

## Undergraduate Curriculum Council (UCC)

April 18, 2024 – for 2025-26 catalog

Volume XXXV, Meeting 2 (26-02)

MINUTES – *Approved by Curriculum Council on April 25, 2024 via email vote; Accepted by Faculty Senate on April 29, 2024; Accepted by Academic Affairs on May 7, 2024*

### A. PRELIMINARIES

#### Attendance:

Members: Ben Bolin, Crystal Kanderis Lane, Ines Jindra, Jessica Winston, Bob Houghton, Ajit Bhattarai, Randa Kress, Sherry Adams, Wesley Usyak, Camille Biorn, Ella Bunde  
Ex-Officio: Ivory Fort, Tiffany Mitchell, Buck Benson,  
Admin. Asst.: Catherine Read  
Excused: Erin Berry, Mona Doan; Cindy Hill, Sarah Mead  
Guests: none

#### 1. Announcements:

2. Council **approved** the Minutes for [April 11, 2024](#) ‘virtual’ meeting

#### 3. Report from the Executive Committee:

#### 4. Information from Academic Affairs:

As per usual practice, ISU has to notify the Office of the State Board of Education (OSBE) and our accreditors, North West Commission on Colleges and Universities (NWCCU) and get their approval or acknowledgement of any **changes to our program inventory** prior to implementation. OSBE only needs to know about programs (degrees, certificates, minors, concentrations, discontinuances), but NWCCU recently made changes to their notification requirements that affect curricular changes as well.

NWCCU has a [new course comparison form](#) they now require for **all curricular changes to our program inventory**, both graduate and undergraduate. They also want to know more [detailed information about program offerings](#) and how departments are conducting their assessment of programs, so please pay attention to that piece as you work with your constituents in completing their proposals. Ivory and Catherine will work together behind the scenes to complete these NWCCU forms, and Academic Affairs will submit the forms to NWCCU for their acceptance before the next catalog is published.

Please bear in mind: any time the total credits of new courses change the program **25% or more**, it is considered by NWCCU as a minor substantive change and **costs ISU \$1000** to implement, rather than a program inventory update, which is free.

#### 5. Current Subcommittee Activities:

- a. General Education Requirements Committee (GERC) update: meets next Tuesday, April 23 for the last meeting of this semester. Edward Kammerer was elected as the incoming Chair for next year.
- b. BAS Committee update: will meet on Friday to elect a new chair. Discussing a definition of “interdisciplinary”
- c. Catalog Format Review Subcommittee update: will meet during the summer.

#### 6. Information from the Chair: next week should be UCC’s last meeting for the semester.

#### 7. Information from the Faculty Senate and other Councils:

Faculty Senate is updating the Senate's bylaws to align with the Faculty Constitution. Provost search is starting up. College of Business Dean Shane Hunt and incoming Faculty Senate Chair Fredi Geisler are serving on that search committee

8. Other related information or questions: none

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

**C. CONSENT CALENDAR** –

Council voted to formally approve the Consent Calendar in its entirety.

1. Council **approved** as part of the Consent Calendar [Proposal #34A](#) from **Nursing, Registrar, and Academic Affairs** to correct course numbers and changes in order to comply with the 2021 AACN Essentials of Nursing Education standards. The original student cohorts need the original courses to complete the program; incoming and subsequent student cohorts will use the updated courses and curriculum. These changes were worked out, reviewed, and approved by the Registrar's Office, Nursing director, and Academic Affairs as a satisfactory way to resolve the accreditation problems incurred by the proposal as originally approved.
2. Council **approved** as part of the Consent Calendar the [Annual Change Memo from Registrar](#) documenting corrections made to the 2024-25 catalog during pre-publication review and proofreading.

**D. UNFINISHED BUSINESS**

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

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

**Other Business:**

1. Elections for Next Year's Officers – nominations open  
**Eligible members:** Jessica Winston, Bob Houghton, Ajit Bhattarai, Sherry Adams, Mona Doan, Wesley Usyak, Crystal Kanderis Lane, Camille Biorn  
**Rotating off council but eligible for re-election:** Ines Jindra, Ben Bolin, Randa Kress, Erin Berry

**Nominations Received for Officer Positions:**

- a. **Chair:** Wesley Usyak
- b. **Vice Chair:** Bob Houghton
- c. **Executive Secretary:** Ben Bolin is willing to serve again, contingent upon his re-election to UCC

Council voted, and **unanimously elected** the slate of nominees to their respective Officer positions.

Please check with your colleges to ensure vacating council seats are filled before the fall semester gets under way. A new ASISU representative will be joining UCC next fall, too.

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

**F. NEW BUSINESS:**

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

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

**Other Business:** none this week

**G. FUTURE BUSINESS:**

1. Sent to Catalog Format Subcommittee for investigation and recommendation: standardize catalog in regards to experimental courses; every subject code needs a lower division and upper division experimental course. Should it be a 1000 and 4000 level, or a 2000 and 3000 level pairing? Or an experimental course at each level? Grading question too: Letter, S/U, or allow flexibility depending on course and instructor needs?

[Experimental Course Spreadsheet](#) prepared by Ivory Fort

**H. ADJOURNMENT: 3:25 p.m.**

## APPENDICES

**ACTIONS APPROVED, ACCEPTED, or ENDORSED:**

- A. **Wesley Usyak** was re-elected as incoming **UCC Chair** for next year.

**Vice Chair:** Bob Houghton was re-elected

**Executive Secretary:** Ben Bolin was re-elected, contingent upon his re-election to UCC

**CURRICULUM PROPOSALS APPROVED FOR RECOMMENDATION:**

1. [Proposal #34A](#) from **Nursing, Registrar, and Academic Affairs** to correct course numbers and changes in order to comply with the 2021 AACN Essentials of Nursing Education standards. The original student cohorts need the original courses to complete the program; incoming and subsequent student cohorts will use the updated courses and curriculum. These changes were worked out, reviewed, and approved by the Registrar's Office, Nursing director, and Academic Affairs as a satisfactory way to resolve the accreditation problems incurred by the proposal as originally approved.
2. [Annual Change Memo from Registrar](#) documenting corrections made to the 2024-25 catalog during pre-publication review and proofreading.