**UCC Meeting Minutes – June 18, 2020**

**Present:** Sean Tolman, Evelyn Porter, Doug Gardner, Carolyn Hamilton, Sally Rocks, Kevin McCarthy, Lorraine Wallace, Sabine Berlin, Rachelle Blake, Debbie Ferguson, Linda Sellers, Kris Clayton

**Excused or Absent:** David Connelly, Nick Ball, Chris Whitt, Hilary Hungerford, Krista Ruggles, Mark Crane, Seth Gurell, Megan Densley

**Guests:** John Newman (Theatre), Dani Taylor (Biology)

**Program and Course Discussion Items**

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| **Course/Program** | **other notes** | **Vote** |
| College of Health & Public Service |
| RESP 3765 | Justification says "co-req" change, but the changes show "pre-req". Are the changes correct? Kevin spoke with Kelly from Respiratory Therapy. The error is in the wording of the justification. The Pre-Req reads correctly. | approved, 5 of 5 |
| College of Humanities & Social Services |
| FAMS 481R | Concern with status change - internship to non-internship. Will this course be equivalent to the previous version? Or, is this a new course? Department was told to change course from internship to lecture. Per the internship office the course can still be counted as an internship. UCC in fine with course as it is, no recommendations. However, situation still begs the question of the internship box needing to be marked in CIM or not. Sabine will hold a separate meeting to figure this question out. | approved, 5 of 5 |
| COMM 4930 | Concern that CLOs 1 and 4 are assignments. Lorraine defends that with CLO 1 the activities take place in the workplace. After the course, several exams are given which applies to CLO 4. Leave as is. | approved, 5 of 5 |
| BIOL 497R | Question about CLOs being course activities. Sean explains that outcomes must be things students are able to do after the completion of the class. Dani explains that CLOs are the way the BIOL department wants to run the course. UCC recommends fast tracking course to Sally in order for Sally and Dani to rewrite CLOs. Another question about fractional credit. Dani defends fractional credit by explaining that speakers come in every-other week, BIOL department not ready to move from fractional credit. Because this course was already fractional and curriculum guidelines have not been implemented yet, UCC will allow the fractional credits. | approved, 5 of 5 |
| BOT 3210 | Question, do we include the word "Students" in the course description? UCC is okay with current format of course description. | approved, 5 of 5 |
| BOT 3710 | Question about the wording "Provides students" in the course description. UCC is okay with current format of course description. | approved, 5 of 5 |
| BOT 4300 | Concern that CLO 7 is an assignment. Fast track to Sally in order for Sally and Dani to reword. Question about removing this course from the BS Biology Education degree. Because BOT 2050 is a prereq for BOT 4300, it is unlikely that a student would select BIOL 4300 from the BS Biology Education list saying, 'complete one of the following: BOT 2050, BOT 2100, or BOT 4300'. UCC okay with BIOL department removing course next time program is updated. | approved, 5 of 5 |
| BOT 4500 | Question, is there a typo in the first sentence of the course description? Typo is in justification not course description. Question with the clarity of CLO 4, what are the 'tools' being demonstrated? ' Dani will reword the CLO using the word 'Identify'. Fast track to Sally to fix. | approved, 5 of 5 |
| MICR 4600 | Concern that the course description describes assignments within course. Dani defends that this particular course will be taught by a specific faculty member who will require a research paper. Sean explains its good practice to keep course description more general to leave flexibility for faculty. Also, concern that CLO 4 is a course assignment. Dani argues that this course may be submitted as a WE course, so writing outcome will be required. Fast track to Sally to remove last sentence of course description and update CLO 4. | approved, 5 of 5 |
| University College |
| SLSS 1190 | Concern that UCC recommendations from last UCC meeting have not been met. Per the May 2020 UCC meeting, UCC recommended that the first sentence of the course description be removed. And that CLOs 1, 2, and 4 be reworked to be measurable and observable. Course was sent back to workflow without making the recommended revisions. Doug defends that he, originator, and Linda Sellers went through CLOs. CLOs were reworded, CLO 1 will be removed, and first sentence of course description will be removed. | approved, 5 of 5 |
| School of the Arts |
| THEA 2203 | Question, is it possible to take THEA 2204 before THEA 2203? It looks like THEA 2204 is the lab for THEA 2203. Shouldn't they be co-requisites? John defends that they want students to be able to re-take the failed component of the lecture and lab without having to re-take both courses. Fast track to Debbie to fix. To solve the issue, remove majors from pre or co reqs. CLO 6 is on both courses is still identical. John defends that alterations will be done in both the course and lecture; leave as is. | approved, 5 of 5 |
| THEA 2204 | Chris suggests deleting first sentence of course description. Question if THEA 2203 should be a Co-requisite for this lab. John defends that they want students to be able to re-take the failed component of the lecture and lab without having to re-take both courses. Fast track to Debbie to fix. To solve the issue, remove majors from pre or co reqs. CLO 6 is on both courses is still identical. John defends that alterations will be done in both the course and lecture; leave as is. | approved, 5 of 5 |
| THEA 222R | CLO 3 contains two verbs, 'Participate in and conduct '. Remove 'and conduct' from CLO. Fast track to Debbie to fix. | approved, 5 of 5 |
| THEA 259R | Lorraine suggests first sentence in course description be reworded. Student's taking the course may not be sophomores. John is okay with removing 'sophomore' from course description. Fast track to Debbie to fix. | approved, 5 of 5 |
| THEA 3033 | Concern with CLOs. CLO 1 has two verbs, 'Create and develop'. Remove 'training'. CLO 2 is vague and repetitive of CLO 4. Fast track Debbie to fix. | approved, 5 of 5 |
| THEA 3113 | Concern that CLOs 1 and 3 look the same. Remove CLO 3. Fast track to Debbie to fix. | approved, 5 of 5 |
| THEA 3115 | Concern that CLOs 2, 3, and 4 are vague. Question are these CLOs measurable? A rubric can be applied to CLO 2. Rolled back to John to fix CLOs; work with Linda in OTL to fix. | approved, 5 of 5 |
| THEA 3122 | CLO 2 contains two verbs, 'Identify and use'. Change to 'Utilize formal and informal speech markers'. Fast track to Debbie to fix. | approved, 5 of 5 |
| THEA 3152 | CLO 1 contains two verbs, 'Create and develop'. Change to 'Create an effective stage character…' and use a rubric to measure. CLO 3 is unclear, is it related to acting? Change to 'Integrate choices...into a performance'. Fast track to Debbie to fix. | approved, 5 of 5 |
| THEA 4119 | CLO 2 contains two verbs, 'Select and rehearse'. Change to 'Select material…'. Fast track to Debbie to fix. | approved, 5 of 5 |
| THEA 4122 | CLO 4 contains two verbs, 'Accept and integrate'. Remove 'Accept and' from CLO. Fast track to Debbie to fix. | approved, 5 of 5 |
| THEA 4535 | CLO 1 contains two verbs, 'Identify and describe'. Replace 'identify and describe' with 'Articulate'. Fast track to Debbie to fix. | approved, 5 of 5 |
| THEA 4561 | CLO 3 contains two verbs, 'Plan and execute'. Separate into two CLOs. Fast track to Debbie to fix. | approved, 5 of 5 |
| THEA 484R | CLO 2 contains two verbs, 'Follow and put into practice'. Replace 'follow and put into practice' with 'Apply'. And replace 'teacher' with 'director'.  | approved, 5 of 5 |
| AA Theatre Arts | Question, if students already have some other form of QL completed, this proposal would require them to also take MAT 1030. Why would students have to take math twice if they are art majors? Chris suggests simpler but more inclusive wording for the QL requirement, something similar to the wording used for distribution courses: "Complete QL requirement, MAT 1035 or MAT 1030 strongly recommended". | approved, 5 of 5 |
| AS Theatre Arts | Question, if students already have some other form of QL completed, this proposal would require them to also take MAT 1030. Why would students have to take math twice if they are art majors? Chris suggests simpler but more inclusive wording for the QL requirement, something like the wording used for distribution courses: "Complete QL requirement, MAT 1035 or MAT 1030 strongly recommended". Sabine explains, that the School of Arts will be changing their math requirement school wide. John defends that listing all the math's overwhelms students and hinders graduation. Kris explains that students with a higher math will still meet the math requirement; Wolverine Track will be programmed on the back end to accept higher math's.  | approved, 5 of 5 |
| BA Theatre Arts | approved, 5 of 5 |
| BFA Thea Arts | approved, 5 of 5 |
| BS Theatre Arts Education | Didn't have enough votes when placed on agenda. Since agenda was put out enough votes came in. Degree ok. | approved, 5 of 5 |

**Other Discussion Items**

* + Curriculum Office Facilitation Proposal discussion. Sabine reviews proposal – what facilitations the Curriculum Office will or will not make. Sabine and Debbie give examples of when curriculum facilitations would be useful and speed up the curriculum process.
* Sean is concerned that faculty may be giving up some authority with allowing the Curriculum Office to facilitate changes. Sean is also concerned with faculty just sending an email request to Curriculum Office. Issue is who the faculty should be talking to regarding curriculum changes. Sean proposes a form be created and sent with CourseLeaf, or a facilitation request be noted in Justification of CIM form.
* Evelyn suggests that enough time for a request to be fixed if UCC rejects facilitation
* Carolyn asks that marketing change, and Lorraine asks that BESC change be facilitated by Curriculum Office, otherwise it holds up their school’s changes.
* Sabine makes changes to Curriculum Office Facilitation Proposal as recommended by UCC.
* Vote taken; four votes recorded. UCC approves to adopt Curriculum Office Facilitation Proposal.
* Carolyn’s school of business items can now be facilitated by Curriculum Office.
* Curriculum Office will have to make sure Russell Warn has sent out notifications to departments affected by BESC changes before a Curriculum Office facilitation can be made.
	+ Fractional Credits (see BIOL 497R). Over the past few years fractional credits have not been accepted. Courses already existing with fractional credits have been allowed to continue, but since this shows as 0.5 credits in the program, will it still mostly be a 0.5 credit course?
* Ran out of time to discuss in this meeting, will have to try for next month’s UCC meeting.