

## University Curriculum Committee

### Minutes #1

August 25, 2021

Members Present: Califf, Carlson, Howell, Jia, Johnston, Newport, Pence, Hunter, Kalter, Leonard, Kroesch, Hurd

Members Absent: Paolucci, Falbe

Guests: Danielle Lindsey – Registrar’s Office, Ian Gawron – Registrar’s Office, Jess Ray – Registrar’s Office

**1. Convene:** Hurd convened August 25, 2021 UCC Meeting

**2. Introductions:**

**3. Election of UCC Officers:**

- a. Chairperson: Introduced the three UCC Officer roles and explained the different responsibilities of each role. Hurd also indicated the general meeting times of each committee and the commitments that each officer has to attend/report on UCC-relevant items to the UCC committee. After a general discussion of Califf having led an efficient UCC last academic year, Califf volunteers to chair the committee again. Kroesch and Newport expressed support for Califf. Jia seconded. 11 voted in favor. 1 abstained. 0 voted against.
- b. Vice Chairperson: Hurd similarly explained the responsibilities of this position. Kalter volunteered for the position. Jia seconded. 11 voted in favor. 1 abstained. 0 voted against.
- c. Recording Secretary: Hurd explained the responsibilities of this position and the unique responsibilities this position has in the event Gawron (guest) was absent (namely, recording the minutes in the event Gawron (guest) was absent). Carlson volunteered for the position. Kroesch seconded. All voted in favor. 0 abstained. 0 voted against.

**4. Liaison Assignments:**

- a. Council of General Education: The responsibilities of the liaison assignments were explained previously during the election of officers’ portion of the agenda. Califf nominated herself to be the CGE liaison.
- b. Council for Teacher Education: After a general discussion on how the liaison for this committee should probably be from an education background, Kroesch volunteered for this liaison position.
- c. Academic Affairs Committee: After a general discussion concerning the AAC liaison position and how it is traditionally the Vice-Chair who is the liaison, Kalter volunteered for the position.

**5. Review of UCC Responsibilities:**

Hurd referenced the New Member Document distributed before the UCC and how it is an important resource for the UCC members to review. Hurd highlighted particularly important sections of the New Member Document. Specific highlights included: How the UCC only reviews undergraduate curriculum, how the Graduate Curriculum Committee only reviews graduate curriculum, and that they rarely overlap. Other highlights included: initiator of proposals/department expertise being central to curriculum and that the UCC inspects/reviews proposals for coherence/clarity. Califf echoed these priorities. Various examples were given on what the UCC should and should not do in some situations concerning program changes/proposals. Hurd also expressed the importance of inviting department chairs/initiators of proposals to attend. Califf and other UCC members expressed this importance as well. Hurd also highlighted the general approval process for proposals and that Gawron (guest) does a technical review of the proposals before they arrive to the UCC review. Lindsey (guest) also indicated this point. It was generally explained what UCC reviewers should look for, including: prerequisite concerns, library approver, consistency, any potentially confusing notes or other points, letters of support/letters of notification. Newport provided a library perspective on the importance of library approval. Hurd explained the difference between the letters of support (when a department wants to require a course from a different department) and letters of notification (when a department wants to eliminate a course from their program from a different department).

## **6. Informational Items:**

Hurd explained the GCC approved change to accelerated programs and how students can take 12 credit hours of graduate credit during their undergraduate program or 33% of the associated graduate program, whatever is higher. Hurd explained that accelerated programs primarily affect the undergraduate catalog and is relatively minor/editorial in the graduate catalog.

Jia asked about the UCC name change and if that was still moving through the approval process. Califf explained the history/context of the name change. There was a general discussion between Newport, Califf, Jia, Hurd, and Kalter about potential concerns with the name change, but how the name change was resubmitted for consideration in May 2021.

Hurd prompted Gawron (guest) concerning any potential proposal discussion/approval process information that was not mentioned. Gawron (guest) explained generally the importance of reaching out to him and the proposal initiators if they have any questions, and that most/the majority of concerns can be resolved before the UCC meeting so that meetings can be more efficient/productive. Gawron (guest) generally highlighted his ability to edit proposals for technical issues/considerations and the importance of keeping him in the loop concerning proposals. Califf asked about program changes involving counting MAT 144/MAT 120 and if they were editorial or program revision. Gawron (guest) indicated/explained that they were program revisions given the hours concerns and additional paperwork needed (add hours forms). Hurd explained the Counting MAT Hours Procedure, which is a procedure, similar to counting foreign language credits, in which a minimum threshold of MAT is the “starting point” for listing in the required hours of a program. This starting point includes prerequisite considerations. Hurd referenced data concerning student proficiencies and indicated that MAT 144/MAT 120 was a good starting point. Hurd also indicated that this is a partially similar process to how LAN 112 is done. Overall, Hurd indicated that counting credit hours is important and the inherent ambiguities between STAR, and other state-level considerations/mandates. A general discussion occurred on this subject including: Califf, Jia, Kalter.

## **7. Miscellaneous:**

Hurd indicated that UCC meetings can be cancelled occasionally and that the UCC has been increasingly more efficient the last few years. Hurd explained that IDEAS is being discussed during the Academic Senate meeting that night and that the general education changes are still moving forward.

## **8. Adjournment:**

Newport moved to adjourn and Kroesch seconded. The UCC meeting adjourned approximately 3:50.