Minutes of the meeting of November 8, 2013

Present: Bohnhoff, Brighouse (skype), Brown, Green, Ingham, Marker, Murphy, Seidenberg (phone), Taylor, Wilkerson

Absent: Miller, Rahko

1. The meeting began at: 1:08pm
2. The minutes of the October 11, 2013 meeting were approved.
3. Motion by Murphy, second by Marker to approve all course proposals. Votes are recorded following each agenda item.

J. Taylor updated the committee on the Faculty Senate meeting where the first reading of the proposal to create the University Curriculum Committee. There were no questions. The second reading will be at the December meeting.

Summary of actions:
- Proposals in items 15, 17, 44, and 45 were deferred
- Proposals in items 4 and 21 were conditionally approved
- Proposal in item 5 was withdrawn
- No action was taken on items 6, 8, 12, 13, 14 – awaiting additional information
- All other course proposals were approved

Course Proposals for Review – Old Business

4. Art Department 338 - Service Learning in Art
   Action from October 2013: Deferred – The committee requests that the department provide clarification about the instructional nature of the course (it is listed as field study, seminar and discussion which is not a viable combination), explanation and information about several issues related to credit hours including repeatability, maximum and minimum credits allowed, instructional contact hours, assignments and evaluation and resolve discrepancies between the proposal form and the sample syllabus.
   Update: Proposal has been revised and resubmitted
   Action: Conditional approval – remove sentence referring to students choosing how many credits they will enroll for.

5. Art Department 393 - Internship in the Arts
   Action from October 2013: Defer. The committee requests clarification about credits and standards of evaluation. The committee’s concerns for 169-393 are largely the same as the concerns for 168-338. The syllabi for the two courses appear to be largely the same. The course proposal form indicates that this is to be a 1-4 credit course but the syllabus says it is a 2-3 credit course. If this is to be a variable credit course, need to clarify the rationale for this. Also need to clarify the overall credit rationale, it is insufficient to say that the federal guidelines will be followed.
   Action: Proposal has been withdrawn by the department.

6. English 407 - Creative Writing: Nonfiction Workshop
   Action from October 2013: Unanimously deferred a decision on this proposal until further feedback is received from the department. There is a lack of an explicit requirement concerning
student/instructor contact hours. While the syllabus refers to individual conferences there is no structured requirement for the number or length of these meetings. For each writing project how much time will be spent in consultation with the instructor?

No Action Taken since 10-11-13

7. Collaborative Nursing Program 447 - Leadership and Management

Action from October 2013: Unanimously deferred a decision on this proposal until further feedback is received from the department. The descriptions in the draft syllabus of the course content and basis for grading were not very robust. Consequently, it was difficult to determine whether the course was really a 3 credit course. The department needs to provide more information about the content of the course, topics covered (including time spent per topic), assignments, grading etc.

Update: Syllabus has been revised and resubmitted

Action: Unanimously approved

8. Kinesiology 325 - Group Development and Behavior Management

Action from October 2013: Unanimously deferred a decision on this proposal until further feedback is received from the department. The proposal lists the class as a 3-credit LAB/LECTURE. The number of contact minutes per week is greater than would be expected for a 3-credit lecture ... but less than the number required for a 3-cr lab. The justification for the number of credits - describes the course as if it were a straight lecture. (not a combined Lab/Lecture.) Since the number of minutes is not strictly consistent with either a lab or a lecture the question is:

1) Is this class intended to be a straight lecture? (not a lecture/lab combination?)
2) If the class is intended to be a straight lecture - then I think the proposal is fine.
3) If the discrepancy in meeting minutes has to do with the fact that the course is actually being proposed as a combination lab/lecture ... then the approximate number of minutes dedicated to each of those two modes of instruction should be delineated.

No Action Taken since 10-11-13

9. Kinesiology 371 - Methods of Teaching PK-12 Dance and Gymnastics

Action from October 2013: Unanimously deferred a decision on this proposal until further feedback is received from the department. This proposal lists the 3-credit course as a LAB. As a lab - we would expect to see a minimum of 4500 min/semester of contact time. (i.e., 1500-2250 per each credit of lab) However, the description provided in the justification notes "two hours of lab time and 60 minutes of online content delivery" per week. That written description sounds like 1 credit of lab and 1 credit of lecture. The syllabus, however, notes "Two 180 minute labs per week" - which would equate to 6 hours per week of lab - which would translate to a 3-credit course. What then of the additional online content described in the form? Was this a cut-and-paste mishap? (i.e., was the text in the justification intended for a different course?

Update: Credit hours revised in both proposal and syllabus to "Two 120-minute labs and 60 minutes of online content delivery weekly (e.g., lectures, podcasts, video)." Course components also adjusted to include lecture and lab.

Action: Unanimously approved

10. Kinesiology 372 - Methods of Teaching PK-12 Educational Games and Fitness

Action from October 2013: Unanimously deferred a decision on this proposal until further feedback is received from the department. This proposal lists the class as a 3-credit LAB/LECTURE. In the justification, the course is described as "two hours of lab time and 60 minutes of online content delivery" per week. The schedule on the syllabus provided, however, describes "Two 180 minute labs per week". Should this be a straight "Lab"?

Update: Credit hours revised in both proposal and syllabus to "Two 120-minute labs and 60 minutes of online content delivery weekly (e.g., lectures, podcasts, video)." Course components also adjusted to include lecture and lab.
Action: Unanimously approved

11. Kinesiology 373 - Methods of Teaching Secondary Sport Concepts and Skills
   Action from October 2013: The questions for this course are mainly around the credit hour
   information provided for KINES 371 and 372. There was an assumption that there was to be some
   similarity or continuity between the three courses based on similar format and sequential
   numbering. Depending on the resolution of issues for the other two courses it is possible that no
   changes are required for this proposal but the committee wants to allow for the careful review of the
   three courses in case there is reason to make changes to all three for continuity purposes.
   Update: Reconsider based on changes made to KINES 371 and 372
   Action: Unanimously approved

12. Kinesiology 525 - Nutrition in Physical Activity and Health
   Action from October 2013: Must ask for Nutritional Sciences comment
   No Action Taken since 10-11-13

13. Social Work 100 - Making a Difference: Professions that Change the World
   Previous action: Unanimously deferred a decision on this proposal until further feedback is received
   from the department. The committee requests that a new title be proposed which would more
   accurately reflect the content detailed in the proposal and syllabus. Specifically, there was concern
   that using the phrase "Professions that Change the World" may be misleading. Additionally, the
   committee recommends that the proposal further justify how the course and objectives being taught
   connect to the discipline of and current offerings in Social Work.
   No Action Taken since 10-11-13

   Action from October 2013: Unanimously deferred a decision on this proposal until further feedback
   is received from the department. The committee requests clarification about the credit justification
   for a 3-credit course, and questions about the grading and modular nature of the course.
   No Action Taken since 10-11-13

Course Proposals for Review – New Business

15. Art Department 470 - Special Topics in 4D Art (Taylor)
   Type of Proposal: New Course
   Action: Deferred - Need to see the breakdown of the amount of time spent on each. How does the
   5 hours of contact per week break down into lecture, discussion, and lab. The online calendar is on
   the instructor's personal space and not accessible

16. Art Department 531 - Screen Performance (Taylor)
   Type of Proposal: New Course
   Action: Unanimously approved

17. Art Department 570 - Advanced Topics in 4D Art (Taylor)
   Type of Proposal: New Course
   Action: Deferred - The syllabus does not provide enough class meetings (last three sessions on the
   syllabus are cancelled; it does refer to individual meetings). Specify the number of contact hours
   spent per week on lecture, discussion and lab or individual meetings, need to specify what is
   covered during the last several sessions of the course.
18. Atmospheric & Oceanic Sciences 102 - Climate and Climate Change  (Brown)
   Type of Proposal: New Course
   Action: Unanimously approved

19. Biochemistry 100 - Biochemistry Freshman Seminar  (Green)
   Type of Proposal: New Course
   Action: Unanimously approved

20. BSE 270 - Introduction to Computer Aided Design  (Marker)
   Type of Proposal: New Course
   Action: Unanimously approved

21. BSE 464 - Heat and Mass Transfer in Biological Systems  (Marker)
   Type of Proposal: New Course
   Action: Conditionally approved – get clarification about minimum number of contact hours, how many hours per week is it being offered? (remove “as much as”)  

22. Computer Sciences 506 - Software Engineering  (Ingham)
   Type of Proposal: New Course
   Action: Unanimously approved

23. Dairy Science 234 - Dairy Herd Management II  (Ingham)
   Type of Proposal: New Course
   Action: Unanimously approved

24. Economics 701 - Microeconomics I  (Green)
   Type of Proposal: New Course
   Action: Unanimously approved

25. Economics 702 - Macroeconomics II  (Green)
   Type of Proposal: New Course
   Action: Unanimously approved

26. Economics 704 - Econometrics I  (Seidenberg)
   Type of Proposal: New Course
   Action: Unanimously approved

27. Economics 705 - Econometrics II  (Seidenberg)
   Type of Proposal: New Course
   Action: Unanimously approved

28. Economics 706 - Econometrics III  (Seidenberg)
   Type of Proposal: New Course
   Action: Unanimously approved

29. Economics 708 - Microeconomics II  (Green)
   Type of Proposal: New Course
   Action: Unanimously approved
30. English 413 - English Words: Grammar, Culture, Mind (Murphy)
   Type of Proposal: New Course
   Action: Unanimously approved

31. English 425 - Medieval Romance (Brighouse)
   Type of Proposal: New Course
   Action: Unanimously approved

32. English 613 - TESOL: Pedagogical Grammar I (Miller)
   Type of Proposal: New Course
   Action: Unanimously approved

33. English 614 - TESOL: Pedagogical Grammar II (Miller)
   Type of Proposal: New Course
   Action: Unanimously approved

34. English 615 - TESOL: Pedagogical Grammar III (Miller)
   Type of Proposal: New Course
   Action: Unanimously approved

35. English 616 - TESOL: Teaching of Reading (Brighouse)
   Type of Proposal: New Course
   Action: Unanimously approved

36. English 617 - TESOL: Teaching of Writing (Murphy)
   Type of Proposal: New Course
   Action: Unanimously approved

37. English 618 - TESOL: Teaching Pronunciation (Brighouse)
   Type of Proposal: New Course
   Action: Unanimously approved

38. English as a Second Language 349 - Academic Writing for Graduate Students (Wilkerson)
   Type of Proposal: New Course
   Action: Unanimously approved

39. English as a Second Language 352 - English for Lawyers (Wilkerson)
   Type of Proposal: New Course
   Action: Unanimously approved

40. English as a Second Language 370 - International TA Training (Wilkerson)
    Type of Proposal: New Course
    Action: Unanimously approved

41. History 248 - Globalization and Crises (Bohnhoff)
    Type of Proposal: New Course
    Action: Unanimously approved

42. History 270 - Eastern Europe since 1900 (Bohnhoff)
    Type of Proposal: New Course
    Action: Unanimously approved
43. Mathematics 619 - Analysis of Partial Differential Equations  (Brown)  
   Type of Proposal: New Course  
   Action: Unanimously approved  

44. Pharmacy Practice 553 - Integrated Pharmacotherapy Skills I  (Rahko)  
   Type of Proposal: New Course  
   Action: Deferred – lack of time  

45. Pharmacy Practice 653 - Integrated Pharmacotherapy Skills II  (Rahko)  
   Type of Proposal: New Course  
   Action: Deferred – lack of time  

Course Proposals - Consent  
Agenda  

All course proposals on the consent agenda were approved.  

46. Biochemistry 508 - General Biochemistry II  
   Type of Proposal: Change description, prerequisites  

47. Biochemistry 710 - Exploring Biochemical Function of Macromolecules  
   Type of Proposal: Change description  

48. BSE 461 - Bioprocessing Unit Operations  
   Type of Proposal: Change title, description  

49. Dairy Science 302 - Dairy Cattle Husbandry Practicum  
   Type of Proposal: Discontinuation  

50. English 110 - Intensive English as a Second Language  
   Type of Proposal: Change subject  

51. English 114 - Intermediate English Language Skills  
   Type of Proposal: Change subject, title  

52. English 115 - Grammar for Academic Use  
   Type of Proposal: Change subject, title  

53. English 116 - Academic Reading and Vocabulary Skills  
   Type of Proposal: Change subject, title  

54. English 117 - Academic Writing I  
   Type of Proposal: Change subject, title  

55. English 118 - Academic Writing II  
   Type of Proposal: Change subject, title  

56. English 122 - Oral Communication Skills  
   Type of Proposal: Change subject, number, title  

6
57. English 326 - Academic Presentations and Discussion
   Type of Proposal: Change subject, number, title

58. English 327 - Professional and Academic Writing Skills
   Type of Proposal: Change subject, number, title

59. English 328 - Academic Skills Workshops
   Type of Proposal: Change subject, title

60. English 357 - Chicana/o and Latina/o Literatures
   Type of Proposal: Change subject, number, description

61. Engr Mechanics & Astronautics 569 - Senior Design Project
   Type of Proposal: Change prerequisites

   Type of Proposal: Change number, credits

63. Engr Professional Development 630 - Research in Japanese Technical Literature
   Type of Proposal: Change number, credits

64. Food Science 437 - Foodservice Operations
   Type of Proposal: Change prerequisite

65. Gender And Womens Studies 319 - Study Abroad Special Topic: Gender, Women and the Humanities
   Type of Proposal: Change breadth

66. Gender And Womens Studies 329 - Study Abroad Special Topic: Gender, Women and Society
   Type of Proposal: Change breadth

67. Geography 358 - China and Southeast Asia
   Type of Proposal: Change title, description

68. History 355 - American Labor History
   Type of Proposal: Discontinuation

   Type of Proposal: Change title, crosslist, description

70. Jewish Studies 279 - Yiddish Literature in America: The Presence of the Past
   Type of Proposal: Change title, crosslist, description

71. Journ and Mass Communication 616 - Mass Media and Youth
   Type of Proposal: Change crosslist, prerequisite

72. Life Sciences Communication 350 - Visualizing Science and Technology
   Type of Proposal: Change prerequisites, LAS designation, level, Breadth

73. Mechanical Engineering 340 - Introduction to Dynamic Systems
   Type of Proposal: Change prerequisites
74. Mechanical Engineering 361 - Thermodynamics  
Type of Proposal: Change prerequisites

75. Mechanical Engineering 363 - Fluid Dynamics  
Type of Proposal: Change prerequisites

76. Medicine 965 - Gastroenterology Clerkship (CSC)  
Type of Proposal: Change title

77. Pharmacy Practice 555 - Pharmacotherapy I  
Type of Proposal: Change credits

78. Pharmacy Practice 655 - Pharmacotherapy III  
Type of Proposal: Change credits

79. Political Science 426 - Legislative Process  
Type of Proposal: Change title, description

80. Theatre and Drama 550 - Advanced Scene Study  
Type of Proposal: Change prerequisites

**General Business**

81. Discussion of credit hour policy  
The committee had an abbreviated discussion of the credit hour policy.

82. Other business

83. Adjourn