

UNIVERSITY CURRICULUM COMMITTEE

Minutes #1 approved (2017-2018 Undergraduate Catalog)

August 31, 2016

Members Present: Brandt, Ciani, Cook, Dustin, Geary, Lieberman, Morey, Mikulec, Rosenthal, Shim, Standard, Stapleton, Trefzger

Members Absent: Prud`homme

Guests Present: Danielle Lindsey, Office of the Registrar

1. Rosenthal convened the meeting at 3:05 p.m.
2. **INTRODUCTIONS:** Members and the guest introduced themselves.
3. **APPROVAL OF MINUTES:** #14, April 20, 2016

Cook moved to approve the minutes as amended; Morey seconded. The minutes were approved as amended by acclamation of the committee.

4. ELECTION OF OFFICERS AND LIAISONS:

- a. **Chairperson:** *Serves as ex-officio member on the Council on General Education (CGE) and Council for Teacher Education (CTE).* Rosenthal opened the nominations. Trefzger nominated Lieberman, Standard moved to approve, Lieberman accepted the nomination and was elected to serve as chairperson by acclamation of the committee. Rosenthal turned the meeting over to Lieberman. Lieberman will serve as ex-officio member of the CTE and asked if someone could serve as the CGE ex-officio member. No one was available. Rosenthal, who attends the meetings, will report on CGE activity.
- b. **Vice Chairperson:** *Serves as ex-officio member of the Academic Affairs Committee (an internal committee of the Academic Senate) and serves as the UCC chair in their absence.* Lieberman asked for nominations, or if someone wanted to serve as the vice-chair. Dustin offered to serve, Standard moved to accept, and Stapleton seconded. Dustin was elected to serve as vice chairperson by acclamation of the committee. Due to a conflict, Dustin cannot serve as ex-officio member of the Academic Affairs Committee. Lieberman asked if someone could serve as the ex-officio member. Trefzger offered to serve.
- c. **Recording Secretary:** *Performs UCC secretary duties in their absence.* Lieberman asked for someone to serve as the Recording Secretary. Stapleton will serve as the Recording Secretary.

Election results:

Lieberman – chair and ex-officio member of CTE

Dustin – vice-chair

Stapleton – recording secretary

Trefzger – ex-officio member of Academic Affairs Committee

5. **LIAISON ASSIGNMENTS TO THE COLLEGE CURRICULUM COMMITTEES:** UCC members are asked to serve as liaisons to the College Curriculum Committees (CCC). The duties of a liaison to a College Curriculum Committee are to contact the committee at least once during the year and ask to attend a meeting and offer assistance when or if needed in regards to the curriculum process.

Committee members serving as liaisons are:

College of Arts and Sciences: Ciani

College of Applied Science and Technology: Trefzger
 College of Business: Mikulec
 College of Education: Stapleton
 College of Fine Arts: Standard
 Mennonite College of Nursing: pending time/day verification

Ryburn will send emails to the colleges with the liaison information and copy the UCC members serving as liaisons to the colleges.

- **REVIEW OF UCC RESPONSIBILITIES:** Rosenthal distributed a handout with an overview of the University Curriculum Committee (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 distributed an orientation handout and invited new members to remain after the meeting to discuss the orientation handout:

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** that can be found on the ISU Policy website at: policy.illinoisstate.edu/students/2-1-9.shtml
- **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 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	Senate Provost
Circulation			10 days		10 days	

Catalog Year: The current catalog is in effect 2016 through May 2017. The proposals reviewed and approved this year will take effect in the 2017-2018 Undergraduate Catalog (revised programs and courses) unless they are new major degree programs that require IBHE approval, which likely will fall under the next catalog.

Deadlines for the 2016-2017 Undergraduate Catalog:

*New Degree Programs	January 25, 2016
New/Deleted Minors, Sequences	September 12, 2016
New/Deleted 100, 200, or 300-level Course Proposals	October 3, 2016
Revised Program Proposals (Major, Minor, Sequences)	October 3, 2016
Revised 100, 200, or 300-level Course Proposals	November 7, 2016
Changes to catalog requested/approved through Editorial Request	November 28, 2016

How do we work?

- Jeri Ryburn assigns program proposals (for majors, minors, and sequences) to committees of two members.
- Members will receive a link to the online proposal by e-mail from Curriculum Forms.
- Members report back to the full UCC in two weeks (usually). If there are questions or problems, reviewers should certainly feel free to contact the initiator to try to correct the proposal before a 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: Rosenthal discussed the following issues:

a. New forms have been designed and implemented:

- (1) Proposal to Change the Name of Degree, Certificate, Sequence, or Minor. The Provost’s Office designed this form for colleges, departments, and schools to request name changes. The UCC website will provide information and a link to the form.
- (2) Teach-Out Plan for Proposals to Delete Majors and Certificates. This form has been added to the required program deletion process in the curriculum forms system and on the UCC website page under the header “Program Instructions (Majors, Minors and Sequences),” the following text has been added:

“For deleted programs, evidence must be provided on the “Teach-out Plan Form,” available on the Curriculum Forms website, to demonstrate how the department or school will ensure that students will be able to complete the program in a reasonable period of time after the closure date if they choose to do so.”

b. Pending issues:

- (1) AMALI – The UCC will have a structured discussion this year, based on the survey completed last year, on whether to “stay the course,” add a three-hour study abroad course regardless of where, or other course options. The goal is to resolve the issue this year.
- (2) Writing in the Disciplines – The Provost suggested removing this initiative because it is not revenue neutral and would create expense in staffing and development. Though well supported by faculty and staff, now is not a good time for this to be done.

7. ADJOURNED: Lieberman called for adjournment. Stapleton moved to adjourn, Geary seconded and the committee agreed by acclamation. The meeting adjourned at 3:35 p.m. The next meeting will be held on September 14, 2016.**8. INFORMATION:** The University Curriculum Committee Executive Secretary approved the following:

Decimalized Courses:

IDS

121A63 TEXTS AND CONTEXTS: THE COLD WAR IN EUROPE LH
3 sem. hrs.

This course introduces students to the political changes in Cold War Europe from 1945 to the collapse of the Soviet Union in 1991. May not be taken under the P/NP option. Prerequisites: COM 110 and ENG 101 or concurrent registration.

MQM

341A21 STRATEGIC ENTREPRENEURSHIP

3 sem. hrs.

Strategic Entrepreneurship is the examination of the different stages and influences on entrepreneurial firms' performance. Prerequisite: MQM 220 or 221.

Editorial Requests:

GEO

205 LIVING IN THE ENVIRONMENT

3 sem. hrs.

Interaction between humans and the environment, focusing on the geographical dimensions of natural resource use, pollution, and environmental conservation.

THE

271 STUDIES OF NON-WESTERN FILM AND THEATRE

3 sem. hrs.

Study of the historical and aesthetic development of film and theatre from AMALI cultures. May be repeated with different content (as indicated with an A-suffix number; see course that follows); maximum 6 hours. Prerequisite: THE 170 or consent of the instructor.

Reinstated Course:

ANT

297 LOST CONTINENTS AND SUNKEN CITIES

3 sem. hrs.

Survey of the pseudo-scientific theories of the archaeological past.