University Curriculum Committee
Minutes
April 14, 2017

Members Present: Corfis, DeBaillie, Howard, Ingham, Kapust, Moser, Smith, Weimer,

Members Absent: Court, Thompson, Wenker, Wiegmann

Guests: Ralph Albrecht, Nikki Bollig, Mel de Villiers, Megan Grill, Elaine Klein, Sarah Kuba, Ruth Lillie, Julie Mead, Jocelyn Milner, Tara Mohan, Allison Murray, Andrea Poehling, Dan Quint, Emily Tarter, Diana Wheeler, Michelle Young, Paul Zedler

The meeting began at: 9:01 am

Summary of actions:
• Proposals 1-2, 6-15, 18, 22-24 were approved
• Proposals 3, 16-17, 19-20, 25-26 were conditionally approved
• Proposals 4, 21 were deferred

I. Consent item – Minutes of the March 24, 2017 meeting
Motion by Corfis, second by Weimer to approve, unanimously approved.

II. Course proposal review
A. Consent Agenda
Kapust moved; Moser seconded. All course changes on the consent agenda were approved unanimously.

Course Change Proposals

1. Curriculum and Instruction 990 Research or Thesis
Type: Change title, description
Reviewer: Howard

2. Economics 100 Economic Approach to Current Issues
Type: Change description, requisite
Reviewer: Corfis

5. Legal Studies 261 American Legal History to 1860
Type: Change credits
Reviewer: Kapust

6. Library & Information Studies 853 Metadata Standards and Applications
Type: Change number, title, requisite
Reviewer: Weimer

7. Mathematics 320 Linear Algebra and Differential Equations
Type: Change description
Reviewer: Court

8. Mathematics 340 Elementary Matrix and Linear Algebra
Type: Change description, requisite
Reviewer: Ingham

9. Political Science 140 Introduction to International Relations
Type: Change description
Reviewer: Moser

10. Political Science 274 Political Choice and Strategy
Type: Change description
Reviewer: Wenker

11. Political Science 681 Senior Honors Thesis
Type: Change description
Reviewer: DeBaillie

12. Political Science 682 Senior Honors Thesis
Type: Change description
Reviewer: DeBaillie

**Discontinued**

13. Computer Sciences 367 Introduction to Data Structures
Type: Discontinuation

14. Interdis Courses (Sohe) 330 Practicum in Family and Consumer Education
Type: Discontinuation

15. Interdis Courses (Sohe) 430 Student Teaching in Family and Consumer Education
Type: Discontinuation

**B. Review Agenda**

Motion by Kapust, second by Moser to approve all course proposals. Votes are recorded following each agenda item.

Moved from Consent Agenda
3. Envir St - Gaylord Nelson Inst 950 Environmental Monitoring
Seminar Type: Change crosslist, credit, description, requisite
Reviewer: Smith
Action: **Conditionally Approved** The syllabus does not have grading information or a grading scale.

4. Geography 331 Climatic Environments of the Past
Type: Change number, crosslist, requisite
Reviewer: Smith
Action: **Deferred** There is no information about additional assignments for graduate students in the syllabus. There are no learning outcomes for graduate students.

**Deferred from previous meeting**
16. Kinesiology 200 Introductory Neuroscience
Type: New Course
Reviewer: Smith
Action: **Conditionally Approved** 17.5% of the grade is discussion and no information on evaluating that portion of the grade is given.

17. Medical Physics 651 Methods for Neuroimaging Research
Type: New Course
Reviewer: Smith
Action: **Conditionally Approved** There are not separate learning outcomes for graduate and undergraduate students.

**New Proposals**
18. Civil Soc & Community Studies 254 Community & Nonprofit Leadership Symposium
Type: New Course
Reviewer: Howard

19. History 340 Cultural History of Korea
Type: New Course
Reviewer: Corfis
Action: **Conditionally Approved** 10% of the grade is participation and attendance with no information on how this portion of the grade will be evaluated.

20. Integrated Arts 630 Special Topics in Integrated Arts
Type: New Course
Reviewer: Wiegmann
Action: **Conditionally Approved** 10% of the grade is attendance/participation with no information given on how this portion of the grade will be evaluated.

21. Kinesiology 312 Technology for Physical Activity and Health Professionals
Type: New Course
Reviewer: Kapust
Action: **Deferred** The syllabus is for a regular 15 week semester, but the typically offered is listed as summer. The amount of out of class work is low. Contact hours are insufficient.
III. Discussion with Representatives of the School and College Curriculum Committees

A. Updates from the UCC and the Provost's Office:
1. The new course proposal form/project (Michelle Young)
The Curriculum Inventory Management (CIM) project is part of the implementation of CourseLeaf software. CIM will work with SIS and the Guide to update course information. The course proposal form is in the process of being developed within CIM. After a version of the proposal system is built, it will be shared with school/college curriculum teams to do end user testing and verify that it is working appropriately. The goal is to have the new proposal form live as of September 1, 2017.

Course learning outcomes will map to program and school/college level outcomes. In many cases, especially L&S and general education, the relationship between courses and learning outcomes may be many to many. The new course proposal system will move away from looking at minute details of how a course is offered.

2. Credit hour policy (Jocelyn Milner)
A definition of the credit hour is needed to provide guidance to the academic community and to comply with HLC regulations. The policy aligns with the federal definition and provides flexibility in its use. There are three ways to define a credit hour: 1. Status quo/Carnegie unit= 15 hours in class/30 hours out of class per week in a 15 week semester. This serves the majority of our instruction. 2. 45 hours of total work per week in a 15 week semester. This definition works well for courses offered on non-standard schedules e.g. weekends, online. 3. A demonstration of learning equivalent to either one or two. Credit by exam is based on this approach. In any definition, regular and substantive instructor interaction is required. The new course proposal system will ask proposers to describe the student/instructor interaction. HLC reviewers will use a rubric to evaluate our policy and selected syllabi. Syllabi must demonstrate how the credit hour is met through listing meeting hours and work outside of class.

B. General discussion items:
3. Communication among curriculum committees
   A meeting with representatives from school/college curriculum committees and the UCC will be held once a semester. Guidance documents in the KB will be updated to reflect the new course proposal system. A document describing the roles and responsibilities of departments, school/college curriculum committees, and the University Curriculum Committee is being developed. UCC meetings are open; Curriculum committee representatives are welcome to attend.

4. Roles and responsibilities of each level of course proposal approval
5. Questions, problems, concerns
6. Ideas for future policy initiatives

IV. New Business
The UCC will review implications of course changes on corresponding AP and IB credits.

Meeting adjourned at 11:00 am.