

Minutes of the University Curriculum Committee
March 12, 2010
217 Koldus

Members present: Robert Knight (Chair), College of Agriculture and Life Sciences; Lynn Burlbaw, College of Education and Human Development; Lale Yurttas, Dwight Look College of Engineering; Sarah Bednarz, College of Geosciences; Mike Stephenson, College of Liberal Arts; Suzanne Shurtz, Medical Sciences Library; Kristin Harper (for Pamela Matthews), Undergraduate Studies; James Herman, College of Veterinary Medicine and Biomedical Sciences; Michael Kurt, Student Representative.

Guests: Sharon McCord, OAR Communications.

The University Curriculum Committee recommends approval of the following:

1. The minutes of the February 12, 2010 meeting.
2. Report from subcommittee on stacked courses (S.Bednarz, J.Herman, L.Feigenbaum)

In October 2009, the University Curriculum Committee (UCC) created a subcommittee to review the stacked course process and the handling of such courses at the undergraduate level.

The University Curriculum Committee recommends the following:

- The University Curriculum Committee recommends the new course form and the change in course form include “stacked course” information so that committees can identify the differences or similarities of the proposed courses to ensure that they meet the regulations of being significantly different.
3. Report from subcommittee on course descriptions (K.Harper, S.Williams, S.McCord, D.Chester)

In October 2009, the University Curriculum Committee (UCC) created a subcommittee to review course descriptions and the process for updating the course descriptions in COMPASS. Since updates to the catalog course descriptions include editorial changes, this process was also reviewed.

The University Curriculum Committee supports or recommends the following:

- The University Curriculum Committee supports to continue the collaborative process currently in place to insure information and processes are consistent until a new system is in place.

Presently, Sharon McCord (OAR Communications) receives editorial and non-substantive changes from Sandra Williams (Curricular Services) on behalf of the departments, UCC and others. During the catalog process, Sharon notices changes that appear to be more than editorial. When this happens, she discusses with Sandra and Bob Knight (UCC Chair) to determine how to handle these changes.

- The University Curriculum Committee discussed requiring all course and curriculum plan changes go through UCC, even those which are deemed “editorial.” Chairman Knight indicated he meets with OAR Communications during the catalog process and makes the decision about what is considered editorial. The committee did not move to

offer a change in the existing process. *(Note: There is some consideration of appointing a committee to review editorial changes.)*

- The University Curriculum Committee supports to continue requiring substantive changes go through the regular process of review and approval.
- The University Curriculum Committee recommends that regardless of the format, the catalog be designated as the definitive custodian of course descriptions.
- The University Curriculum Committee supports a process of uploading course descriptions into COMPASS on an annual basis after courses are finalized in the catalog. A system would need to be developed and coordinated through EIS. The University Curriculum Committee would like this information be conveyed to EIS for coordination and implementation.
- The University Curriculum Committee supports the development of operating procedures for the committee as a working document to be updated as needed. Some procedures are currently documented and as procedures are added others could be involved in the review (i.e., Faculty Senate, Academic Affairs). Those needing discussion would be brought to the UCC.

4. Other Business

Change in Curriculum

College of Architecture

Department of Landscape Architecture and Urban Planning

B.L.A. in Landscape Architecture

B.S. in Urban and Regional Sciences

College of Science

Department of Mathematics

B.S. in Applied Mathematical Sciences

5. Discussion

Report from subcommittee on stacked courses (S.Bednarz, J.Herman, L.Feigenbaum)

- Add “stacked with” to new course request form.
 - Addresses issues with stacked—examines differences or similarities.
 - Ensures courses meet the regulations of being significantly different.
- Add statement to change in course form as well (line 3 or 4 before course description).
 - “If stacked course, please indicate course number:”
- Update instructions on webpage.

Report from subcommittee on course descriptions (K.Harper, S.Williams, S.McCord, D.Chester)

- Written report with recommendations prepared and distributed to members (see Attachment 1). Committee formed to offer recommendations to resolve inaccurate information in Compass—course descriptions different from Catalog. The handling of editorial items also reviewed.
 - Short term, disable Compass course description hyperlink to prevent students from viewing the wrong course description.
 - Catalog descriptions (whether print or online) are the *definitive* custodian of course description. Communicate this to Compass and elsewhere. (S. Bednarz to take recommendation to GC).
 - As of Fall 2010, no HTML version of new catalog, only PDF.
 - Annually, after catalog is finalized, course descriptions should be uploaded to Compass.
 - Content management system for catalog—under construction.
 - Once complete, can easily update Compass with catalog descriptions.
 - Make statement to keep it on radar.
- Handling editorial items during catalog production is a collaborative process with Sharon McCord (OAR Communications), Sandra Williams and Dr. Bob Knight.
- To prevent inconsistency in UCC, post operating procedures/guidelines on UCC webpage.
 - Establish as a working document.
 - Have FS review, but not send through approval process (easier to update).
- Other items discussed included:
 - All courses and curriculum changes go through UCC?
 - Should a small committee review editorial changes?
 - Should course descriptions, editorial items go through AOC and GOC?
 - Create another form to handle editorial items?
 - Add editorial process to procedures—Currently: Sharon receives editorial changes, checks with Sandra to see what has been approved or in course inventory, approves them with Dr. Knight – any questions are taken to Sandra and Dr. Knight.
 - Minor changes (1 or 2 words) okay.
 - Changes to narrative section

Repeatability

- Academic Affairs charged with making recommendations (policy on repeatability).
- “Seminar: specific topic for course” displayed on transcript as explanation for students’ performance in each course (i.e. if made an A, D, and C in 3 different Seminar courses).
 - Transcript appearance an issue-get with Don Carter to see what restrictions are on transcript program – Academic Affairs to review policies.
- Large number of repeatable courses – especially in Liberal Arts (not including Directed Studies, Internship, etc.).
- Permission of instructor listed on most.
- Cannot repeat the same course for credit—topics must be different.
- Hours vary for repeatable courses (1-3).

Curriculum flowchart (see Attachment 2)

- College Committee should be plural – some colleges have more than one college committee.
- Add “FS” to Executive Committee.
- Include how long the approval process takes – for most, 1 month at each level (4 month process without problems/issues).

Course Forms

- Updated forms include stacked information.
- Inform Dr. Reed (GC)
 - Use AOC to inform people of updates.
- Suggestion to check with VPR Office to get the online submission system they have for approving proposals.
- Post updated schedule/deadlines on UCC website so people know when they need to begin approval process – send email to members so that they are able to inform their departments.

Checklist (see Attachment 3)

- Minor changes:
 - Update “stacked course” information.
 - Include “Objectives/Outcomes” as recommended.
 - Under Grading Policies, include link to student rules.
 - Change “consider” to “recommend” for website link.
 - Website referral not required, but recommended as of now.
- Syllabus guidelines are posted, but not often referenced.

Other Business

- Request to change curriculum for the Departments of Architecture and Mathematics to include ENGL 210 or 301, or 241 effective Fall 2010: