

UNIVERSITY CURRICULUM COMMITTEE

Minutes #1 approved (2010-2012 Undergraduate Catalog)
August, 26, 2009

Members Present: Cook, Dean, Kaesberg, Kopsell, Kukla, Lessoff, Lopez, Morenus, Murphy, Radhakrishnan, Rosenthal, Smudde, Standard, Trefzger, Walker, Weilbacher

Guests Present: Jess Ray, University Registrar

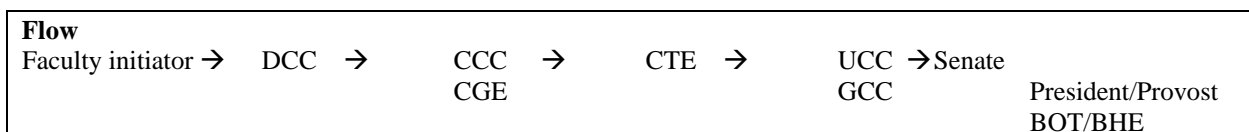
1. **CONVENED:** Rosenthal convened the meeting at 3:05 p.m.
2. **INTRODUCTIONS:** Members introduced themselves.
3. **APPROVAL OF MINUTES: #12, April 29, 2009.** Cook moved to approve the minutes with corrections, Murphy seconded. The committee unanimously approved the minutes as corrected.
4. **ELECTION OF OFFICERS & LIAISON ASSIGNMENTS:**
 - a. **Chairperson** (Serves as ex-officio member on Council for General Education and Council on Teacher Education): Rosenthal opened the floor for nominations for chair. Trefzger nominated Morenus, Cook seconded. Kaesberg motioned to close nominations, Kukla seconded. Morenus was elected chair. Morenus will serve as ex-officio member for the Council on Teacher Education and will ask the Recording Secretary to serve as her appointee to CGE. Rosenthal turned the meeting over to Morenus.
 - b. **Vice Chairperson** (Serves as ex-officio member of AAF and is UCC chair in the chair's absence): Morenus invited nominations for Vice Chair. Trefzger nominated Lessoff, Cook seconded the nomination. There was a motion to close nominations by acclamation. The committee elected Lessoff as Vice Chairperson.
 - c. **Recording Secretary** (Performs UCC secretary duties when secretary is absent): Morenus asked if there was anyone who could serve as Recording Secretary. Weilbacher volunteered, and was appointed by acclamation, to serve as Recording Secretary and also to serve as ex-officio member on the Council for General Education.
 - d. **Liaisons to College Curriculum Committees:** Morenus asked for members to choose a College Curriculum Committee on which to serve as liaison. Two members per college are needed. Meeting days/times and liaisons:
 - CAS – Tuesdays, 1:00 p.m.; DEG 551 (Dean, Kopsell)
 - CAST – Fridays, 2:00 p.m.; 305 N. School St., 2nd floor (Trefzger, Cook)
 - CFA – Thursdays, 11:00 a.m.; CVA 118 (Walker, Weilbacher)
 - COB – 1st Friday of month; COB 249 (Lessoff, Kukla)
 - COE – No set day/time (Murphy, Kaesberg, Smudde)
 - MCN – Tuesdays, 1:00 p.m.; EDW 3rd floor (Standard, Radhakrishnan)
5. **REVIEW OF UCC RESPONSIBILITIES** – Rosenthal distributed a handout and presented an overview of the UCC responsibilities and procedures.

UCC 1st Day Welcome and Process

Principles

- **Expertise is at the departmental level**—UCC's role is almost always to be supportive but also to make a thorough review and to ask questions where appropriate.
- **UCC policy is directed by the Baccalaureate Degree Document.**
- **Curriculum is a faculty responsibility**, however delivery of that curriculum is a shared responsibility with administration. That's why chairs and deans sign curriculum proposals.
- **How does the curriculum serve the students?** (How do they move through it?)

Proposal Routing:



Signatures	DCC Chair Dept Chair	CCC Chair Dean	CTE Chair	UCC Chair
Circulation		10 days	10 days	

What’s New?

Online forms! New Procedures (documentation).

The next catalog will be in effect 2010 through 2012. Supplement for new programs /courses only in 2011.

Deadlines for 2010-2012 Undergraduate Catalog:

New Degree Programs for 2010-2012 Catalog January 31, 2009

New/Deleted Minors, Sequences September 15, 2009

New/Deleted 100, 200, or 300-level Course Proposals October 1, 2009

Revised Program Proposals (Major, Minor, Sequences) October 1, 2009

Revised 100, 200, or 300-level Course Proposals October 30, 2009

Any changes to catalog requested/approved through editorial review November 30, 2009

*New Degree Programs (for 2011 Supplement to 2010-2012 Catalog) January 31, 2010

* Any proposal for a new degree program not approved by the UCC, Senate, BOT, and IBHE in time to publish in the catalog year for which it was proposed will appear in the next available catalog or the supplement.

NOTE: 300-level courses that are also offered for graduate credit need to be received two weeks prior to deadline in order to proceed to graduate school and be approved in time for the catalog.

How do we work?

- Jeri Ryburn logs in proposals and assigns proposals to committees of two members
- Members report back in two weeks (usually). Their review follows the appropriate UCC checklist. If there are questions or problems, reviewers should certainly feel free to contact initiator to try to correct before meeting.
- We do not review proposals from our own department/school.
- We do not review “stand alone” courses, but can review course proposals that are part of a program change.

What to look for?

- Catalog description
- Consistency
- Checklist material, including grad info for 300-level courses
- Letters of support for courses or programs that affect other departments

6. MISCELLANEOUS:

- a. Online forms/process and proposed revisions for the UCC Policies & Procedures (guidelines) – Rosenthal asked members to look over the revised UCC Policies and Procedures document (they received via email) in preparation for discussion at the next UCC meeting on September 9. He emphasized that there were revisions of the definitions of temporary and decimalized courses, in addition to changes done to make the guidelines more compatible with the new online proposal forms. After the UCC reviews and approves the revised document, Ryburn will forward it to the Academic Senate for their approval.

Additional work the UCC might be involved in this year:

- Revision of UCC Guidelines
- Completion of the reorganization of the front of the Undergraduate Catalog
- Changing electives in program – what needs UCC action and what does not?
- Creation of a guide for departments to use regarding what can or cannot be done editorially
- Discussion of policy on course decimalization

- b. Distribution of program proposals to reviewers: Ryburn distributed proposals to subcommittees of two members to serve as program reviewers. The proposals will be on the agenda for discussion at the next UCC meeting.

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

Decimalized Courses:

GEO

298.01 PROFESSIONAL PRACTICE: INTERNSHIP IN ENVIRONMENTAL GEOGRAPHY
1-3 sem. hrs.

Planned, supervised, paid or unpaid professional practice in environmental geography with a public or private organization. Maximum of 3 semester hours of credit toward the Minor in Environmental Studies; 40 hours internship per semester hour credit. Prerequisites: Prior approval by Minor in Environmental Studies Advisor or Geography-Geology Department Chair. Advanced arrangements required.

IDS

102.81 HONORS COLLOQUIUM: THE WIDE WORLD OF SPORTS IN OUR CULTURE
1 sem. hr.

Designed to provide an opportunity look at how the world of sports infused our culture. Some possible questions: Who are our heroes? Should they come from the ranks of professional athletes? Steroid use? NCAA rules? Marketing strategies? There are a variety of topics that cross disciplines, including psychology, communication, sociology, marketing, and economics.

INB

298.01 PROFESSIONAL PRACTICE: INTERNATIONAL BUSINESS INTERNSHIP
1-3 sem. hrs.

On-the-job experience in international business. Students qualifying for the internship experience can receive 3 credit hours that can be counted toward the number of hours required for graduation. The internship experience should be arranged through the International Business internship coordinator. Prerequisite: Junior standing.

Editorial Changes:

GEO

(content)

344 BIOGEOGRAPHY
3 sem. hrs.

Theory and application of the geographic distributions of plants and animals and processes that cause these distributions. Lecture and lab. Prerequisites: GEO 100 or consent instructor.

HSC

(Removed prerequisites)

248 OCCUPATIONAL HEALTH
3 sem. hrs.

Adverse environmental conditions encountered in the workplace affecting the efficiency, health, and well-being of employees.

- 8. **ADJOURNED:** Cook moved to adjourn the meeting, Smudde seconded. The meeting was adjourned at 4:10 p.m. The next UCC meeting will be on September 9, 2009.