

## UNIVERSITY CURRICULUM COMMITTEE

Minutes #3, approved (for 2005-2006 Catalog)

September 15, 2004

Members Present: Bassoppo-Moyo, Brown, Buckley, Canabal, Ferrence, Kossman, Morenus, Morgan, Quane, Ryburn, Shane, Stier, Trefzger, Van Der Hoven, Zintambila

Members Absent: Jayaswal

1. **CONVENE:** Jan Shane, Associate Provost, convened the meeting at 3:00 p.m. Jan introduced herself and Dr. Larry Quane, Acting Registrar, with whom she will be sharing the Executive Secretary responsibilities this year.
2. **INTRODUCTION OF MEMBERS:** There are five new members: Maria Canabal from Family and Consumer Sciences; Temba Bassoppo-Moyo from Curriculum and Instruction; Carlyn Morenus from Music; Steven Van Der Hoven from Geography/Geology; and Vicky Morgan from Curriculum and Instruction. This semester, Vicky is replacing Adel Al-Bataineh who will be returning to the committee in the spring.
3. **UCC ORIENTATION:**
  - **UCC Policies and Procedures (Guidelines for Proposals):** Updated *UCC Policies and Procedures* are on the UCC website at: [www.ilstu.edu/depts/ucc](http://www.ilstu.edu/depts/ucc). A revised document was routed to Academic Senate in 2002-2003 when UCC completed their two-year review period and approved changes to the document. Jan Shane will contact Jim Reid to see when AAF will review the revisions.
  - **UCC Membership and Officers:** Jan reviewed UCC membership and offices as stated in the *UCC Policies and Procedures*.
  - **UCC General Information Sheet:** *UCC General Information* sheets were distributed. This resource explains the program proposal routing. (Example: After UCC approves a new major the proposal is routed to the (1) Academic Senate, (2) Board of Trustees and Provost, and (3) IBHE.) The sheet shows other information: course levels, numbering, etc.
  - **Overview of UCC Functions:**

Joe Trefzger

    - Distributed and explained the *UCC Functions* document that was developed last year;
    - discussed UCC's responsibility as mediator of disputes regarding curriculum proposals;
    - explained the *Request for New Program Approval* form. Beginning this year, when they propose a new program (major, minor, or sequence) departments will fill out a new form for reporting resource needs, anticipated credit hours generated, and FTEs. The form was created by the Academic Senate last year. Departments need to obtain signatures of their Dean and the Provost before routing the program proposal to their CCC and to UCC. The form is located on the Academic Senate website.
    - discussed use of the *Baccalaureate Document* when reviewing programs. UCC has seen some programs proposed that were over the 124 hour maximum allowed. Jan said the "five-year tuition guarantee program" will probably make a difference and add another layer to these types of discussions.
  - **UCC Proposal Deadlines:** Jeri reminded the committee about proposal deadlines and gave out the dates established for other curricular changes, including "Four & Out" and the catalog proofing schedule. Because other curriculum committees and the UCC do not meet from December 17 through January 18, UCC must receive and approve new or revised catalog copy by the November 12<sup>th</sup> deadline for it to be in the 2005-2006 catalog. Proposals for new majors need to be in by February 11, 2005 to be in the 2006-2007 catalog.
  - **What to expect this year (Jeri):**
    - Jeri gave an overview of the proposal process from receipt of the proposal, routing to reviewers (subcommittee of 2 UCC members) to when it is discussed at UCC.
    - Greg asked if there would be a time when the proposal process would be completely electronic. Jeri said that proposals could be sent to reviewers and put on circulation electronically if all departments would provide the electronic copy, however, we would still need a signed hard copy. Currently, catalog copy and a brief summary is all that is on circulation.
    - For now, Jeri will continue to process the proposals the same way. The only time UCC requires an electronic copy from a department is when the proposal is routed to the Academic Senate. The Academic Senate requires an electronic and a hard copy of the proposal. Jeri requests the electronic copy from the departments after UCC approval.

- 4. SELECTION OF OFFICERS AND LIAISONS:**
- a. Chairperson:** (Serves as ex-officio to the Council for General Education and Council for Teacher Education).
    - Joe Trefzger was nominated and elected.
    - Joe asked to assign another UCC member to serve as ex-officio at CTE in his place, as has been our tradition.
  - b. Vice Chairperson:** (Serves as ex-officio member of AAF and is UCC chair in the chair's absence).
    - Greg Ferrence was nominated and elected.
  - c. Recording Secretary:** (Takes minutes at UCC meetings in secretary's absence).
    - Cyndee Brown was nominated and elected.
    - Joe asked Cyndee to serve as ex-officio member of CTE in his place. Cyndee accepted.
  - d. Selection of Liaisons to the College Curriculum Committees:** Was tabled until the next meeting. Jeri will email the colleges to get CCC meeting times.
- 6. APPROVAL OF MINUTES:** Minutes #2 from April 7, 2004 were approved with a motion from Ken, second from Henry, and a unanimous vote to approve.
- 7. ASSIGNMENT OF PROPOSALS:** Jeri asked for volunteers to review two new proposals. Discussion of these proposals will be on the agenda at the next meeting:
- (1) FIL revision – Major in Insurance: General Insurance Sequence and the Insurance-Business Information Systems Sequence (Greg Ferrence and Ken Stier will review).
  - (2) MQM deletion – Quality and Operations Management Sequence (Chad Buckley and Carlyn Morenus).
- 8. OTHER:**
- Jan asked committee members to review, and be prepared to discuss at the next meeting, a request from C&I to require a minimum grade of C in C&I 233, 333, 390 and 395 before students can advance to Student Teaching.
  - Joe asked if the committee wanted to meet at 3:05 p.m. instead of 3:00 p.m. again this year. The committee agreed to the meeting time of 3:05 p.m. on Wednesdays.
- 9. INFORMATION:**

The UCC Executive Secretary approved the following new course:

**IDS**

**298 PROFESSIONAL PRACTICE: INTERNSHIP/COOPERATIVE  
EDUCATION 1-6 F,S,Summer  
Jr standing.**

**Interdisciplinary directed project or on-the-job experience related to student's career interests under the supervision of internship coordinator or faculty of one or more departments.**

The UCC Executive Secretary approved the following course revision:

**FIL**

*(Number, prereq changed)*  
**241 FINANCIAL MARKETS 3 F,S  
FIL 240 with gr of C or better req. Bus maj only. Formerly FIL 218.**

**Participants, structure and functions of the major domestic and international and financial markets.**

The UCC Executive Secretary approved the following decimalized courses:

**FIL**

**382.02 SEMINAR OF PROPERTY CASUALTY OPERATIONS 3  
FIL 250 req.**

**This course is a seminar on property and casualty insurance company operations.**

**GEO**

**306.17 REGIONAL AND AREA STUDIES: SOUTHERN ARIZONA**

**IDS**

**202.73 ADVANCED HONORS COLLOQUIUM:  
HONORS SEMINAR – TOPICS IN PSYCHOLOGY 3 F**

*Jr standing req.*

**Honors Seminar in Psychology on selected topics.**

**395.04 HONORS THESIS: MATHEMATICS**

**395.05 HONORS THESIS: SPEECH PATHOLOGY AND AUDIOLOGY**

**395.06 HONORS THESIS: ANTHROPOLOGY**

**TEC**

**348.01 TOPICS IN INDUSTRIAL COMPUTER SYSTEMS: SERVER SECURITY 3**

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The meeting adjourned at 4:20 p.m. The next meeting will be at 3:05 p.m. on Wednesday, October 6, 2004.

Respectfully submitted by  
Jeri Ryburn  
UCC Secretary and Editorial Assistant of the Undergraduate Catalog  
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