**UCC Meeting Minutes – January 17, 2019**

**Present:** Sean Tolman, Kevin McCarthy, Krista Ruggles, Hilary Hungerford, Nick Ball, Evelyn Porter, Sabine Berlin, Debbie Ferguson, Rachelle Blake

**Excused or Absent:** David Connelly, Eric Humphrey

**Guests:** James Bemel (Associate Professor Community Health), Jim Godfrey (Associate Dean School of Arts)

**Program and Course Discussion Items**

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| **Course/Program** | **Notes** | **Vote** |
|  School of the Arts |
| ART 2100 (3400) | Ok | Approved, 7 of 7 |
| DANC 2100 | Ok | Approved, 7 of 7 |
| BS Music Education | Concern with total credit hours (129) exceeding USHE standard, therefore violating USHE policy. Jim Godfrey defends that program credit total has been brought down some. Also, in order to meet both music and education accreditations, further music courses cannot be removed. Other USHE schools Music Ed programs also exceed maximum USHE credit hour standard. UCC Committee will approve program as is with the caveat that a higher level of approval must be acquired from the SVPAA (Jeff Olson); Jim Godfrey will need to arrange for Music and Ed Deans to meet with SVPAA. | Approved, 7 of 7 |
| THEA 3531 (4531) | Question about lab hours being corequisite to lecture. Roll back to Chris to check with department. Course approved either way (lab hours required or not). | Approved, 7 of 7 |
| THEA 3535 (4534) | Question about lab hours being corequisite to lecture. Roll back to Chris to check with department. Course approved either way (lab hours required or not). | Approved, 7 of 7 |
| THEA 3541 (4541) | Question about lab hours being corequisite to lecture. Roll back to Chris to check with department. Course approved either way (lab hours required or not). | Approved, 7 of 7 |
| THEA 3545 (4544) | Question about lab hours being corequisite to lecture. Roll back to Chris to check with department. Course approved either way (lab hours required or not). | Approved, 7 of 7 |
| THEA 3575 (4574) | Question about lab hours being corequisite to lecture. Roll back to Chris to check with department. Course approved either way (lab hours required or not). | Approved, 7 of 7 |
| THEA 3721 | Biol program attached to course, considered a typo. Roll back to Debbie to fix.  | Approved, 7 of 7 |
| THEA 4622 | CLOs 1, 2, & 3 need verbs corrected - the original verbs will be replaced with “use”, “interpret”, & “identify”, respectively. Rolled back to Chris to fix. | Approved, 7 of 7 |
| AA Theatre Arts | Upper division courses in program. Okay for now, but within one year of Sean’s meeting UD courses must be removed from program. | Approved, 7 of 7 |
| AS Theatre Arts | Upper division courses in program. Okay for now, but within one year of Sean’s meeting UD courses must be removed from program. | Approved, 7 of 7 |
| BFA Theatre Arts-Acting Emp | Footnote refers to a course that was removed from program. Considered a typo, roll back to Debbie to fix. | Approved, 7 of 7 |
| BFA Theatre Arts-Theatre Design & Prod | Roll back to Chris to obtain clarification on tracks requirement. | Approved, 7 of 7 |
| School of Education |
| AS Pre-Elementary Education | Upper division courses in program. Okay for now, but within one year of Sean’s meeting UD courses must be removed from program. | Approved, 7 of 7 |
| AUTS 250G | Roll back to Krista to fix CLO 5. | Approved, 7 of 7 |
| AUTS 481R | Roll back to Krista to fix CLOs 3 & 4. | Approved, 7 of 7 |
| EDSC 4850 | Concern with credit hour range. Krista defends course is a 13 week practicum. Ok, no action taken. | Approved, 7 of 7 |
| EDSP 4885 | Concern with credit hour range. Krista defends course is a 13 week practicum. Ok, no action taken. | Approved, 7 of 7 |
| BS Special Education | Admission Criteria needs to be updated to reflect min grade requirement for MATH 2000. Roll back to Krista to fix. | Approved, 7 of 7 |
| College of Engineering and Technology |
| EGDT 1060 | Concern with specific software listed in course description. Nick Ball defended, department does not want to remove listed software. No action taken. | Approved, 7 of 7 |
| AAS Engineering Design Technology | Upper division courses in program. Okay for now, but within one year of Sean’s meeting UD courses must be removed from program. | Approved, 7 of 7 |
| AS Engineering Design Technology | Upper division courses in program. Okay for now, but within one year of Sean’s meeting UD courses must be removed from program. | Approved, 7 of 7 |
| AS Surveying & Mapping | Grad requirements mention 61, but total credits list 60. Email from Dan Perry states total is 60. Considered a typo. Roll back to Debbie to fix. | Approved, 7 of 7 |
| SURV 2010 | Question of whether course should or should not contain prerequisite(s). Department requested that all prereqs be removed. No action taken. | Approved, 7 of 7 |
| College of Health and Public Service |
| ESEC 3235 | Concern with CLOs being similar to lab CLOs. UCC Committee decides it ok. No action taken. | Approved, 7 of 7 |
| ESEC 3255 | Concern with CLOs being similar to lab CLOs. UCC Committee decides it ok. No action taken. | Approved, 7 of 7 |
| BS Emerg Serv Admin-Emerg Care/Disast Assist | Total Credits line missing from program. Roll back to Debbie to fix. | Approved, 7 of 7 |
| BS Emerg Serv Admin-Emerg/Leadership | Ok | Approved, 7 of 7 |
| BS Emerg Serv Admin-Emergency Care | Ok | Approved, 7 of 7 |
| HLTH 3450 | Concern with coordination/communication with College of Science; worried HLTH 3450 could reduce enrollment in ENVT 2560. James Bemel defends that content of 3450 has always been taught in the form of a special topic (490R) and is public focused rather than science focused. Feels 3450 is different from ENVT 2560, but willing to list ENVT course as an “or” option. | Approved, 7 of 7 |
| AA Community Health | Upper division courses in program. Okay to leave existing UD for now, which must be removed within one year of Sean’s meeting, but newly added UD courses must be removed. Roll back to Kevin to remove. | Approved, 7 of 7 |
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| College of Humanities and Social Sciences |
| BS History & Social Studies Education | Concern with “advisor approved” verbiage. Roll back to Lorraine to check with department about removing or replacing with prefix list. | Approved, 7 of 7 |

**Other Discussion Items**

* BS-EMSA1: Emergency Services Administration program contains “advisor approved” verbiage within the Elective Requirements. Because no modifications to program have been requested this curriculum cycle, the program will stay at rest. Department will need to remember to correct verbiage next cycle (for Fall 2020).

* Timeline and Scheduling discussion. Academic Scheduling rolls November 1st for fall, any changes after that date must be manually changed in Banner, per section. This could mean thousands of manual changes for Academic Scheduling.
	+ With rolling curriculum and later curriculum due dates, there is less time for Academic Scheduling to schedule rooms and class times. It also limits the time other departments have to do their parts (such as Wolverine Track), and can upset student’s schedule by enrolled courses being canceled or rescheduled to a different time or location. To remedy this it has been suggested to move away from the rolling cycle and move curriculum due dates up; due June 1 by college, due September 15 by Dean, and September 30 by UCC. This allows more time for Academic Scheduling and other departments, and reduces potential course cancelations and reschedules for students. The curriculum office can hold help sessions in the spring for those wanting help with curriculum procedures and navigating CourseLeaf. There is also the possibility of creating an exception process for curriculum requiring minor corrections or changes after the due dates.
* Concerns include:

Moving due dates up shortens the time faculty have to submit curriculum and can conflict with faculty/staff availability during the summer and first weeks of fall. UCC Committee is not opposed to moving due dates up, but believe other processes should be looked at as well. For example, can fall registration be moved back to allow more time for faculty to submit? Does different curriculum software need to be purchased? Do more staff need to be hired? What other areas, processes, and due dates can be changed to find a good balance for all involved in curriculum?

* The way curriculum is reviewed was revisited; changing the review process may create more time for faculty. Some questions brought up were: do modifications need to be reviewed? What kind of modifications need to be reviewed? Should the UCC committee divide into small groups and divide the total pieces of curriculum into portions among each group? Does there need to be a limit on the number of curriculum pieces reviewed at each UCC meeting?

UCC Committee will think about options regarding timelines and scheduling, and make decision at a later UCC meeting.