

UNIVERSITY CURRICULUM COMMITTEE

Minutes #2 approved (2007-2008 Undergraduate Catalog)

May 3, 2006

Members Present: Brown, Buckley, Clairardin, Craig, Donnan, Ferrence, Halcomb, Morenus, Rosenthal, A. Trefzger, J. Trefzger

Members Absent: Bassoppo-Moyo, Canabal, Jayaswal, Kahl, Moore, Stier, Van der Hoven

1. Ferrence convened the meeting at 3:09 p.m.
2. **APPROVAL OF MINUTES:** Brown moved to approve minutes #1, March 8, 2006, with suggested grammatical corrections; A. Trefzger seconded, and the committee voted unanimously to approve the minutes.
3. **LIAISON REPORTS:**
 - a. **Council for General Education:** Ferrence reported that he shared a draft of Rosenthal's deadline memo with the CGE. CGE indicated that it is a challenge to get proposals in time to meet the deadline requirements; department chairs really need to know about the deadlines. Jeri will send the memo via email to the department chairs/school directors and Associate Deans.
 - b. **Council on Teacher Education:** Moore resigned from the committee. She has accepted the position of Associate Dean of the College of Education.
 - c. **Academic Affairs Committee:** Brown – Nothing to report.
4. **STAFF REPORT:** End of the year wrap up.
 - a. **Memo to College Curriculum Committees regarding the proposal deadlines for the 2007-2008 Undergraduate Catalog:** A copy of the memo was distributed. Rosenthal said if the College Curriculum Committees do not take responsibility for meeting deadlines, he doesn't know who will. The proposals go from the departments to the colleges who can ask the departments to send the proposals through in a timely manner. The motivation to send out the memo is because of proposals that arrived late this year. Rosenthal will discuss this with the Associate Deans.
 - b. **Crother's request:** At the October 26th UCC meeting Lane Crothers, Academic Senate chairperson, came to UCC with concerns about the number of new programs being added, and in contrast the number of programs being deleted. He asked the UCC to prepare a report comparing added/deleted programs. The committee is revisiting this request. Jeri mentioned in the past she prepared an annual report that was sent to the Academic Senate that listed the added, revised, and deleted courses and programs. Jeri offered to resurrect that report to send to the Senate. UCC agreed that report would meet Crothers request and provide the Senate with the information they need. An "annual report" will be prepared and presented at the first UCC meeting in August and afterward will be sent to the Senate.
 - c. **Two-year catalog concept:** Rosenthal informed the committee that he has requested to be on chairs' meeting agendas to discuss the possibility of a two-year undergraduate catalog. He shared the proposal and rationale for publishing a two-year catalog with the committee.

Proposal: To publish the Undergraduate Catalog once every two years. Annual updates would include new programs only.

Rationale: Greater predictability in curriculum for students, advisors, and transfer partners. Longer term curricular planning is encouraged. Curriculum process and catalog production can be managed more efficiently. New catalogs could be available for spring pre-registration.

- Rosenthal would like to see very few changes in off years.
- He reported that the college deans were in favor of the two-year catalog, but doesn't know how the chairs will look at it.
- There is no substantial cost savings, because the same number of catalogs will need to be printed.
- Ferrence asked about deadlines and said that his concern is that there would be a larger portion of proposals coming at the end of the second year.
- Ferrence asked what Rosenthal saw as the negatives of the two-year catalog.

- Rosenthal said that there are a lot of positives: there are some things that have crept into the catalog over time that are changing and aren't really enforced by the catalog even though they appear to be; he would like to see more stability of what is in the catalog.
 - Possible negatives might be the need for changes due to accreditation issues that would necessitate an addendum in the between years and also an increase in the number of substitution waivers.
 - Morenus suggested starting with production of the Graduate Catalog as a two-year catalog since it is smaller and would impact fewer students. Rosenthal said that he hasn't discussed the two-year catalog with the Graduate School yet and the Graduate Catalog isn't under his oversight.
- d. Establishing a standard format for programs in the catalog.** Rosenthal talked to the Provost's advisory committee about a standard format for programs. This summer, Jeri will look at software for on-line creation of catalogs. A standard format would be helpful for entering the information on-line.
- e. UCC Membership changes.** Ferrence will be on sabbatical next year; Moore has accepted the position of Associate Dean of the College of Education; and, Canabal is retiring from ISU and taking a position in Texas. The following members' terms end May, 2006: Brown, Trefzger, Jayaswal, Buckley, and the vacant Nursing membership. UCC needs eight new members next year. Members whose terms have ended and who want to serve on the committee again will need to contact their college who can nominate them through the Academic Senate. Student members' terms are for one year only. If they wish to be on the committee again next year, they should contact the President of the Student Government Association.

5. MISCELLANEOUS:

J. Trefzger asked if Ferrence, as chair of UCC, could prepare a letter for each student member to thank them for their service to the committee and for the students to add to their collegiate service files. The letters will go out soon.

Rosenthal made a motion for the committee to thank Ferrence for his work as chair of the UCC; to thank the students for their excellent year of work and their contribution to the UCC; and to thank Jeri for her work as UCC secretary. Ferrence asked for a friendly amendment to the motion to also thank Rosenthal for his contribution and guidance. The committee unanimously agreed.

6. INFORMATION: The University Curriculum Committee Executive Secretary approved the following

Revised Courses:

TEC

326 CONSTRUCTION FINANCE AND ACCOUNTING 3 F
ACC 131, ECO 105, and MAT 120 req. Maj/min only or cons dept advisor req. Lecture and lab.
Practical applications of financial and accounting fundamentals specific to the construction industry.

394 CONSTRUCTION MANAGEMENT AND ADMINISTRATION 3 F,S
TEC 226; TEC 325 or conc reg req, and TEC 398 or 500 hrs documented construction experience.
Maj/min only or cons dept advisor req. Lecture and lab.
Principles, practices, and standard documentation utilized in construction project management and administration.

Temporary Courses:

ENG

289.23 INTRODUCTION TO PROFESSIONAL PUBLISHING 3 Summer
C or better in ENG 100; B or better in ENG 101 req.
Workshop emphasizing theoretical and practical issues in literary publishing, including editing, design, production, and promotion.

Approved Added Decimalizations:

FIL

- 380.03 SEMINAR IN LEGAL ENVIRONMENT OF BUSINESS: REAL ESTATE LAW 3**
FIL 185; cons dept chair req. May repeat with cons of dept chair.
- 380.03 SEMINAR IN INSURANCE LAW 3**
FIL 185, 240 req.

IDS

- 395.09 HONORS THESIS: PHILOSOPHY 1-6 F,S**

STT

- 399.19 STUDENT TEACHING: EARTH AND SCIENCE 6**

Approved Disestablished Decimalizations:

ITK

- 368.01 TOPICS IN INFORMATION SYSTEMS: SYSTEMS DESIGN**
- 368.03 TOPICS IN INFORMATION SYSTEMS: WEB DEVELOPMENT**
- 368.05 TOPICS IN INFORMATION SYSTEMS (GRADUATE)**
- 374.05 TOPICS IN TELECOMMUNICATION (GRADUATE)**
- 385.05 TOPICS IN COMPUTER SCIENCE (GRADUATE)**

- 8. ADJOURNED:** The meeting was adjourned at 4:05 p.m. with a motion from Morenus, seconded by Clairardin. The committee will not meet again until the fall semester. Notification of the next meeting time will be sent by email.