COLORADO MESA
UNIVERSITY

Undergraduate Curriculum Committee
Agenda
April 13, 2017
3:30 pm, UC 222

I.   Announcements
  A) Meeting minutes from 1/26/17 approved by Faculty Senate on 3/16/2017
  B) Meeting minutes from 2/23/17 approved by Faculty Senate on 4/6/17
  C) Meeting minutes from 3/9/17 on Faculty Senate's 4/6/17 Consent Agenda

II.   Curriculum Proposals

A) **Business**
  Program Modification
   1. BBA Business Administration-Business Economics: 3122
   2. BBA Business Administration-Emerging Markets: 3172
   3. BBA Business Administration-Entrepreneurship: 3119
   4. BBA Business Administration-Finance: 3125
   5. BBA Business Administration-Human Resource Management: 3128
   6. BBA Business Administration-Insurance: 3169
   7. BBA Business Administration-Management: 3126
   8. BBA Business Administration-Managerial Informatics: 3168
   9. BBA Business Administration-Marketing: 3127

B) **Theatre Arts**
  Course Modification
   10. THEA 105 Introduction to Theatre Technology: Sound Technology

C) **WCCC-Agriculture/Viticulture**
  Program Addition
   11. Technical Cert Viticulture and Enology: Enology
   12. Technical Cert Viticulture and Enology: Viticulture
   13. Technical Cert Viticulture and Enology: Wine Professional
  Course Addition
   14. AGRS 104 Agriculture Chemistry
   15. AGRS 270 Science of Winemaking
   16. AGRS 275 Winemaking III
  Program Modification
   17. AAS Viticulture and Enology: 1309

D) **WCCC-Aviation**
  Course Modification
   18. AVTN 140 Aircraft Systems for Pilots-Airframe
   19. AVTN 202 Commercial Pilot Flight I
   20. AVTN 203 Commercial Pilot Flight II
  Course Deletion
   21. AVTN 104 Private Pilot Flight Helicopter
   22. AVTN 108 GPS for Pilots
   23. AVTN 114 Instrument Pilot Flight Helicopter

24. AVTN 115 ATC Phraseology
25. AVTN 141 Aircraft Systems for Pilot-Powerplant
26. AVTN 204 Commercial Flight I Helicopter
27. AVTN 210 Multi-Engine Cross Country Flight
28. AVTN 214 Commercial Flight II-Helicopter
29. AVTN 215 Flight Instructor Flight-Helicopter
30. AVTN 221 Instrument Instructor Ground School
31. AVTN 222 Instrument Instructor Flight
32. AVTN 223 Multi-Engine Instructor Flight
33. AVTN 224 CFI Instrument Helicopter
34. AVTN 242 ATC Phraseology

E) **WCCC-Electric Lineworker**
   Program Modification
   35. AAS Electric Lineworker: 1391

F) **WCCC-Medical Office Assistant**
   Program Modification
   36. Tech Cert (A-M) Medical Office Assistant: 1158

G) **WCCC-Surveying**
   Program Addition
   37. AAS Professional Land Surveying
   38. Technical Cert Surveyor-Specific On-Line Certificate
   Course Addition
   39. SURV 100 Introduction to Surveying/Field Work
   40. SURV 102 Surveying Calculations I
   41. SURV 200 Advanced Surveying Field Work
   42. SURV 203 Legal Aspects of Surveying
   43. SURV 204 Real Property Descriptions
   44. SURV 205 Advanced Surveying Computations/Calculations
   45. SURV 206 Property Law-Boundary Evidence
   46. SURV 207 Surveying Ethics: An Overview of Ethical Expectations
   47. SURV 299 Internship and Capstone Project

III. **Proposed Changes to Combined Curriculum Policy and Procedures Manual**

IV. **Important Dates and Deadlines for 2017-18**

V. **Expected Membership for 2017-18**

VI. **Officer Elections for 2017-18**

VII. **New Business**

C. Deadlines for Submission of Proposals

1. By Noon three weeks (4 weeks for the UCC) prior to the meeting, curriculum proposals and other agenda items must be received by
   a. the Office of Academic Affairs for proposals to be approved by the Undergraduate Curriculum Committee or by the Graduate Curriculum Committee;
   b. the Chair of the WCCC Curriculum Committee for proposals to be approved by the WCCC Curriculum Committee.
   c. the chair of the Graduate Curriculum Committee, for proposals to be approved by the Graduate Curriculum Committee.
2. Two weeks before submitting as explained in #1, above, proposals to add or modify courses that include requests to include the course in an Essential Learning category must be submitted to the UCC Chair who will forward the proposals to the Essential Learning Subcommittee, which will meet to discuss the proposal and will make its recommendation within a week to the UCC Chair for further consideration by UCC as explained in Section III.L.3.a.

Suggestion 1: Add language to outline meeting minutes for weekend classes.

Suggested update for CMU Curriculum Policies and Procedures Manual

Addition to Table III-1-Minimum required minutes for 3-credit hour class in various delivery formats

Type of Term	Days of Week	Days for Term	Minutes Per Day	Academic Engagement		Student Preparation (time doubles for graduate courses)	
				Minutes per term	Contact Hrs/term	Minutes per term	Hours per term
Semester	M W F	45	50	2250	45	4500	90
Semester	T TH	30	75	2250	45	4500	90
Semester	One *weekday*	15	150	2250	45	4500	90
Semester	*Sat*	*12 Fall 13 Spring*	*190 Fall 175 Spring*	*2250*	*45*	*4500*	*90*
Semester	*Sat Sun*	*24 Fall 26 Spring*	*95 Fall 90 Spring*	*2250*	*45*	*4500*	*90*

The suggested changes in italics above are requested to accommodate weekend classes and the academic breaks. In the fall term, no classes will be scheduled the weekend of fall break and the two weekends of Thanksgiving break. In the Spring term, no classes will be scheduled the two weekends of spring break. Final exams will be officially scheduled on the last day of class in the weekend preceding finals week.

Suggestion 2: Length of Short Title for Courses (In the forms, not the manual)

This change is to the forms. No reference to title limitation found in the curriculum manual.

The current length noted for the short title is 24 characters. The computer system allows for 30 characters. The short title is shown on the official transcript and any downloads for a printed schedule. The long title is used for the course catalog and online course schedule.

Undergraduate Curriculum Committee: Important Dates and Deadlines for Academic Year 2017-2018

Submit and discuss materials with Department Head and Department CC Rep and other affected departments.	Proposals to add or change Essential Learning courses, materials must be submitted to oroark@coloradomesa.edu.	Submit proposal to committee "buddy" to review. Proposals for new/changed course catalog descriptions must be submitted to Catalog Description Evaluator. Proposals for new programs or courses must be submitted to Library CC Rep. Proposals for new programs must be submitted to Director of Financial Aid and DASL.	**Submission Deadline** — Curriculum proposals and Essential Learning Committee minutes due by Noon (submitted by email to UCC_Chair@coloradomesa.edu)	Approx. date executive subcommittee meets to review proposals	Any initial issues and/or questions with proposals communicated to department	Departments address issues via email (send to UCC_Chair@coloradomesa.edu).	Agenda and proposals distributed to committee.	**Committee Meeting** — Curriculum committee meets to discuss and act on proposals.	Faculty Senate receives minutes. (Faculty Senate approval is two weeks later.)	VP of Academic Affairs Acts on All Proposals	President Acts on Substantive Changes	Board of Trustees Acts on Substantive Changes	Colorado Dept of Higher Education Acts on Substantive Changes.	Curricular Changes Appear in University Catalog.
Thursday	Thursday	Thursday	Wednesday	Friday	Monday	Thursday	Thursday	Thursday						
No curriculum proposals are entertained at the August meeting.							8/17/2017	8/24/2017	9/7/2017					
8/17/2017	8/24/2017	8/31/2017	9/6/2017	9/7/2017	9/10/2017	9/21/2017	9/28/2017	10/12/2017						
9/14/2017	9/21/2017	9/28/2017	10/4/2017	10/5/2017	10/8/2017	10/19/2017	10/26/2017	11/9/2017	Dates are set by appropriate authorities.					
9/28/2017	10/5/2017	10/12/2017	10/18/2017	10/19/2017	10/22/2017	11/2/2017	11/9/2017	11/23/2017						
11/2/2017	11/9/2017	11/16/2017	11/22/2017	11/23/2017	11/26/2017	12/7/2017	12/14/2017	12/28/2017						
12/14/2017	12/21/2017	12/28/2017	1/3/2018	1/4/2018	1/7/2018	1/18/2018	1/25/2018	2/8/2018						
1/11/2018	1/18/2018	1/25/2018	1/31/2018	2/1/2018	2/4/2018	2/15/2018	2/22/2018	3/8/2018						
1/25/2018	2/1/2018	2/8/2018	2/14/2018	2/15/2018	2/18/2018	3/1/2018	3/8/2018	3/22/2018						
No curriculum proposals are entertained at the April meeting.							4/5/2018	4/12/2018	4/26/2018					

(Leftmost margin: Dates and procedures vary with each department. Right margin labels: Fall 2018, Fall 2019)

Deadline to submit course changes that will appear in J-Term/spring course schedule. — 8/31/2017

Deadline to submit program additions (and accompanying course additions) that will appear in the 2018-19 Catalog. — 12/28/2017

Deadline to submit course changes that will appear in summer/fall course schedule. — 1/25/2018

Deadline to submit program modifications and course additions that will appear in the 2018-2019 catalog. — 1/25/2018

In the event that not all proposals are reviewed during a scheduled meeting, the committee will meet the following Thursday.