![Colorado Mesa University logo]

**Undergraduate Curriculum Committee**
**Meeting Minutes**
**November 17, 2022**
**UC 222**

**Members Present:** Denise McKenney, Olga Grisak, Tracii Friedman, Sarah Lanci, Sloane Milstein (Sean Phelps), Scott Andrews, Brian Hosterman, Kristina Pagel, Nick Bardo, Evan Curtis, Geoffrey Gurka, Andrew Bajorek

**Members Absent:** Wayne Smith, Elaine Venter

**Ex-officio members present:** Maggie Bodyfelt, Morgan Bridge, Amber D'Ambrosio (Barb Borst), Janel Davis, Johanna Varner

**Recording Secretary:** Aaron Osborne

Chair Lanci called the meeting to order at 3:30pm

I.      **Announcements**

    A.  Chair Lanci reminded UCC that CIM closes February 6, 2023.  This is the last date any proposal can be entered into workflow this year.

II.     **Ex-Officio Reports**

    A.  Associate Vice President of Academic Affairs for Assessment and Accreditation
        i.  AVPAA Bridge asked that as faculty work on Essential Learning courses and 100/200 level courses, the alignment of the course description, the SLOs and the topical course outline also be reviewed.

    B.  Registrar's Office
        i.  Associate Registrar Bodyfelt shared that the Registrar's Office is working on Summer/Fall 2023 schedule.  Meeting the December meeting deadline is critical for new courses/course changes to be in place for registration.

    C.  Financial Aid Deputy Director Martin
        i.  No comments

    D.  Librarian Borst
        i.  Ms. Borst is stepping in for Librarian D'Ambrosio for a few meetings.  If new programs/new proposals are underway, please send the information to the Library as soon as possible so the Librarians can begin their review. This information can be sent to the Librarians before it reaches their step in the workflow and even before the information is entered into CIM.

    E.  Catalog Description Reviewer Varner

     i.  Please send your course descriptions to Dr. Varner, even before you enter information into CIM to help facilitate the process.

  F.  Essential Learning
     i.  Nothing to report.

## III.   Old Business

A.  Chair Lanci reminded UCC, CIM Clean-up is underway.  Please look at your 100/200 and Essential Learning departmental courses and see which courses still need Course SLOs, Course Outlines, Typical Semester Offered, and Course Minutes added into CIM.

## IV.   Curriculum Proposals

A.  **Summary of committee actions and additional details on curriculum proposals begins on page 4.**

## V.   Information Items

A.  Chair Lanci reminded Committee Members to please include verbiage that the department as a whole was included in the discussion about curriculum changes and note at least the semester and year discussed.

B.  Chair Lanci reminded the committee that for the SLO, topical course outline, semester offered and minutes, the following is a rationale that could be used for all the changes: ***Typical semester offered, SLOs, Topical Course Outline, and Course Minutes were added (info was not transferred when CIM was implemented).***

C.  Please enter all course and program additions, modifications, inactivations, and deletions as soon as possible. For course changes to appear for Fall 23 registration, **the curriculum proposal must be approved by UCC no later than the December 2022 meeting**.

D.  As courses are modified, please remember to modify all needed programs and any other courses that are affected by the course modifications/additions/inactivations being made. Course modifications that do not include other necessary course and program modifications will not move in the workflow until those additional modifications catch up in the workflow.

E.  Chair Lanci reminded the Committee that modifications/additions/inactivations must be at the executive committee stage of the workflow to be discussed at the executive committee meeting, two weeks before the full committee meeting. Items must be approved in the executive committee meeting to move on the full committee meeting.

F.  The Committee was reminded that all curriculum proposals must also have any affected program proposals submitted before Executive Committee will review.

G. Chair Lanci reminded the committee that the Executive Committee meets two weeks before UCC Meeting.  Proposals must be to the Executive Committee queue by that point to make the next UCC meeting.

**VI.     New Business**

A.  There was no new business.

Bardo motioned and Gurka seconded adjourning the meeting. With no objections from the committee, Chair Lanci adjourned the meeting at 3:54pm.

Respectfully submitted by Aaron Osborne, October 28, 2022

| Effective Term - Summer 2023 | | | Programs | |
|---|---|---|---|---|
| **The following is a summary: Additional information can be found on the individual curriculum proposals.** | | | | |
| **Program** | **Degree** | **Committee Action** | **Motion \| Second** | |
| **3147: Sport Management** | BS | **Program Modification - Approved** | **Gurka \| Bardo** | |

**UCC Discussions:** Most programs have a Sport Management, Administration of Sport Organizations, or an Event Management course for student to focus on learning theory and application of planning, leading, delegating, organizing, controlling, and evaluating. All Colorado colleges and universities, as well as institutions who are members of the Rocky Mountain Athletic Conference (as a point of comparison), with sport management/administration programs were reviewed to see what courses are offered in their majors. All had one or two of the above-mentioned courses.

| Change Item Description | Department Justification |
|---|---|
| List all proposed changes to the program: | KINE 334 Sport Management to be Added. KINE 401 is being removed. MARK 335 will be removed as an "OR" option and will become an informal elective. |
| Justify each proposed modification to the program: | During the yearly (unofficial) program review the sport management professors discussed the lack of "management" content with the Sport Management curriculum. Prior experience suggested that most programs have a Sport Management, Administration of Sport Organizations, or an Event Management course for student to focus on learning theory and application of planning, leading, delegating, organizing, controlling, and evaluating. All Colorado colleges and universities, as well as institutions who are members of the Rocky Mountain Athletic Conference (as a point of comparison), with sport management/administration programs were reviewed to see what courses are offered in their majors. All had one or two of the above-mentioned courses. Currently our KINE 205: Intro to Sport Management covers a wide variety of topics. Many of these topics then have specific classes (i.e., KINE 335: Sport Society, KINE 340: Sport Operations, KINE 402: Sport Marketing). There is no specific upper division course in sport management. The existing KINE 401 is a combination of sport and physical education administration that does not provide students with the management experiences they should possess upon graduation. As part of this proposal, we are going to require students to take this class instead of having the option of either KINE 401 or MARK 335. Students focusing on marketing can still take MARK 335 as an elective. |
| Describe discussions about this proposal within the department and outcomes. | This proposal was discussed and approved during the 9/12/2022, monthly faculty meeting. Discussion focused on adding this course which will replace the exiting KINE 401. Reminders were provided by faculty to check prerequisites, and to look at minor and program changes. Since the Sport Management program has a fully online version, students will be advised to take an in-person version of this course to have a practical experience, with the online course reserved for truly online students. |

| 1711: Addiction Studies | PCT | Program Modification - Approved | Bardo | Gurka |
|---|---|---|---|

**UCC Discussions:** 1) ADAP 460 and ADAP 470 are needed to provide students with the educational core competencies and work-related experience, as outlined by the Colorado Department Human Services and the Office of Behavioral Health, for the Certified Addictions Counselor Level III (CAC III). Students who complete this certification program are eligible to take the Association for Addiction Professionals (NAADAC) National Certified Addiction Counselor (NCAC II) or (MAC) exam and apply to Department of Regulatory Agency (DORA) for their CAC III certification as required in Colorado. 2) Internship hours were redistributed on the suggested course plan to better fit course content. Total internship hours remain the same for a total of 10 hours of internship. 3) Adding the ADAP 460 and ADAP 470, which increased the certificate hours from 16 to 18.

| Change Item Description | Department Justification |
|---|---|
| List all proposed changes to the program: | 1. ADAP 460 and ADAP 470 were added to the program.2. Internship hours were redistributed with the total hours of internship unchanged.3. Certificate total hours increased from 16 to 18 due to adding ADAP 460 and ADAP 470. |
| Justify each proposed modification to the program: | 1. ADAP 460 and ADAP 470 are needed to provide students with the educational core competencies and work-related experience, as outlined by the Colorado Department Human Services and the Office of Behavioral Health, for the Certified Addictions Counselor Level III (CAC III). Students who complete the educational requirements and learning objectives of this certification program are eligible to take the Association for Addiction Professionals (NAADAC) National Certified Addiction Counselor (NCAC II) or (MAC) exam and apply to Department of Regulatory Agency (DORA) for their CAC III certification as required in Colorado. 2 In adding the two new courses, internship hours were redistributed on the suggested course plan to better fit the internship hours with the course content. Total internship hours remain the same for a total of 10 hours of internship.3. Adding the ADAP 460 and ADAP 470, which are two credit hours total, increased the certificate hours from 16 to 18. |
| Describe discussions about this proposal within the department and outcomes. | The Addictions Faculty met and agreed to these changes' spring/fall 2022. |

| Effective Term - Summer 2023 | | | Courses |
|---|---|---|---|
| **The following is a summary: Additional information can be found on the individual curriculum proposals.** | | | |
| **Course** | **Credits** | **Committee Action** | **Motion | Second** |
| **ARTA 225: Principles of Animation** | **3** | **Course Modification - Approved** | **Gurka | Bardo** |
| **UCC Discussions:** 1) Adding the pre-requisite ARTA 123 to make sure students have the basic knowledge and experience with Design, Animation, and Filmmaking (Editing, Composition, Cinematography). 2) Typical semester offered was clarified as "spring". | | | |
| **Change Item Description** | **Old** | | **New** |
| Please indicate the semester(s) in which the course will typically be offered: | Fall | | Spring |
| Prerequisites: | | | ARTA 123 |

| **ARTH 400: Art Theory** | **3** | **Course Modification - Approved** | **Gurka | Bardo** |
|---|---|---|---|
| **UCC Discussions:** Changing the name of this course because students are scared away from the word "research" in the title. Reduced the title to just Art Theory, because "Theory" encompasses all the concepts talked about in the description of the course. The actual content of the course is not changing. Added term typically offered, contact hour information, Topical Course Outline, and course Student Learning Outcomes as required. | | | |
| **Change Item Description** | **Old** | | **New** |
| Course name: | Criticism and Research: Theory and Method | | Art Theory |
| Course abbreviated schedule name: | Criticism and Research | | Art Theory |
| Prerequisites: | ARTE 118 and ARTE 119, ARTH 315 or ARTH 316 or permission of instructor | | ARTE 118; ARTE 119; and ARTH 315 or ARTH 316 |

| **BIOL 411: Mammalogy** | **3** | **Course Modification - Approved** | **Bardo | Gurka** |
|---|---|---|---|
| **UCC Discussions:** Updated the prerequisites: adding BIOL208/208L (Ecology Evolution), so that students will already know fundamentals of natural selection. Adding BIOL106/106L or BIOL108/108L so that students from any of the 3 Biology tracks will have a basic familiarity with how mammals fit into the tree of life. Added typical semester offered, academic engagement and student prep minutes, SLO's, and topical course outline from syllabus, since this information did not migrate into CIM. Also modified course description to remove course type (cleanup). | | | |
| **Change Item Description** | **Old** | | **New** |
| Course description for the catalog (do not list pre-reqs, co-reqs, and terms typically offered): | Classification, life histories, and ecology of mammals. Overnight and/or weekend field trips may be required. Two lectures and one two-hour laboratory or three-hour field trip per week. | | Evolution, classification, life histories, and ecology of mammals. |
| Prerequisites: | Upper division standing or permission of instructor | | BIOL 106/BIOL 106L or BIOL 108/BIOL 108L; and BIOL 208/BIOL 208L |

| BIOL 411L: Mammalogy Laboratory | 1 | Course Modification - Approved | Bardo | Gurka |
|---|---|---|---|

**UCC Discussions:** Updated the prerequisites: adding BIOL208/208L (Ecology Evolution), so that students will already know fundamentals of natural selection. Adding BIOL106/106L or BIOL108/108L so that students from any of the 3 Biology tracks will have a basic familiarity with how mammals fit into the tree of life. Added typical semester offered, academic engagement and student prep minutes, SLO's, and topical course outline from syllabus, since this information did not migrate into CIM.

| Change Item Description | Old | New |
|---|---|---|
| Course description for the catalog (do not list pre-reqs, co-reqs, and terms typically offered):<br>Prerequisites: | Lab component required for BIOL 411.<br><br>Upper division standing or permission of instructor | Evolution, classification, life histories, and ecology of mammals.<br>BIOL 106/BIOL 106L or BIOL 108/BIOL 108L; and BIOL 208/BIOL 208L |

| ACCT 201: Principles of Financial Accounting | 3 | Course Modification - Approved | Bardo | Gurka |
|---|---|---|---|

**UCC Discussions:** 1) Inputting course description, semester offered, topical outline and SLOs into CIM. 2) Updated course description in accordance with university guidance. 3) There is no change to the topical outline. 4) There is no change to the SLOs.

| Change Item Description | Old | New |
|---|---|---|
| Course description for the catalog (do not list pre-reqs, co-reqs, and terms typically offered): | A basic course that introduces the concepts of bookkeeping, generally accepted accounting principles, and financial statements. | Introduction to bookkeeping, generally accepted accounting principles, and financial statements. |

| ACCT 441: Individual Income Tax | 4 | Course Modification - Approved | Bardo | Gurka |
|---|---|---|---|

**UCC Discussions:** 1) Inputting course description, semester offered, topical outline, and SLOs into CIM. 2) Updated course description to reflect current university guidance. 3) There is no change in the topical outline. 4) New SLO (#5) added reflecting the importance of tax return preparation skills.

| Change Item Description | Old | New |
|---|---|---|
| Course description for the catalog (do not list pre-reqs, co-reqs, and terms typically offered):<br><br>Student learning outcomes: | Federal Income Tax Law in-depth as it relates to individual taxpayers. Introduction to various tax reference resources. | In-depth treatment of federal income tax law as it relates to individual taxpayers. Introduction to basic tax research.<br>Prepare individual tax returns. |

| ACCT 442: Advanced Tax and Tax Research | 5 | Course Modification - Approved | Bardo | Gurka |
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**UCC Discussions:** 1) Input the course description, topical outline, semester offered, and course SLOs into the CIM system. 2) Updated course description to reflect current university guidance and evolution of the course content consistent with changes in the CPA exam. 3) Topical outline entered consistent with changes to the course description and SLOs. 4) Updated course SLOs consistent with CMU guidelines and changes in the CPA exam.

| Change Item Description | Old | New |
|---|---|---|
| Course description for the catalog (do not list pre-reqs, co-reqs, and terms typically offered): | Federal Income Tax Law for corporations, partnerships, estates, trusts, and gifts. In-depth experience with tax research resources, research methods and related projects. Required participation in the Tax Assistance Program to acquire practical experience in communication with taxpayers and preparation of tax returns. | Federal income tax law for C corporations, S corporations, and partnerships. Introduction to federal gift transfer tax. Required participation in the Volunteer Income Tax Assistance Program to acquire practical experience in communication with taxpayers and preparation of tax returns. |

| HRMA 371: Human Resource Management | 3 | Course Modification - Approved | Gurka | Bardo |
|---|---|---|---|---|

**UCC Discussions:** Typical semester offered, SLOs, and Topical Course Outline were added (info was not transferred when CIM was implemented).

| Change Item Description | Old | New |
|---|---|---|
| Prerequisites: | MANG 201, junior or senior standing, or permission of instructor | MANG 201, junior or senior standing |

| HRMA 372: Employee Recruitment and Selection | 3 | Course Modification - Approved | Gurka | Bardo |
|---|---|---|---|---|

**UCC Discussions:** SLOs and course description were edited to improve wording.

| Change Item Description | Old | New |
|---|---|---|
| Course description for the catalog (do not list pre-reqs, co-reqs, and terms typically offered): | Knowledge and skills necessary to effectively analyze and forecast organizational staffing requirements, assess, recruit and select candidates, and effectively retain employees in today's complex organizations. Legal aspects of staffing process emphasized. | Effective analysis and forecasting of organizational staffing requirements. Assessment, recruitment, and selection of candidates, as well as effective retention of employees in today's complex organizations. Legal aspects of staffing process emphasized. |

| HRMA 478: Advanced Human Resource Management | 3 | Course Modification - Approved | Gurka | Bardo |
|---|---|---|---|

**UCC Discussions:** SLOs and topical course outline were edited to improve wording and expand on content included.

| KINE 334: Sport Management | 3 | Course Addition - Approved | Gurka | Bardo |
|---|---|---|---|

**UCC Discussions:** Sport management professors discussed the lack of "management" content with the Sport Management curriculum. Most programs have a Sport Management, Administration of Sport Organizations, or an Event Management course for student to focus on learning theory and application of planning, leading, delegating, organizing, controlling, and evaluating. All Colorado colleges and universities, as well as institutions who are members of the Rocky Mountain Athletic Conference (as a point of comparison), with sport management/administration programs were reviewed to see what courses are offered in their majors. All had one or two of the above-mentioned courses.

| Change Item Description | Department Justification |
|---|---|
| New Proposal: No differences to report | During the yearly (unofficial) program review the sport management professors discussed the lack of "management" content with the Sport Management curriculum. Prior experience suggested that most programs have a Sport Management, Administration of Sport Organizations, or an Event Management course for student to focus on learning theory and application of planning, leading, delegating, organizing, controlling, and evaluating. All Colorado colleges and universities, as well as institutions who are members of the Rocky Mountain Athletic Conference (as a point of comparison), with sport management/administration programs were reviewed to see what courses are offered in their majors. All had one or two of the above-mentioned courses. Currently our KINE 205: Intro to Sport Management covers a wide variety of topics. Many of these topics then have specific classes (i.e., KINE 335: Sport & Society, KINE 340: Sport Operations, KINE 402: Sport Marketing). There is no specific upper division course in sport management. The existing KINE 401 is a combination of sport and physical education administration that does not provide students with the management experiences they should possess upon graduation. As part of this proposal, we are going to require students to take this class instead of having the option of either KINE 401 or MARK 335. Students focusing on marketing can still take MARK 335 as a general elective. |

| PHYS 432: Nuclear and High-Energy Physics | 3 | Course Inactivation - Approved | Gurka | Bardo |
|---|---|---|---|

**UCC Discussions:** PHYS 432 has not been taught in many, many years (>10 years?). The class is not required for the physics major or other programs. There has been little interest from students for this specific course, and the current faculty are not confident in their ability to teach this topic well.

| Change Item Description | Department Justification |
|---|---|
| Delete Proposal: No differences to report | PHYS 432 has not been taught in many, many years (>10 years?). The class is not required for the physics major or other programs. For a B.S. in physics, the class satisfies our restricted electives category, but there are numerous other classes that also satisfy this. There has been little interest from students for this specific course, and the current faculty are not confident in their ability to teach this topic well. In addition, the class references a non-existent physics class as a pre-req, which was inactivated in 2005. If there was interest in this course, the course would essentially need to be recreated from scratch: new SLOs, new outline, new pre-reqs, etc. For that situation, we could reactivate this course with updated information and send it through the curriculum committee for approval of what would essentially be an updated/new course. Thus, the physics faculty believe it would better to remove this course from the catalog to avoid confusion. |

| ADAP 460: Advanced Addictions Practice | 1 | Course Modification - Approved | Bardo | Gurka |
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**UCC Discussions:** 1) Added prereq. Students need to take the entry level class first, ADAP 301. ADAP 301 provides the foundations for success to the capstone course. 2) Course SLO removed since it was outside the course.

| Change Item Description | Old | New |
|---|---|---|
| Prerequisites: | | ADAP 301 |

| ADAP 470: Addictions Clinical Supervision | 1 | Course Modification - Approved | Bardo | Gurka |
|---|---|---|---|

**UCC Discussions:** 1) Added a prereq. ADAP 301 is needed as a prereq to provides the foundation for success for the capstone courses.

| Change Item Description | Old | New |
|---|---|---|
| Prerequisites: | | ADAP 301 |

| CRMJ 210: Emergency Dispatching | 4 | Course Inactivation - Approved | Gurka \| Bardo |
|---|---|---|---|

**UCC Discussions:** The criminal justice faculty have been unable to secure a new instructor from the Mesa County dispatch center. This course is being inactivated to remove it from the catalog and listing of electives in the criminal justice program, eliminating confusion about available courses for students.

| Change Item Description | Department Justification |
|---|---|
| Delete Proposal: No differences to report | This was offered as a criminal justice elective which offered a specialized content area that requires an instructor with significant practical experience in the field along with the requisite academic credentials. Ever since the previous instructor for this course left the Mesa County dispatch center, the criminal justice faculty have been unable to secure a new instructor from the Mesa County dispatch center. This course is being inactivated to remove it from the catalog and listing of electives in the criminal justice program, eliminating confusion about available courses for students. |