**UCC Meeting Minutes – June 13, 2019**

**Present:** Sean Tolman, Carolyn Hamilton, Hilary Hungerford, Kevin McCarthy, Evelyn Porter, Lorraine Wallace, Sabine Berlin, Rachelle Blake, Debbie Ferguson, Seth Gurell

**Excused or Absent:** David Connelly, Nick Ball, Krista Ruggles, Chris Witt

**Guests:** none

**Program and Course Discussion Items**

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|  **Course/Program** |  **Notes** |  **Vote** |
| School of the Arts |
| BFA Art & Design - Illustration | Concern with hidden credits. Overall program is listed as 120 credits, but only three -credit courses are available for the two-credit ART/ARTH upper division credit requirement in the emphasis, which brings the total to 121 credits. This situation occurs in all the BFA-ARTD emphases. Roll back to originator for clarification. Note: if this program is changed to 121 it may cause credit hour problems with associated programs. | Not passed, 5 of 5 |
| BFA Art & Design – Painting & Drawing | Concern with hidden credits. Overall program is listed as 120 credits, but only three -credit courses are available for the two-credit ART/ARTH upper division credit requirement in the emphasis, which brings the total to 121 credits. This situation occurs in all the BFA-ARTD emphases. Roll back to originator for clarification. Note: if this program is changed to 121 it may cause credit hour problems with associated programs. | Not passed, 5 of 5 |
| THEA 1031 | Hold course – needs to come through with BFA program modifications. | Not passed, 5 of 5 |
| THEA 1121 | Hold course – needs to come through with BFA program modifications. | Not passed, 5 of 5 |
| College of Health & Public Service |
| RESP 2705 | Course part of a sequence, hold for program title change to come through. Roll back to Kevin for clarification on course changes. | Not passed, 5 of 5 |
| RESP 3765 | Course part of a sequence, hold for program title change to come through. Roll back to Kevin for clarification on course changes. | Not passed, 5 of 5 |
| ESWF 2231 | Roll back to Kevin; wait for AAS Wildland Fire Management. | Not passed, 5 of 5 |
| ESWF 3301 | Missing UAS in prereq, wait for AAS Wildland Fire Management. Roll back to Kevin to make revisions. | Not passed, 5 of 5 |
| ESWF 3341 | Missing UAS in prereq, wait for AAS Wildland Fire Management. Roll back to Kevin to make revisions. | Not passed, 5 of 5 |
| ESWF 3360 | Roll back to Kevin; wait for AAS Wildland Fire Management. | Not passed, 5 of 5 |
| ESWF 3380 | Missing UAS in prereq, wait for AAS Wildland Fire Management. Roll back to Kevin to make revisions. | Not passed, 5 of 5 |
| ESWF 3381 | Missing UAS in prereq, wait for AAS Wildland Fire Management. Roll back to Kevin to make revisions. | Not passed, 5 of 5 |
| ESWF 3390 | Roll back to Kevin; wait for AAS Wildland Fire Management. | Not passed, 5 of 5 |
| ESWF 4390 | Roll back to Kevin; wait for AAS Wildland Fire Management. | Not passed, 5 of 5 |
| ESWF 4410 | Missing UAS in prereq, wait for AAS Wildland Fire Management. Roll back to Kevin to make revisions. | Not passed, 5 of 5 |
| ESWF 4480 | Missing UAS in prereq, wait for AAS Wildland Fire Management. Roll back to Kevin to make revisions. | Not passed, 5 of 5 |
| ESWF 4481 | Missing UAS in prereq, wait for AAS Wildland Fire Management. Roll back to Kevin to make revisions. | Not passed, 5 of 5 |
| College of Humanities and Social Sciences |
| COMM 2110/MGMT 2110 | ok | Approved, 5 of 5 |
| College of Science |
| BIOL 1610 | Prereq missing ENGH 1005. Concern with lab (BIOL 1615) as a co-req; some programs require the lab and some do not. UCC recommends removing BIOL 1615 co-req and wording about possible need of lab from course description. Roll back to originator. | Not passed, 5 of 5 |
| BTEC 2030 | Grade requirement for the prereq should be changed to a ‘C’ grade to match other BTEC courses. Fast track to Hilary to fix. | Approved, 5 of 5, contingent on fast track correction |
| ZOOL 4100/MICR 4100 | ok | Approved, 5 of 5 |
| CHEM 1210 | Concern with QL 1900 prereq. Response from CHEM Department is that they want to keep QL 1900 in. | Approved, 5 of 5 |
| CHEM 3065 | Missing UAS. Debbie will fix. | Approved, 5 of 5 |
| MATH 1210 | Some confusion with prereqs, UCC recommends using ‘or’ instead of semicolons, for student clarity. Fast track to Hilary to see if MATH Department wants to replace semicolons. Approved contingent upon response from MATH Department. | Approved, contingent on MATH response, 5 of 5 |
| MATH 121H | Some confusion with prereqs, UCC recommends using ‘or’ instead of semicolons, for student clarity. Fast track to Hilary to see if MATH Department wants to replace semicolons. Approved contingent upon response from MATH Department. | Approved, contingent on MATH response, 5 of 5 |
| AA Mathematics | Concern with graduation requirement number five being redundant; fast track to Hilary to remove.  | Approved contingent on fast track correction, 5 of 5 |
| AS Mathematics | Concern of hidden prereqs because GE QL requirement starts at a higher level compared to most other programs. This is normal for the STEM programs, no action taken. | Approved, 5 of 5 |

**Other Discussion Items**

* Discussed ‘May be delivered online or hybrid’ wording in course descriptions. Concern over this wording showing up in the catalog without the designation having been approved through OTL. Designation not approved through OTL usually gets caught by Scheduling Department – they cannot schedule a course as online or hybrid without OTL approval.
	+ One suggestion is for OTL to send a reminder email about the approval process to department chairs.
* Policy Committee met and discussed crosslisted courses. For every argument in favor of crosslists there is a counter-argument against. Consensus from Policy Committee is that crosslists are convenient for faculty; possibly done for FTE’s and enabling different faculty to rotate teaching the same course. Crosslists can be misleading to students, they may not know what section to register for (BIOL 1500 /ANTH 1020 example). Currently crosslists do not sync between Banner and CIM due to different attributes in the titles, or different prefixes and course numbers. Some crosslists require different fees. Policy committee recommends eliminating crosslists, but would like input from UCC.
	+ UCC also recommends eliminating crosslists, but would like to obtain feedback from department chairs, due by June 30, 2019.
	+ If crosslists are not eliminated they must be cleaned up (fees, titles, prefixes, course numbers, descriptions, CLO’s, attributes, etc.).
* UCC discussed stalled (saved but not submitted) items in CIM – should they be shred after a certain period of time? Some stalled items sit in CIM so long that originators forget about them and/or the information becomes outdated. Curriculum Department feels it best to shred stalled items. This enables faculty to start over with a course/program when they are ready, which will result in better, up-to-date curriculum.
	+ UCC would like to know if there is a feature in CIM that automatically shreds items after a certain time period. Curriculum department will look into this.
	+ UCC recommends shredding items after 120 days. That’s four months – basically allows one purge per semester.
* Sean will talk to David about stipend for this June UCC meeting. Three hours prep, two hours meeting, for a total of five hours.
* UCC would like to complete voting one day earlier, so they have time to notify people within their schools about agenda items.
	+ Voting will be due Wednesday morning by 8:00 A.M.