Andrew, Shanna O'Connor
Ex-Officio:	Sarah Mead, Ivory Fort, Buck Benson, Tiffany Mitchell, Margaret Johnson
Admin. Asst:	Catherine Read

1b. Excused: N/A
1c. Guests: None

1. Announcements: none

2. Minutes for **November 4, 2021** and **November 11, 2021 –** *will vote by email*

3. Report from the Executive Committee:
    Met Monday and set the agenda for today's meeting. All proposals have been processed.

4. Information from Academic Affairs:
    Provost candidates came to campus, search is progressing.

5. Current Subcommittee Activities:
    a. General Education Requirements Committee (GERC) update
        Carmen Febles met with GERC Executive Committee, discussed Biology proposal to remove BIOL 1100L. Ramifications need consideration; decision regarding deleting the lab not under GERC's purview, but is probably under UCC's purview.

    b. BAS Committee update -- won't meet again until spring.
        .
6. Information from the Chair -- none

7. Information from the Faculty Senate and other Councils:
    a. **Academic Standards Council** –
        1) use of professional credits in an undergraduate degree:
            Affects UCC 2022-23_Proposal-020_COH_Create_BSHS Pharmacotherapy Concentration – see Chris Hunt's notes in Part D
            UCC Proposal has been **withdrawn** *from the Fall 2022 catalog cycle.*

8. Other related information or questions: none

B. INFORMATION ITEMS

Remanded last time back to department for updated faculty vote:

1. [Proposal #80](#) from COSE **Math & Statistics** to create new MATH 1116 course to cross-list with proposed new course MGT 1116. ***Contingent upon approval of [Proposal #61](#) for proposed cross-listing.*** Awaiting updated faculty vote.
   Carmen spoke with DeWayne Derryberry, the Math Chair. He plans to introduce this proposal at the upcoming faculty meeting and will hold a vote. Faculty Senate is concerned that Math's faculty eligibility criteria are not in compliance with the Faculty Constitution.
   This proposal may have to wait until next catalog cycle.

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

D. **UNFINISHED BUSINESS**

1. Council **approved** [Proposal #41](#) **as amended** from COT **Health Information Technology** to update curriculum and courses, create new HIT 0216 and HIT 0217, delete HIT 0201, HIT 0203, and HIT 0214.

2. Council **approved** [Proposal #67](#) **as amended** from COH **Physical & Occupational Therapy** to update courses and curriculum, replace deleted courses PTOT 4403 & 4404 with new courses PTOT 4481 & 4407 respectively. *Changes affect Graduate Catalog,*

3. Council **approved** [Proposal #69](#) from COH **Nursing** to add licensure prerequisite statements as footnotes to BSN Nursing Completion program.

4. Council **approved** [Proposal #78](#) from COB **Finance & Economics** to create new 9-credit Certificate in Labor Economics, minor course prerequisite updates, new ECON 4473 course. *Requires Letter of Notification to OSBE.*

Accelerated or Combined Bachelor's/Master's proposals – need Grad Council's approval, too:

5. Council **approved** [Proposal #65](#) from CAL Communication, Media, and Persuasion to create accelerated pathways for BA/MA in Communication, including emphases and tracks. ***Contingent upon Graduate Council's approval of the accelerated BA/MA programs.***

Other Business: none

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

Council voted to **untable** this proposal for discussion.

1. [Proposal #30](#) **as amended** from COSE **Biological Sciences** to remove BIOL 1100L (lab course only) from the catalog, and from Objective 5 of the Gen Ed program, while retaining the lecture course BIOL 1100. ***Contingent upon GERC's approval to remove the course from the General Education program.*** Awaiting GERC's decision.
   Much discussion; Biology does not have the resources to continue teaching the lab. Janet Loxterman will solicit impacts from the departments offering alternate lab courses to ensure they can absorb the additional students once this lab goes away.

Council voted **remand** (with one opposed) this proposal back to Biology for additional impacts.

F. NEW BUSINESS:

State Proposals for Endorsement: none this week

Curriculum, Course, and Program Change Proposals:

1. Council **approved** [Proposal #71](#) from CAL P**hilosophy** for minor changes to Philosophy major curriculum.

2. Council **approved** [Proposal #77](#) from CAL **Military Science** to add leveled MSL physical fitness courses, delete MSL 1110 and MSL 3310, update Minor requirements.

3. [Proposal #81](#) from CAL **Psychology** to change PSYC 4439 course description to match graduate catalog, update semester offerings for PSYC 3328 & 4475.

4. Council **approved** [Proposal #84](#) from COH **Homeland Security & Emergency Management** to delete HSEM 4470 Public Health Emergencies and replace it with new course HSEM 4440 Health and Medical Disaster Management

Accelerated or Combined Bachelor's/Master's proposals – need Grad Council's approval, too:

5. [Proposal #56](#) from COH **Community and Public Health** to create an accelerated pathway from BA/BS in Community and Public Health to Master's in Public Health (MPH). ***Contingent upon Graduate Council's approval of the accelerated BA/MA programs.***

6. [Proposal #85](#) from COH **Community and Public Health** to create an accelerated pathway from BA/BS in Community and Public Health to Master's in Health Education (MHE). ***Contingent upon Graduate Council's approval of the accelerated BA/MA programs.***

Awaiting a few impacts or confirmation:

7. [Proposal #40](#) from COE **Elementary Education** to add new EDUC 3327 Young Adult Literature for Teachers, update pre-reqs for EDUC 3321, and update the English teaching endorsements.

8. Council **approved** [Proposal #62](#) **as amended** from CAL **Theatre & Dance** to pare down the Dance Minor, change DAAC courses to DANC, delete several DANC courses that no longer have faculty to teach them.

9. Council **approved** [Proposal #82](#) from COB **Business Informatic**s to remove the Business Informatics curriculum from the catalog. The INFO courses and program will be discontinued next catalog cycle for program health reasons.

10. [Proposal #79](#) **as amended** from COE **Human Performance & Sport Studies** to change BA/BS in Physical Education program emphases into separate majors: BS in Exercise Science, BS in Outdoor Education, BA in Sport Management, and to delete the BA/BS Physical Education: Teaching Emphasis (K-12). ***Requires OSBE approval of State Proposals (Short Forms) for the new degrees, and Letter of Notification to eliminate the remaining emphasis. Awaiting verification by college to eliminate the Teaching Emphasis.***

11. [Proposal #70](#) from GERC **General Education Requirements Committee** to update the General Education Program incorporating the new Gen Ed courses approved by GERC and UCC for the Fall 2022 catalog, and incorporate changes to competencies for each GEM Objective in accordance with updated SBOE Policy III.N. and minor changes to Objective 7 competencies as recommended in the

Objective 7 ORC report and approved by GERC. ***Awaiting GERC and UCC decisions on [Proposal #30](#).***

Other Business: none this week

G. FUTURE BUSINESS:

1. **Accelerated Programs Catalog Layout Working Group:** create standardized catalog format for UCC's consideration Spring 2022
   Members: Sarah Mead, Shanna O'Connor, Janet Loxterman, Carmen Febles

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

3. **Reference:** **[Accelerated Programs Policy Proposal-11-18-20-rev](#)**

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

7. **Ramifications of Student Learning Outcomes**
   Do faculty want to be involved in monitoring and overseeing assessment? If so, what mechanism or entity should be implemented to manage this task? Does UCC want to take on the responsibility as part of their purview, or create a new subcommittee similar to GERC, or some other option?

8. **Collaboration between UCC and Graduate School -** Continue discussions with Graduate School on closer collaboration on proposals that affect both catalogs.

9. **Potential Revisions to [UCC's Bylaws](#)**

10. **Catalog Format Review Subcommittee – placeholder; deferred indefinitely until new Associate Registrar is hired**
    [Undergraduate Catalog Update Process and Timeline](#)
    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: 4:50 p.m.

APPENDICES

CURRICULUM PROPOSALS APPROVED:

1. Proposal #41 **as amended** from COT **Health Information Technology** to update curriculum and courses, create new HIT 0216 and HIT 0217, delete HIT 0201, HIT 0203, and HIT 0214.

2. Proposal #62 **as amended** from CAL **Theatre & Dance** to pare down the Dance Minor, change DAAC courses to DANC, delete several DANC courses that no longer have faculty to teach them.

3. Proposal #65 from CAL Communication, Media, and Persuasion to create accelerated pathways for BA/MA in Communication, including emphases and tracks. ***Contingent upon Graduate Council's approval of the accelerated BA/MA programs.***

4. Proposal #67 **as amended** from COH **Physical & Occupational Therapy** to update courses and curriculum, replace deleted courses PTOT 4403 & 4404 with new courses PTOT 4481 & 4407 respectively. *Changes affect Graduate Catalog,*

5. Proposal #69 from COH **Nursing** to add licensure prerequisite statements as footnotes to BSN Nursing Completion program.

6. Proposal #71 from CAL **P**hilosophy for minor changes to Philosophy major curriculum.=

7. Proposal #77 from CAL **Military Science** to add leveled MSL physical fitness courses, delete MSL 1110 and MSL 3310, update Minor requirements.

8. Proposal #78 from COB **Finance & Economics** to create new 9-credit Certificate in Labor Economics, minor course prerequisite updates, new ECON 4473 course. *Requires Letter of Notification to OSBE.*

9. Proposal #82 from COB **Business Informatic**s to remove the Business Informatics curriculum from the catalog. The INFO courses and program will be discontinued next catalog cycle for program health reasons.

10. Proposal #84 from COH **Homeland Security & Emergency Management** to delete HSEM 4470 Public Health Emergencies and replace it with new course HSEM 4440 Health and Medical Disaster Management

CURRICULUM PROPOSALS REMANDED:

R-1. Proposal #30 **as amended** from COSE **Biological Sciences** to remove BIOL 1100L (lab course only) from the catalog, and from Objective 5 of the Gen Ed program, while retaining the lecture course BIOL 1100. ***Awaiting GERC's approval to remove the course from the General Education program.*** Remanded to department for reconsideration and obtain impact statements from departments offering alternative lab courses regarding increased enrollments.

Undergraduate Curriculum Council (UCC)
December 2, 2021 – 3:00-5:00 p.m. via Zoom
Volume XXXVII, Meeting 12 (23-12)
MINUTES – *Approved by Curriculum Council on December 13, 2021 via email vote; Accepted by Faculty*
Senate on December 15, 2021 via email vote; Accepted by Academic Affairs on December 22, 2021

A. PRELIMINARIES
   1a. Attendance:
      Members: Carmen Febles, Ines Jindra, Steve Byers, Joanne Toevs, Ben Bolin, Randa Kress,
                           Janet Loxterman, Steve Clay, Wesley Usyak, Wendy Mickelsen, LaVona Andrew,
      Ex-Officio: Sarah Mead, Ivory Fort, Buck Benson, Margaret Johnson
      Admin. Asst: Catherine Read
   1b. Excused: Shanna O'Connor; Tiffany Mitchell,
   1c. Guests: None

1. Announcements:
   - New Public Safety director selected, Mark Pino will be starting in February.
   - New Provost announcement should be coming soon.
   - Monday evening is Christmas Tree Lighting and Tuesday 3 pm it the President's Holiday party next week.

2. Minutes for **November 4, 2021, November 11, 2021 and November 18, 2021 –** will vote via email

3. Report from the Executive Committee:
   - Met Monday and set the final agenda. Sarah Mead would like to eliminate references to 4+1 and 3+2 terminology in the accelerated program proposals.
   - Proposal #70 from GERC to update the Gen Ed Program is under today's Consent Calendar; it can be pulled for discussion if need be.

4. Information from Academic Affairs: none

5. Current Subcommittee Activities:
   a. General Education Requirements Committee (GERC) update
      1) Council **accepted** GERC Minutes for **November 9, 2021**
      2) Council **accepted** GERC's Revised **Process for Selecting ISU's State Gen Ed Discipline Group Reps**

      GERC met on Tuesday and voted 4 to 3 to endorse removing BIOL 1100L from the catalog and Gen Ed Program as proposed in Biology's Proposal #30. DeWayne Derryberry compiled a list of Math requirements for all Objective 5 labs. MATH 1108 is not a good course for non-science majors.

   b. BAS Committee update -- none
   .
6. Information from the Chair:
      Hiring process is under way for a new Registrar; once that position is filled, the hiring process will commence for a new Associate Registrar.

7. Information from the Faculty Senate and other Councils:
   - Faculty Senate Chair met yesterday with the Math faculty. New vote on Proposal #80 is scheduled for December 8. Depending on the outcome, that proposal may come back to UCC in early Spring.
   - ROAR 1199 will probably be coming through as a permanent course next year.

8. Other related information or questions: none

B. INFORMATION ITEMS

Had been remanded back to departments:

1. Council **approved** Proposal #30 **as amended** from COSE **Biological Sciences** to remove BIOL 1100L (lab course only) from the catalog, and from Objective 5 of the Gen Ed program, while retaining the lecture course BIOL 1100. *GERC has endorsed removing BIOL 1100L as an Objective 5 Gen Ed Lab*. Was remanded last time back to department for additional impacts from other lab offerings. Those impacts have now been received, except from Anthropology.
    Discussion. Removing this lab limits options for non-science majors; many will likely gravitate toward Geology, possibly Anthropology, fewer will want to take Chemistry or Physics (Astronomy). MATH 1108 as a prerequisite for lab courses will probably come up next year. GERC also briefly discussed the lack of institutional funding and resource support for departments offering service courses in the Gen Ed program.

2. Proposal #80 from COSE **Math & Statistics** to create new MATH 1116 course to cross-list with proposed new course MGT 1116. *Contingent upon approval of Proposal #61 for proposed cross-listing.* Still awaiting updated faculty vote, proposal may have to be postponed until next catalog cycle.

C. CONSENT CALENDAR

1. Council **approved** Proposal #70 from GERC **General Education Requirements Committee** to update the General Education Program incorporating the new Gen Ed courses approved by GERC and UCC for the Fall 2022 catalog, and incorporate changes to competencies for each GEM Objective in accordance with updated SBOE Policy III.N. and minor changes to Objective 7 competencies as recommended in the Objective 7 ORC report and approved by GERC. *GERC has endorsed removing BIOL 1100L as an Objective 5 Gen Ed Lab as proposed in Biology's Proposal #30*.

D. UNFINISHED BUSINESS --

Curriculum, Course, and Program Change Proposals:

Accelerated or Combined Bachelor's/Master's proposals – need Grad Council's approval, too:

1. Council **approved** Proposal #56 from COH **Community and Public Health** to create an accelerated pathway from BA/BS in Community and Public Health to Master's in Public Health (MPH). *Contingent upon Graduate Council's approval of the accelerated BA/MA programs.*

2. Council **approved** Proposal #85 from COH **Community and Public Health** to create an accelerated pathway from BA/BS in Community and Public Health to Master's in Health Education (MHE). *Contingent upon Graduate Council's approval of the accelerated BA/MA programs.*

Stand-alone proposals:
3. Council **approved** Proposal #40 **as amended** from COE **Elementary Education** to add new EDUC 3327 Young Adult Literature for Teachers, update pre-reqs for EDUC 3321, and update the English teaching endorsements.

4. Council **approved** [Proposal #81](#) from CAL **Psychology** to change PSYC 4439 course description to match graduate catalog, update semester offerings for PSYC 3328 & 4475.

5. Council **approved** [Proposal #79](#) **as amended** from COE **Human Performance & Sport Studies** to change BA/BS in Physical Education program emphases into separate majors: BS in Exercise Science, BS in Outdoor Education, BA in Sport Management, and to delete the BA/BS Physical Education: Teaching Emphasis (K-12). *Requires OSBE approval of State Proposals (Short Forms) for the new degrees, and Letter of Notification to eliminate the remaining emphasis. Awaiting verification by college to eliminate the Teaching Emphasis.*

Other Business: none this week

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

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

G. **FUTURE BUSINESS:**

1. **Accelerated Programs Catalog Layout Working Group:** create standardized catalog format for UCC's consideration Spring 2022
   Members: Sarah Mead, Shanna O'Connor, Janet Loxterman, Carmen Febles

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

3. **Reference: [Accelerated Programs Policy Proposal-11-18-20-rev](#)**

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

7. **Ramifications of Student Learning Outcomes**
   Do faculty want to be involved in monitoring and overseeing assessment? If so, what mechanism or entity should be implemented to manage this task? Does UCC want to take on the responsibility as part of their purview, or create a new subcommittee similar to GERC, or some other option?

8. **Collaboration between UCC and Graduate School -** Continue discussions with Graduate School on closer collaboration on proposals that affect both catalogs.

9. **Potential Revisions to [UCC's Bylaws](#)**

10. **Catalog Format Review Subcommittee – placeholder; deferred indefinitely until new Associate Registrar is hired**

Undergraduate Catalog Update Process and Timeline
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: 3:53 p.m.

APPENDICES

<u>ACTIONS APPROVED or ENDORSED:</u>

A. GERC's Revised **Process for Selecting ISU's State Gen Ed Discipline Group Reps**

<u>CURRICULUM PROPOSALS APPROVED:</u>

1. Proposal #30 **<u>as amended</u>** from COSE **Biological Sciences** to remove BIOL 1100L (lab course only) from the catalog, and from Objective 5 of the Gen Ed program, while retaining the lecture course BIOL 1100. *GERC has endorsed removing BIOL 1100L as an Objective 5 Gen Ed Lab*.

2. Proposal #40 **<u>as amended</u>** from COE **Elementary Education** to add new EDUC 3327 Young Adult Literature for Teachers, update pre-reqs for EDUC 3321, and update the English teaching endorsements.

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4. Proposal #70 from GERC **General Education Requirements Committee** to update the General Education Program incorporating the new Gen Ed courses approved by GERC and UCC for the Fall 2022 catalog, and incorporate changes to competencies for each GEM Objective in accordance with updated SBOE Policy III.N. and minor changes to Objective 7 competencies as recommended in the Objective 7 ORC report and approved by GERC. *GERC has endorsed removing BIOL 1100L as an Objective 5 Gen Ed Lab as proposed in Biology's Proposal #30*.

5. Proposal #79 **<u>as amended</u>** from COE **Human Performance & Sport Studies** to change BA/BS in Physical Education program emphases into separate majors: BS in Exercise Science, BS in Outdoor Education, BA in Sport Management, and to delete the BA/BS Physical Education: Teaching Emphasis (K-12). *Requires OSBE approval of State Proposals (Short Forms) for the new degrees, and Letter of Notification to eliminate the remaining emphasis. Awaiting verification by college to eliminate the Teaching Emphasis.*

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Undergraduate Curriculum Council (UCC)
December 14, 2021 – 3:00-5:00 p.m. via Zoom
Volume XXXVII, Meeting 13 (23-13)
MINUTES – *Approved by Curriculum Council on December 15, 2021 via email vote; Accepted by Faculty Senate on December 15, 2021 via email vote; Accepted by Academic Affairs on December 22, 2021*

A. PRELIMINARIES

1a. Attendance:

Members:	Carmen Febles, Ines Jindra, Steve Byers, Joanne Toevs, Ben Bolin, Randa Kress, Janet Loxterman, Steve Clay, Wesley Usyak, Wendy Mickelsen, LaVona Andrew, Shanna O'Connor
Ex-Officio:	Sarah Mead, Ivory Fort, Buck Benson, Tiffany Mitchell, Margaret Johnson
Admin. Asst:	Catherine Read

1b. Excused:
1c. Guests: None

1. Announcements: none this week

2. Council approved the Minutes for **November 4, 2021, November 11, 2021, November 18, 2021 and December 2, 2021** via email vote.

3. Report from the Executive Committee: none, did not meet

4. Information from Academic Affairs: none

5. Current Subcommittee Activities:
   a. General Education Requirements Committee (GERC) update
      1) Council accepted GERC Minutes for **November 30, 2021**

   b. BAS Committee update -- none
                                                                   .
6. Information from the Chair: none

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

8. Other related information or questions: none

B. INFORMATION ITEMS -- none

C. CONSENT CALENDAR -- none

D. UNFINISHED BUSINESS – none this week

Curriculum, Course, and Program Change Proposals: none, all have been approved

Other Business: none this week

E. "PARKING LOT" – proposals and other items awaiting resolution – none this week

F. NEW BUSINESS: none this week

G. FUTURE BUSINESS:

1. **Accelerated Programs Catalog Layout Working Group:** create standardized catalog format for UCC's consideration Spring 2022
   Members: Sarah Mead, Shanna O'Connor, Janet Loxterman, Carmen Febles

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

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   Undergraduate Catalog Update Process and Timeline
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H. ADJOURNMENT: 5:00 pm