

UNIVERSITY CURRICULUM COMMITTEE

Minutes #1, approved (2012-2014 Undergraduate Catalog)
September 7, 2011

Members Present: Bailey, Cook, Ferrence, Kaesberg, Kopsell, Lieberman, Morenus, Murphy, Rosenthal, Standard, Trefzger, Walstrom, Weilbacher, Wood, Yu

Member Absent: Kelly

Guests Present: Jess Ray, Office of the University Registrar

1. Rosenthal convened the meeting at 3:05 p.m.
2. **INTRODUCTIONS:** Rosenthal introduced Rita Bailey, Assistant Provost, who will be transitioning into the position of Executive Secretary (Provost's designee to the UCC). Members introduced themselves. New members: Lieberman, Yu, and Wood. Members who are returning for another term are: Cook and Murphy.
3. **APPROVAL OF MINUTES #14, April 20, 2011:** Morenus moved to approve the minutes as amended, Cook seconded, and the committee approved the minutes as amended by acclamation.
4. **ELECTION OF OFFICERS AND LIAISONS:**
 - a. **Chairperson** (Serves as ex-officio member on Council for General Education and Council on Teacher Education): Rosenthal opened the nominations. Trefzger nominated Standard, who accepted, and Kopsell seconded the nomination. With no other nominations, Morenus moved to close the nominations and Trefzger seconded. Standard was elected to the position of chairperson by committee acclamation. Standard will serve as ex-officio member of CTE. Rosenthal turned the meeting over to Standard.
 - b. **Vice Chairperson** (Serves as ex-officio member of AAF and is UCC chair in their absence): Standard asked for nominations. Morenus nominated Kaesberg, Murphy seconded. With no other nominations, Trefzger moved to close the nominations, Morenus seconded. 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): Standard asked for nominations for Recording Secretary. Murphy nominated Weilbacher, Morenus seconded. Kopsell moved to close the nominations, Ferrence seconded. With no other nominations, Weilbacher was elected as recording secretary by unanimous acclamation and will also 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 locations.

CAST (meets Mondays or Wednesdays, 3:00 p.m. in Turner 101; contact is Todd McLoda); Trefzger will be the liaison.

CAS (meets Tuesdays, 1:00 p.m. in STV 141; contact is Todd Stewart); Lieberman will be the liaison.

CFA (meets Thursdays, 12:00 to 1:00 p.m. in CFA 118); contact is Laurie Merriman; Cook and Kopsell will be liaisons.

COB (meets Fridays, at 11:00 a.m. to 12:00 in SFHB 352); contact is Kimberly Judson; Cathi Kaesberg will be the liaison.

COE (meeting to be announced); contact is Janet Carlson; Murphy will be the liaison.

MCN (meets the second Tuesday of each month at 1:30 to 3:20 p.m. in Edwards 306; contact is Cynthia Malinowski); Morenus will be the liaison.

Ryburn will email the College Curriculum Committee contacts with the liaison names and copy the liaisons. Liaisons will contact each CCC at least once during the semester to offer to attend one of the meetings to introduce themselves and answer or forward questions about the UCC and the curriculum proposal process.

5. REVIEW OF UCC RESPONSIBILITIES: Rosenthal presented an overview of the UCC responsibilities.

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 is in effect 2010 through 2012. The proposals reviewed and approved this year will take effect in the 2012-2014 catalog, unless they are new major degree programs that require IBHE approval, which likely will fall under the 2013 Supplement to the 2012-2014 catalog.

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. However, course proposals are not approved by the UCC; they are approved by the Executive Secretary.

What to look for?

- Catalog description
- Consistency
- Letters of support for courses or programs that affect other departments

6. STAFF REPORT:

- a. Rosenthal distributed a copy of the new form: “Request to Add Hours to Existing Program – Report of Financial Implications” and explained the purpose and procedure of the form.
 - The purpose of the new form is to ask departments to provide information (when they propose a revision that causes an increase in hours to complete a program) on how the increased hours will be financially supported, before the proposal proceeds through the curricular process.

- The procedure is to have the department/school complete the form, print it and submit it to the CCC for review prior to submission of the curriculum proposal form. The new form must be approved by the department chair, DCC chair, college dean, and provost before being submitted to their CCC. The new form will be posted on the UCC website.

Comments/Questions:

- It was asked if there would be a link on the program revision form to alert the proposer that this new form must be completed before they propose an increase in a program's hours. Ryburn indicated that she would work with the programmer to add a message and link to the "Revise Program" form.
 - Trefzger inquired whether a department/school that proposed to increase a program's hours by including additional coursework from another department/school would need to provide additional information from the other department/school. Rosenthal answered that he would look at the form again and incorporate language that would require the department/school to obtain financial information from the other department/school.
 - Kopsell asked if there had been any further discussion of the issue of departments/schools adding hours that caused a program to exceed the 124-hour limit. Rosenthal answered that the issue had been discussed in the Provost's Office and at the annual administrators retreat held in August. He also noted that there is a current program that makes available some enhancement funds that might be used to facilitate a one-day faculty curriculum retreat to discuss reducing hours in programs and assigning prerequisites more efficiently, etc.
 - Trefzger asked about his suggestion last year that some of the teacher education C&I requirements be approved as General Education courses to help reduce hours for teacher education programs. Rosenthal said that suggestion had been rejected by CGE.
 - Rosenthal said everyone needs to become more aware of time-to-degree and prerequisite issues.
- b. Rosenthal informed the committee of statistics on the current year's enrollment:
- ISU has the largest enrollment since 1992; this year 21,080 students are enrolled.
 - There are 131 more freshmen beyond the target of 3200.
 - The average ACT score for freshmen was near 24, and the grade point average topped 3.3.
 - Diversity also increased with the new freshman class, in which minority students comprised 18.9 percent – a jump from 17.8 last year.
 - Retention rate has increased - 85.1 percent of last year's freshmen returned for their sophomore year.
 - New transfer enrollment came in just over the University's target at 1,826 students, with an average transfer GPA of 3.11
 - These numbers are a sign of the strength of Illinois State in a competitive marketplace.
- c. Ryburn presented a brief review of the 2010-2011 University Curriculum Committee Annual Report to the Academic Senate. The report will be sent to the Senate with a cover memo from the UCC chair.
- d. Ryburn reminded the committee of the deadlines for this year:

Deadlines for 2012-2014 Undergraduate Catalog:

*New Degree Programs	January 3, 2011
New/Deleted Minors, Sequences	September 12, 2011
New, Revised, Deleted 300-level Course Proposals (if graduate credit requested)	September 12, 2011
New/Deleted 100, 200, or 300-level (non-graduate) Course Proposals	October 3, 2011
Revised Program Proposals (Major, Minor, Sequences)	October 3, 2011
Revised 100, 200, or 300-level (non-graduate) Course Proposals	October 31, 2011
Any changes to catalog requested/approved through editorial review	November 30, 2011
*New Degree Programs (for 2011 Supplement to 2010-2012 Catalog)	January 31, 2012

* 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 its supplement.

7. **ADJOURNED:** Kaesberg moved to adjourn, Kopsell seconded. The meeting was adjourned at 4:00 p.m. The next meeting will be on September 14, 2011.
8. **INFORMATION:** The University Curriculum Committee Executive Secretary approved the following:

New Course:

HSC

**398.05 PROFESSIONAL PRACTICE: HEALTH INFORMATION MANAGEMENT – RHIT
1-3 sem. hrs.**

Application of HIM knowledge and skills in a healthcare professional setting. May be repeated a maximum of 3 hours. Prerequisites: Minimum grade of C in HSC 326, 327 and 328. RHIT-HIM Online Sequence major only and consent of program director. Evidence of health insurance and professional liability may be required. This is a capstone course and the students are required to have a professional skills base.

Editorial Requests:

HSC

(changed titles)

**398.01 PROFESSIONAL PRACTICE: HUMAN DEVELOPMENT AND FAMILY RESOURCES
Formerly *PROFESSIONAL PRACTICE: CHILD DEVELOPMENT AND FAMILY RELATIONSHIPS.***

**398.03 PROFESSIONAL PRACTICE: FOOD, NUTRITION AND DIETETICS
Formerly *PROFESSIONAL PRACTICE: FOOD - NUTRITION OR DIETETICS.***

MAT

(prerequisites revised)

**314 CONCEPTS OF CALCULUS FOR MIDDLE SCHOOL TEACHERS
4 sem. hrs.**

Concepts of differential and integral calculus, including limits, sequences, and transcendental functions. Emphasis on the role of calculus in Mathematics and problem-solving. Department-approved graphing calculator required. Not for credit major/minor. Prerequisites: Grade of B or better in MAT 131 and 202. Completion of 60 hours and 2.50 major and overall GPA.