

UNIVERSITY CURRICULUM COMMITTEE

Minutes #1 approved (2012-2014 Undergraduate Catalog)
September 15, 2010

Members Present: Cook, Ferrence, Kaesberg, Kelly, Kopsell, Morenus, Rosenthal, Smudde, Standard, Trefzger, Weilbacher

Members Absent: Kukla, Murphy, Walker

Guests Present: Jess Ray, Soemer Simmons, Office of the University Registrar

1. Rosenthal convened the meeting at 3:08 p.m.
2. **INTRODUCTIONS:** Members introduced themselves. Greg Ferrence from Chemistry and Stacy Kelly from Special Education are the two new faculty members.
3. **ELECTION OF OFFICERS AND LIAISONS:**
 - a. **Chairperson** (Serves as ex-officio member on Council for General Education and Council on Teacher Education): Rosenthal asked for nominations. Kaesberg nominated Morenus, who accepted, and Cook seconded. With no other nominations, Morenus was elected as chairperson by a unanimous vote. Morenus will serve as ex-officio member of CTE. Rosenthal turned the meeting over to Morenus.
 - b. **Vice Chairperson** (Serves as ex-officio member of AAF and is UCC chair in their absence): Morenus asked for nominations. Trefzger nominated Kaesberg. With no other nominations, Morenus asked for acclamations in favor of electing Kaesberg. Kaesberg was elected as vice chairperson by unanimous acclamation.
 - c. **Recording Secretary** (Serves as CTE or CGE ex-officio member by appointment from the UCC chair and performs UCC secretary duties in their absence): Morenus asked for nominations. Ferrence nominated Weilbacher, Trefzger seconded. With no other nominations, Morenus asked for acclamations in favor of electing Weilbacher. Weilbacher was elected as recording secretary by unanimous acclamation and will serve as ex-officio member of CGE by appointment of the UCC chair.
 - d. **Liaisons to College Curriculum Committees:** Ryburn reported the following college curriculum committee meeting days, times, and the contact person.

CAST (Meets Mondays, 3:30 p.m. in Turner 101; contact is Cara Rabe-Hemp); Cook and Trefzger will be the liaisons.

CAS (Meets Tuesdays, 1:00 p.m. in STEV 141; contact is Todd Stewart); Kelly will be the liaison.

CFA (Meets (tentative) Thursdays, 11:00 a.m. in CFA 118); contact is Shari Zeck; Kopsell will be the liaison.

COB (Meets Fridays, no time set yet, no location given); contact is John Bantham; Ferrence will be the liaison.

COE (Meeting to be announced); contact is Janet Carlson; Peter Smudde is the liaison.

MCN (Meets the second Tuesday of each month at 1:00 p.m. in Edwards 306; contact is Cathy Kaesberg; Jean Standard will be the liaison.

Standard inquired whether there should be a liaison from UCC to the Graduate Curriculum Committee. Rosenthal will discuss this idea with Kimberly Nance in the Graduate School. Kopsell offered to be the liaison to the GCC if they agree to have a UCC liaison.
4. **REVIEW OF UCC RESPONSIBILITIES:** Rosenthal presented an overview of the UCC responsibilities.
 - The University Curriculum Committee is an external committee of the Academic Senate.
 - UCC is a guardian of the process and the clarity of the catalog.

- Rosenthal is the Associate Vice President of Enrollment Management and Academic Services and is the Provost’s designee on the committee. In his role on the committee, he asks how curriculum serves the students. Thirty-five percent of the student population at Illinois State is transfer students. He asked the committee to help him make that point as the committee works with departments on curriculum matters.
- The new electronic proposal forms will help insure that proposals are completed correctly and include everything that was on the former proposal check lists.
- Rosenthal mentioned that there could be some policy discussions this year; one being the credit/no credit grading issue.

Rosenthal distributed an orientation handout and discussed the information:

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?)

Flow	Faculty initiator →	DCC →	CCC → CGE	CTE →	UCC → GCC	Senate President/Provost BOT/BHE
Signatures		DCC Chair Dept Chair	CCC Chair Dean	CTE Chair	UCC Chair	
Circulation			10 days		10 days	

What’s New?

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

Important Dates (for 2011 Supplement to the Catalog):

- *New Degree Programs – January 4, 2010
- New Minors, Sequences – October 1, 2010
- New 100, 200, or 300-level Course Proposals – October 1, 2010
- Program revisions driven by accreditation of policy change only – October 1, 2010

Deadlines for 2012-2014 Undergraduate Catalog

- *New Degree Programs for 2012-2014 Undergraduate Catalog – January 3, 2011
- New/Deleted Minors, Sequences – September 12, 2011
- New/Deleted 100, 200, or 300-level Course Proposals – October 3, 2011
- Revised Program Proposals (Major, Minor, Sequences) October 3, 2011
- Revised 100, 200, or 300-level Course Proposals October 31, 2011
- Any catalog changes requested/approved through editorial review November 30, 2011

How do we work?

- Jeri Ryburn logs in proposals and assigns proposals to committees of 2 members
- Members report back in 2 weeks (usually). 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
- Letters of support for courses or programs that affect other departments

5. STAFF REPORT: Rosenthal discussed the following:

- ISU student statistics: the student population is 20,762, freshmen retention rate is 85%, and the average ACT score is 24.1 for current students admitted to ISU.
- Time to degree is a big concern. UCC needs to be vigilant when reviewing programs. Rosenthal suggested that the committee should be very careful about prerequisites and whether they are necessary. There may be a task force set up to look at the time to degree issue.
- There is no policy governing how the credit hours are awarded for professional practices and internships. Hours actually worked as an intern or in professional practice vary as do the credit hours awarded to the student. Rosenthal will be doing research with the new director of the Career Center in regards to professional practice courses and internships.
- Late last semester Rosenthal, Morenus, and Ryburn met with the College of Arts and Sciences College Curriculum Committee regarding the online proposal forms. The CAS CCC made suggestions for improvements of the proposal forms. Ryburn reported that the programmer has been unavailable to work on the changes, but hopes to get to them in the near future.
- IBHE will have a slightly different process for new programs. The accreditation agency has been under scrutiny from the Department of Education in regards to distance education, study abroad and off campus cohorts.
- IBHE has been asked to require state universities to accept all community college credits and apply them to our majors, even if we don't have the same major. There has been no vote on this issue yet.

Morenus asked about pending IBHE changes such as the requirement of a grade of C or better in education courses for students to be able to student teach. Jess Ray said that there is an ongoing discussion of how to interpret that requirement. Ray said there is also a change relating to the Teacher Retirement System. Those teachers entering the TRS system in January 2011 will be required to be 67 years old to qualify for full benefits or face a 6% reduction for each year under 67. It has been said that if a person even substitutes for one day with their certificate before January 1, 2011, that will put them in the old retirement system. Ray said that there is a one-time-only effort being made to try and help eligible teacher education students with early checkouts for graduation so that they have the opportunity to substitute teach by the deadline.

Ryburn discussed the UCC website and suggested that it was a good place for UCC members to review the UCC agendas, circulations, minutes, UCC Policies and Procedures document, membership list, Baccalaureate Degree Document and more.

Ryburn reported that the Student Government Vice President sent an email stating that there were two students awaiting approval to serve on the UCC. There will be two student member vacancies. Trefzger suggested advertising through the Honors Program for students to serve on the UCC. Ryburn will contact Honors to see if that is possible.

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

Temporary Courses:

CJS**389.21 CRIMINAL BEHAVIOR ANALYSIS**

3 sem. hrs.

An extensive study and practice of criminal behavior analysis techniques. Students will learn both the theoretical foundations and professional applications. Prerequisites: Junior standing (60 hours completed). CJS 101 or consent of department advisor.

IDS

289.45 SUSTAINABILITY CONSULTING PROGRAM

1-3 sem. hrs.

Interdisciplinary project to examine the technologies and best practices promoting sustainable local communities and community outreach toward implementing such practices. Prerequisites: The introductory courses in each student's major; consent of instructor.

Editorial Course Changes: *(2010-2012 Catalog)*

FCS

(prerequisites)

369 MERCHANDISE PLANNING AND CONTROL

3 sem. hrs.

The financial management of merchandising fashion goods, with emphasis on stock, sales, assortment planning and control. Formerly *FASHION MERCHANDISING*. Prerequisites: FCS 226; MKT 230; MQM 220.

- 7. ADJOURNED:** Cook moved to adjourn the meeting, Kopsell seconded. The meeting was adjourned at 4:00 p.m. The next meeting will be held on September 29, 2010.