

Undergraduate Curriculum Committee
Meeting Minutes
September 24, 2020
Via Zoom

Members Present: Eric Elliott, Patrice Connors (Denise McKenney), Geoffrey Gurka, Brian Hosterman, Dan Schultz-Ela, Sarah Lanci, Amanda Gauthier, Sloane Milstein, Elaine Venter, Sean Flanigan, John Seebach, Nick Bardo, Matt Schlieff, Wayne Smith

Members Absent: None

Ex-officio members present: Maggie Bodyfelt, Morgan Bridge, Amber D'Ambrosio, Janel Davis, Johanna Varner, Holly Teal

Recording Secretary: Aaron Osborne

Chair Elliot called the meeting to order at 3:31.

I. Announcements

Chair Elliot reminded the committee that CIM was open and ready for use. Osborne stated that if a faculty cannot get into CIM, to please contact him and he will work to resolve the issue.

II. Unfinished Business

The descriptions for reserved course numbers were discussed. Biology asked about the use of shadowing in the practicum category, student labs and undergraduate theses. Assistant Registrar Bodyfelt reported that Biology was one of the few undergraduate programs using theses and it was a 483 number. Registrar Teal stated that the new course descriptions would go into effect for new courses and that existing courses would not be expected to make changes. It was discussed WCCC and GCC would need to also approve the descriptions before final approval, since the Curriculum Manual is used by all three Curriculum Committees.

II. Ex-Officio Reports

A. Assistant Vice President of Academic Affairs for Assessment and Accreditation
AVPAA Bridge stated that new faculty will be added to the system as they use CIM. Please let your faculty know, particularly new faculty, that if they cannot access CIM to send an email to Osborne and herself and they can provide access.

B. Registrar's Office
No updates.

C. Financial Aid
No updates.

D. Library

Please let the library know if you are proposing new courses/programs, even if you do not have complete information. This allows the library to be better prepared to complete the library assessments.

E. Catalog Description Reviewer

Please provide the Catalog Description Reviewer a heads up, if you are making changes on several courses. She also reminded the committee that all course descriptions should begin with a noun and be an incomplete sentence, which is the mistake most frequently made.

F. Essential Learning

No updates.

III. No Curriculum Proposals were entertained at the meeting.

IV. Information Items

Chair Elliot provided an overview of the curriculum process and reminded the committee that all proposals must be in CIM at Executive Committee level to be approved at the following UCC meeting. Executive Committee will be meeting the Tuesday of the week prior to the UCC meeting. Departments are asked to send a representative to those meetings when their departmental changes are discussed in order to make the needed changes at that meeting.

AVPAA Bridge provided a brief overview of CIM, noting that the Curriculum Website contains the Curriculum Manual as well as other important information and dates, and the link to CIM. Chair Elliot, Osborne and Assistant Registrar Bodyfelt provided their CIM insights. Please remember to use the copy from proposed course/program in order to save faculty time and frustration. If you have questions, please have your faculty reach out to you, the Committee, Osborne or AVPAA Bridge. Also, as discussed in UCC last year, please send through all curriculum changes, including programs impacted by the change, at the same meeting. Assistant Registrar Bodyfelt reiterated that in order for courses to be ready for students as early as March, proposals must be through the UCC workflow step by November or December.

VI. New Business

A. Discussion of the wording on the AAS Essential Learning requirements centered on clarifying the six/three hours required in the Social Behavioral Sciences, Natural Sciences, Fine Arts and Humanities. After discussion, Assistant Registrar Bodyfelt suggested the following as indicated by the yellow highlight. Discussion and a vote will occur at the next meeting.

Essential Learning Requirement for Associate of Applied Science Programs. The Essential Learning requirements for the Associate of Applied Science must include a minimum of fifteen semester credit hours to include three hours of written communication and three hours of written or oral communication, a minimum of three hours of mathematics, and a minimum of six hours of Social Sciences, Natural Science, Fine Arts, or Humanities. Programs may stipulate specific courses within

the Essential Learning categories. In addition to the Essential Learning requirements, other lower division requirements are to include KINE 100 Health and Wellness and one hour of Kinesiology activity (KINA). Additional lower division requirements may apply to some degrees, e.g. prerequisites.

- B. Chair Elliot discussed the committee assignments for next meeting in reviewing the curriculum manual. Since the course descriptions will need to be addressed, he asked that each person read their assigned pages looking for readability and any areas that due to CIM, may need to be changed in the Curriculum Manual. All are asked to bring their comment, if any, back to the next meeting for discussion.

Adjournment:

With no objections from the committee, Chair Elliot adjourned the meeting at 4:36.

Respectfully submitted by Aaron Osborne, September 25, 2020.